

[ON [APPLICANT FOREIGN INVESTOR] LETTERHEAD]

___[month] 200__

[city] Municipality, [district] District Foreign Trade and Economic Co-operation Bureau People's Republic of China

Dear Sir / Madam

ESTABLISHMENT OF [PLACE OF ESTABLISHMENT] REPRESENTATIVE OFFICE As the duly authorized representative of [foreign investor], I have the honour of writing to you to apply for the establishment of a Representative Office in [place of establishment].

[foreign investor] was established in [year]. Since establishment, we have worked closely with our customers and partners to design and deliver products and services with high-level expertise. We sell our products and services to [industry] companies. [foreign investor] maintains the highest standards of quality in its products and services and our well-known trademark bears testimony to this.

[foreign investor] is interested in the Greater China region. The People's Republic of China has, within a short period of time, achieved record economic growth and is recognised as an important player in the development of Asia. It is anticipated that economic growth in the People's Republic of China will become the driving force behind the development of the economies of Asia. [foreign investor], which enjoys a substantial presence in our home country and the Asia-Pacific region, has responded to the rapid growth, vitality and vigour of the Chinese economy by seeking to participate in China's economic reforms. The establishment of a Representative Office is an important step in this direction.

[foreign investor]'s Representative Office to be known as "[Chinese name of Rep Office]" in Chinese, and "[English translation of Chinese name of Rep Office]" in English, if approved, will [scope of business of Rep Office].

The Representative Office will be staffed by [name of general manager] ([Chinese name of GM]) as the general manager, who has considerable expertise in our home markets and in the Asia-Pacific region. Subject to approval, the proposed duration of the initial term of the Representative Office shall be [three] ([3]) years. The proposed location of the Representative Office is [address of Rep Office].

The establishment of a Representative Office in [place of establishment] will assist [foreign investor] to acquire a better understanding of the People's Republic of China and to explore further and better ways to co-operate with our partners. [foreign investor] strongly believes that this can only strengthen the economic co-operation and technological exchanges between the People's Republic of China and the [investor's country of origin].

We would be most grateful to receive your positive consideration and approval of this application. Your

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early reply would be greatly appreciated.

Yours faithfully,

Signature: _____

Name: []

Title: []



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