

Procedures and Documents for the registration for change of representative office

1. Registration for change of the name of the organization

Change of the registration certificate, representative certificate and the electronic business license with Shanghai Administration of Industry and Commerce:

Required documents:

(1) Application form for Change of Foreign/Regional Residential Representative Office signed by the chief representative

(2) Application report of change signed by President, CEO or whoever authorized to sign of Foreign/Regional enterprise

(3) Untitled documents provided by related governmental department in the region or country of the enterprise

(4) Registration Certificate and IC card

(5) Authorization letter and business license of the agency authorized by foreign/Regional enterprise

Change of the organization code with Shanghai Quality and Technical Supervision Bureau:

After the application of code registration of the organization, any change in the name, address, legal representative, type or economic nature of the enterprise should be applied for change to the related department in 30 days after the approval of the change.

Required documents include:

(1) Valid untitled document of the approval of the change

(2) Code certificate (both original and duplicated one), IC card of the code certificate

(3) ID card of the legal representative

Change of the seal with Shanghai Public Security Bureau:

Required documents:

The enterprise seal engraved with the "Three Qualifications", seal of the Shanghai representative office, the authorization letter signed by legal representative, copy of the valid identification of the legal representative, business license(both original and duplicate) or Industrial and Commerce Registration and its copy together with the valid identification of the handling person and its copy. On occasions that the license is handled by any agent entrusted, the valid identification of the agent should be submitted.

Change of Foreign Exchange Registration from Shanghai Branch of State Foreign Exchange Administration:

Change or de-registration of foreign exchange registration should be applied to the Foreign Exchange Administration when the name, share or equity structure of the enterprise is changed and the company is cancelled. The required documents include:

(1) Name, address, business scope of the enterprise, the copy of the approval of The copyright and/or other intellectual property rights of China Business Engine including related text, images, charts, sound, animation, and videos, and their arrangement on the China Business Engine website, are protected by copyright and other protective laws.

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de-registration

- (2) Foreign Exchange Registration
- (3) IC card of the bank account of foreign exchange
- (4) Copy of the approval of the foreign exchange capital account both reserved by the enterprise and the bank (only required for enterprises applying for the de-registration of foreign exchange registration)
- (5) Seal

Change of the Tax Registration Certificate with Shanghai Tax Administration

If the content of the tax registration certificate is involved in the change to be registered, taxpayers should, within 30 days after the registration of change or the approval or announcement of relevant organization, go to the original tax offices for tax registration of change with the following documents:

- (1) Business license or other approvals for business
- (2) Resolution of the change of registration and relevant untitled documents
- (3) Tax Registration Certificate (both original and duplicated one) released by tax department
- (4) Other identification, certificates and materials required by the competent tax organ
- (5) Application form of change of tax registration

If the content of the tax registration certificate is not involved in the change to be registered, taxpayers should, within 30 days after the registration of change or the approval or announcement of relevant organization, go to the original tax offices for tax registration of change with the following documents:

- (1) Business license or other approvals for business
- (2) Resolution of the change of registration and relevant untitled documents
- (3) Other identification, certificates and materials required by the competent tax organ
- (4) Application form of change of tax registration

2. Registration for change of the business location

Change of the registration certificate, representative certificate and the electronic business license with Shanghai Administration of Industry and Commerce:

Required documents:

- (1) Application form for Change of Foreign/Regional Residential Representative Office signed by the chief representative
- (2) The certificates for the address (including the original rent contract and the copy of the certificate for the house ownership)
- (3) Registration Certificate and IC card
- (4) Authorization letter and business license of the agency authorized by foreign/Regional

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enterprise

Change of the organization code with Shanghai Quality and Technical Supervision Bureau:

After the application of code registration of the organization, any change in the name, address, legal representative, type or economic nature of the enterprise should be applied for change to the related department in 30 days after the approval of the change.

Required documents include:

- (1) Valid untitled document of the approval of the change
- (2) Code certificate (both original and duplicated one), IC card of the code certificate
- (3) ID card of the legal representative

Change of Foreign Exchange Registration from Shanghai Branch of State Foreign Exchange Administration:

Change or de-registration of foreign exchange registration should be applied to the Foreign Exchange Administration when the name, share or equity structure of the enterprise is changed and the company is cancelled. The required documents include:

- (1) Name, address, business scope of the enterprise, the copy of the approval of de-registration
- (2) Foreign Exchange Registration
- (3) IC card of the bank account of foreign exchange
- (4) Copy of the approval of the foreign exchange capital account both reserved by the enterprise and the bank (only required for enterprises applying for the de-registration of foreign exchange registration)
- (5) Seal

Change of the Tax Registration Certificate with Shanghai Tax Administration

If the content of the tax registration certificate is involved in the change to be registered, taxpayers should, within 30 days after the registration of change or the approval or announcement of relevant organization, go to the original tax offices for tax registration of change with the following documents:

