

ON [APPLICANT FOREIGN INVESTOR] LETTERHEAD

[Date]

[Location] Foreign Trade and Economic Co-operation Bureau

[Address]

People's Republic of China

Dear Sir / Madam

[Foreign investor] ("Company") hereby authorises and appoints [name of chief representative] to serve as the chief representative of its representative office in [location], the People's Republic of China, and to manage the affairs of the representative office for and on behalf of the Company.

The appointed chief representative's brief biography and copies of identification documents are enclosed for your reference.

Yours faithfully

[Name]

[Title]

[Foreign Investor]

Encl.

[ON [APPLICANT FOREIGN INVESTOR] LETTERHEAD]

[Date]

CHIEF REPRESENTATIVE IN THE PEOPLE'S REPUBLIC OF CHINA

[Foreign investor]'s chief representative in the People's Republic of China is [Mr. / Ms.] [full name of chief representative].

Since [insert date], [Mr. / Ms.] [surname of chief representative] has been [foreign investor]'s [insert title].

From [insert date] to [insert date], [he / she] was the [insert title] for [insert previous company's name].

From [insert date] to [insert date], [he / she] was the [insert title] for [insert previous company's name].

From [insert date] to [insert date], [he / she] was the [insert title] for [insert previous company's name].

[Mr. / Ms.] [surname of chief representative] has a [insert degree] from [name of University]. [Mr. / Ms.] [surname of chief representative] is a citizen of [insert country] and was born on [insert birth date].

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Tel +86 21 52289730

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