

## Business Registration Procedure for Representative Office

- Rent a grade “A” office building
- Lease agreement notarized by [Shanghai Notary Public Office](#)
- Lease registration with Real Estate Centre
- Appoint Chief Representative
- Name pre-registration with [State Administration of Industry and Commerce](#) (SAIC)
- Issue of Registration Certificate by SAIC
- Chops made by Public Security Bureau
- Enterprise Code Registration by Technical Supervision Bureau
- Tax registration with local & national tax bureaus
- Registration with [State Administration of Foreign Exchange](#) (SAFE)
- Open foreign exchange settlement bank account
- Customs registration
- Statistics registration
- Open RMB account
  
- Health check with designated hospital
- Get health check report
- Work permit from SAIC
- Certificate form [Labor Bureau](#)
- Resident permit & Z visa from Public Security Bureau

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