

## Materials for Representative Office Registration

1. Chief Representative issues the *application of Registration of resident representative offices in China*.
2. Authorized representative is entitled to issue applications, including company introduction, target of RO registration, name of resident representative offices, resident staff (chief representative & representative), business scopes, resident period, and resident address. Company's introduction include name, register address, telephone, business scope, board chairman & general manager of parent company. Type by formal letter and sign your board chairman or general manager. Other countries (areas) should submit documents in china and English excluding HK, Macao.
3. Notarization by local Public Security Bureau and authorized legal registration certificate by local Chinese diplomatic or consular mission.
4. HK enterprise should submit legal registration certificate and authorization of RO. The enclosed confirmed certificate, which is issued by HK's notary, should be submitted, after checked, signed, and transferred by China Legal Service (H.K.) Ltd.
5. Issue of financial reputation certificate by financial institution with foreign countries (areas). The original and bank's document should be signed and sealed by the charger of bank. Including company's name, certificate of open account, quota of deposit and valuation of reputation. It is available within a half year following issued.
6. The article of association, name list of board and 3-year statement which is considered as the credit status of foreign finance, insurance and security agency.
7. Authorized document of chief representative
8. Chief representative need to submit labor contract which issued by appointed foreign affairs service unit, who are China citizens with no right of abode in foreign country.
- 9 Certificate of the usage of office address and certificate of foreign office place. Representative office need rent foreign office building. Business property should submit the copy of the property certificate. Rental building should submit the original of lease agreement which is least for one year, while submit the original certificate of record of property leasing which issued by property management. If can't provide hereinbefore the copy of property certificate, should submit other copies of property license which could prove the property's owner.
10. Approval. Applicable to business which is non-canceled approved (such as finance, insurance, shipping, shipping Commission agent, air transportation business), appliers should submit approval or certificate to SAIC for registration.
11. Authorization of personnel (chief representative, representative) of RO, the representative's CV and the copy of IC. CV including name, birth day, nationality, education qualification, company, continued period. IC include the copy of foreigner's passport, China citizens who live in foreign for a long time need to submit passport and residence permit.
12. 2 photos of chief representative
13. Letter of authorization by the commission institution, operating license.
14. The document which is signed by authorized representative should submit authorization,

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.

15. The document which is written in foreign language should be translated into Chinese by translation corporate or agent.
16. Such document which is not required the copy should submit the original.



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.

**China Business Engine**  
Tel +86 21 52289730  
Fax +86 21 5228-9730

**Website**  
China site: [www.cbize.com](http://www.cbize.com)  
Globe site: [www.cbize.net](http://www.cbize.net)