

Residence Permit of Foreigners (3 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 3 year's term.

1. Employees in Shanghai headquarters of multinational enterprises;
2. Department managers in enterprises with a registered capital of or over \$30million.
3. Foreigners who own the Residence Permit (3 years' term) B

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 (3 years' term)B
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 (3 years' term) B, type F) should submit the employment certificate and the registration form of employment (original); and foreign 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). Certification of verification issued by Shanghai Foreign Economic and Trade Committee for those who work in the headquarters of multinational enterprises.
 - (2). Shanghai Residence Card (3 years' term)B (original and copy)
 - (3). 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.

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.

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

WebsiteChina site: www.cbize.comGlobe site: www.cbize.net