- (1) Business license or other approvals for business
- (2) Resolution of the change of registration and relevant untitled documents
- (3) Tax Registration Certificate (both original and duplicated one) released by tax department
- (4) Other identification, certificates and materials required by the competent tax organ
- (5) Application form of change of tax registration

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following documents:

- (1) Business license or other approvals for business
- (2) Resolution of the change of registration and relevant untitled documents
- (3) Other identification, certificates and materials required by the competent tax organ
- (4) Application form of change of tax registration

3. Registration for change of representative or chief representative:

Change of the registration certificate, representative certificate and the electronic business license with Shanghai Administration of Industry and Commerce:

Required documents:

- (1) Application form for Change of Foreign/Regional Residential Representative Office signed by the chief representative
- (2) Application report of change of representative signed by President, CEO or whoever authorized to sign of Foreign/Regional enterprise
- (3) Appointment of the residential personnel (representative or chief representative) of foreign or regional enterprise; resume and copy of the ID of the appointed representative
- (4) Registration Certificate and IC card
- (5) Work card of the former representative
- (6) Authorization letter and business license of the agency authorized by foreign/regional enterprise

4. Registration for prolonging the residential period

Change of the registration certificate, representative certificate and the electronic business license with Shanghai Administration of Industry and Commerce:

Required documents:

- (1) Application form for Change of Foreign/Regional Residential Representative Office signed by the chief representative
- (2) Application form for prolong signed by President, CEO or whoever authorized to sign of Foreign/Regional enterprise
- (3) Report of business activities
- (4) Registration Certificate and IC card
- (5) Authorization letter and business license of the agency authorized by foreign/regional enterprise

5. Registration for change of business scope

Change of the registration certificate, representative certificate and the electronic business license with Shanghai Administration of Industry and Commerce:

Required documents:

- (1) Application form for Change of Foreign/Regional Residential Representative Office signed by the chief representative

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- (2) Application form for change of business scope signed by President, CEO or whoever authorized to sign of Foreign/Regional enterprise
- (3) Registration Certificate and IC card
- (4) Authorization letter and business license of the agency authorized by foreign/regional enterprise

Change of the organization code with Shanghai Quality and Technical Supervision Bureau:

After the application of code registration of the organization, any change in the name, address, legal representative, type or economic nature of the enterprise should be applied for change to the related department in 30 days after the approval of the change.

Required documents include:

- (1) Valid untitled document of the approval of the change
- (2) Code certificate (both original and duplicated one), IC card of the code certificate
- (3) ID card of the legal representative

Change of the seal with Shanghai Public Security Bureau:

Required documents:

The enterprise seal engraved with the “Three Qualifications”, seal of the Shanghai representative office, the authorization letter signed by legal representative, copy of the valid identification of the legal representative, business license(both original and duplicate) or Industrial and Commerce Registration and its copy together with the valid identification of the handling person and its copy. On occasions that the license is handled by any agent entrusted, the valid identification of the agent should be submitted.

Change or de-registration of foreign exchange registration should be applied to the Foreign Exchange Administration when the name, share or equity structure of the enterprise is changed and the company is cancelled. The required documents include:

- (1) Name, address, business scope of the enterprise, the copy of the approval of de-registration
- (2) Foreign Exchange Registration
- (3) IC card of the bank account of foreign exchange
- (4) Copy of the approval of the foreign exchange capital account both reserved by the enterprise and the bank (only required for enterprises applying for the de-registration of foreign exchange registration)
- (5) Seal

Change of the Tax Registration Certificate with Shanghai Tax Administration

If the content of the tax registration certificate is involved in the change to be registered, taxpayers should, within 30 days after the registration of change or the approval or announcement of relevant organization, go to the original tax offices for tax registration of change with the following documents:

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- (1) Business license or other approvals for business
- (2) Resolution of the change of registration and relevant untitled documents
- (3) Tax Registration Certificate (both original and duplicated one) released by tax department
- (4) Other identification, certificates and materials required by the competent tax organ
- (5) Application form of change of tax registration

If the content of the tax registration certificate is not involved in the change to be registered, taxpayers should, within 30 days after the registration of change or the approval or announcement of relevant organization, go to the original tax offices for tax registration of change with the following documents:

- (1) Business license or other approvals for business
- (2) Resolution of the change of registration and relevant untitled documents
- (3) Other identification, certificates and materials required by the competent tax organ
- (4) Application form of change of tax registration

http://www.sgs.gov.cn/sgs/1001/xzxc/djcx/djcx_08.htm

<http://www.shzj.gov.cn/workcenter/zuzhidm.jsp>

http://www.police.sh.cn/shpolice/zhenwu/bszn/zazdzn/xzsp/item/2006_11/aa738020120070016868.shtml

<http://www.safe.gov.cn/fj/310000/310000C/310000C05053108.htm>

<http://www.csj.sh.gov.cn/gb/cs/jzwgk/bszn/swbszn/userobject7ai8565.html>

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