

## Establishment of job referral agencies with foreign investment

According to the Opinions on implementation by Shanghai municipality government concerning the Provisional Regulations on the Administration of job referral agency with foreign investment, foreign investors are permitted to establish job referral agencies in the form of Chinese-Foreign contractual joint ventures or Chinese-Foreign equity joint ventures. The wholly foreign-owned job referral agency is not allowed in China. The registered capital should be no less than \$300,000. According to Mainland and Hong Kong, Macao Closer Economic Partnership Arrangement, service providers of Hong Kong and Macao are permitted to establish wholly foreign-owned joint job referral agency in the territory of China, and the registered capital should be no less than \$125,000.

Procedures for examination and approval of job referral agencies with foreign investment are as follows:

I. Chinese investor submit the application for setting-up of project to Shanghai Foreign Investment Committee and authorized approval department. The following materials shall be submitted.

1. project application and project proposal
2. Shanghai job referral agency license of Chinese investors
3. certification of bank credibility, certification of registration (copy), proving materials for the legal representative(copy)
4. other related documents

II. Approval department shall approve the project and declare it to Shanghai Municipal Labor and Social Security Bureau, Shanghai Administration of Industry and Commerce administrative and other related administrative departments. After receiving the approval of project proposal, the applier shall apply to industrial and commercial administrations for the registration of pre-approval of enterprise name and get the pre-approval notification. After getting the notification, the applier shall submit the feasibility study report, contract and articles of association as well as the following documents to Shanghai Foreign Investment Committee:

1. application of establishing enterprises and approval of project setting-up
2. feasible study report
3. contract and articles of association signed by representatives of each party
4. list of board of directors, and letters of appointment of the directors
5. resumes and certifications for qualification of the professional staff
6. certification of the usage of the business place
7. Notification of the pre-approval of the enterprise name
8. other related documents required by laws and regulations

The original documents should be submitted unless there is a note showing the requirement for copies. If the documents are not signed by legal representatives, the power of attorney of legal representative should be submitted.

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.

Shanghai Foreign Investment Committee shall give approval to the qualified appliers and issue the Certificate of Approval for the Establishment of Enterprises with Foreign Investment.

III. The applier should go the formalities of industrial and commercial registration and get the business license within 30 days after the issuance of the certificate and then go to Shanghai Municipal Labor and Social Security Bureau for the filing for the issuance of Shanghai job referral agency license within 10days from the industrial and commercial registration.



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)