

## Foreign (regional) company representative office application form for deregistration

Shanghai Administration of Industry and Commerce:

In accordance with the relevant stipulations of the <Measures for administration of registration of resident offices of foreign enterprises> and <The implementation of interim provisions of administration of resident representative office of foreign enterprises>, we hereby apply for your approval to our application for business cancellation of registration. We also undertake that all the documents, certificates and related appendixes submitted by us are true, legal and valid, and that the copies are identical to the originals. We will bear all legal responsibilities for any consequence resulted from submitting false documents and certificates.

Name of the representative office \_\_\_\_\_

Registration certificate No. \_\_\_\_\_

Signature of chief representative \_\_\_\_\_

Seal of representative office

Date

[Printed by Shanghai Administration for Industry & Commerce](#)

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**China Business Engine**

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**Website**

China site: [www.cbize.com](http://www.cbize.com)

Globe site: [www.cbize.net](http://www.cbize.net)

\_\_\_\_\_, the agency/official of the enterprise is hereby authorized to handle all matters concerning the cancellation of the representative office.

Authorizer\_\_\_\_\_

Remarks: the authorizers as mentioned here must be the chief representative.

### Information of Agent

Agency		To stick the copy of Agent License here
Name		
Agent license No.		
Contact Tel.		

### Information of declarer of the representative office

Name		To stick the copy of ID card
Department		
Telephone		

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## Documents and Certificates Required for Cancellation of Representative Office of Foreign Company

No.	Required documents and certificates
1	Application for Cancellation of Foreign Company Residential Representative Office signed by chief representative
2	A written application signed by the chairman of directors or the general manager of the enterprise
3	Cancellation certificate of taxes and Customs record
4	The approval document and cancellation certificates issued by opening bank, the customs
5	Document and certificate issued by foreign company concerning the settlement of the liabilities and the related issues
6	Registration certificate, representative certificate, seal
7	Other documents and certificates

### Requirement:

1. The Application must be signed by the board chairman or other authorized personnel and filled out in black or blue-black ink with neat writing;
2. All submitted documents required above must be original, unless it is expressly that only copy is required
3. Such documents in foreign language should be translated into Chinese and make a chop.
4. Approval should be submitted the originals or valid copy. The cancellation of approved items should be submitted.

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## Cancellation for Registration Form for the Application of representative office of foreign company

Name of the RO			
Address			
Registration No.		Duration	
The reason of cancellation		Nationality	
Administration of approval			
Approval No.		Date of Approval	
Collector registration certificate		No.	
Collector representative license		Collector employee card	
Call back seal	Seal sample (previous call back)	Seal sample (after call back)	
	Total:	Signature of handler	
Remark			

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## Examination opinions

Examination opinions



Seal of Examiner(Signature):

Date

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### Notice of Cancellation collection

Notice of cancellation No.		Date of Approval	
Collector License	Signature		
	Date		
	ID Certificate.		
	ID Certificate No		
	Tel.		
Issuer	Signature		
	Date		
Remarks			

### Filling Information

Handed over by	
Taken over by	
Hand-over Date	
Remarks	

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