

Residence Permit of Foreigners (2 years term)

Address for handling: No.1500 Minsheng Road, Pudong New District

Time for handling: 9:00 am to 5:00 pm from Monday to Saturday

Tel: 28951900

Conditions for Administrative Permission:

Foreigners who comply with one of the following conditions may apply for residence permit with 2 year's term.

1. Employees in enterprises with a registered capital of or over \$30million.
2. The legal representatives (general manager or deputy general manager) in enterprises or public institutions in Shanghai.
3. The representative of the representative office in Shanghai of foreign enterprise.
4. Executives of high-level or high-tech talents working in large-scale enterprises in Shanghai
5. Chief executives in the Sino-foreign cooperatively running schools established by the national key higher education institutions; foreigners working in units in Shanghai with titles of or above associate professor or associate researcher
6. Foreigners who own the Residence Card (2 years' term) B
7. Foreigners who have worked and lived in Shanghai for or above 5 years.

The spouse of the person as mentioned and their unmarried children under the age of 18 may apply for the same Residence Permit at the same time.

Documents and Materials for Application:

1. Completely filled VISA AND RESIDENCE PERMIT APPLICATION FORM, and one recently taken two-inch half-length, bareheaded and full-faced photo;
2. Registration receipt of lodging in Shanghai from hotel or local police station (original);
3. Valid passport and the original version of the visa for verification;
4. Health Examination Certificate issued by Shanghai Municipal Health and Quarantine Bureau (No.15 Jinbang Road, Changning District)
5. The official letter of the working unit
6. The official letter of Shanghai Foreign Economic and Trade Committee or Shanghai Foreign Affairs Office, or the original and copy of the Shanghai Residence Card (2 years' term)B (those who have worked in Shanghai for 5 years do not have to submit the documents as mentioned in this item)
7. The written application of the applier
8. The certificate of approval of the establishment of the enterprise as well as the business license (duplicated version), or the certificate of the registration of the organization and the certificate of the code of the organization (both original and copy)
9. General manager or those who take positions under the level of general manager (or those who have the Shanghai Residence Card (2 years' term) B, type F) should submit the employment certificate and the registration form of employment (original); and foreign

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.

experts should submit the Expert Certificate.

10. The proving materials of one of the following items related to ID of the applier and the reason for application:

- (1). Related proving materials and the copies should be submitted for those who are the academic foregoers or foregoers of scientific research in key scientific research center or key universities of national or municipal level authorized by Shanghai Education Committee
- (2). Shanghai Residence Card (2 years' term)B (original and copy)
- (3). The certificate of representative (original and copy)
- (4). The contract of employment (original and copy)

For the family members of the person as mentioned above, the valid passport and visa as well as the certification of the relationship should be submitted.

Appliers who are under the age of 18 or above the age of 70 and those whose Aliens' Residence Certificate is expired and applies for reissue within 3 months do not have to submit the health examination certificate.

Handling Procedures and Required Time:

The first application should be conducted by the applier him or herself; reissue of the residence certificate may be conducted by the working unit or relatives of the applier.

5 workdays after the collection of all the application materials. (Note: Saturday is only for collection of materials.)

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

Globe site: www.cbize.net