

**WHOLLY FOREIGN OWNED ENTERPRISES (WFOE)
SET UP PROCEDURE IN CHINA**

- How to Establish a Pure Trading Company or Consulting Company in Shanghai, China

A . Establishment Procedures:

1. Apply for the approval of the name of the new company 查名
2. Register the office lease contract of the new company 新公司营业地址
3. Apply for the approval of the Articles of Association for the new company 新公司章程确认
4. Apply for the license of import and export 进出口经营权申请
5. Apply for the license of domestic retail 零售权申请
6. Apply for the Certificate of Approval 批准证书
7. Apply for the Business License and IC card 营业执照和 IC 卡
8. Carve relevant chops according to the requirement of the new company 刻章
9. Apply for Enterprise Code Certificate and IC card 组织机构代码证和 IC 卡
10. Apply for Foreign Exchange Registration Certificate and IC card 外汇登记证和 IC 卡
11. Arrange the Foreign Exchange Capital Account for the capital contribution into the new company 建立外汇资本金帐户
12. Arrange other bank accounts, foreign exchange and RMB, according to the requirement of the new company 设立其它帐户
13. Apply for Tax Registration Certificate 税务登记
14. Apply for Financial Registration Certificate 财政登记

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15. Arrange for capital verification and obtain Capital Verification Reports after the registered capital is contributed completely. 资本金验资
 16. Update Business License after the registered capital is contributed properly and completely 更新营业执照
 17. Apply for Customs Registration Certificate and IC card 海关注册登记证和 IC 卡*
 18. Apply for Statistics Registration Certificate 统计证*
 19. Apply for Customs Electronic Port Registration 电子口岸*
 20. Apply for Commodity Inspection Registration 商检登记*

(* Applicable only to a trading company)

It normally takes around 70-90 working days to accomplish the above-mentioned missions on the basis that all the documents and materials needed are properly prepared in advanced and passed to us without any delay.

B . Documents and Materials to Be Provided by the Investor

Besides all the forms need to be signed, the following documents shall also be provided by the investor for the establishment of a new company

1. 投资方营业执照复印件
The copy of the investor's business license
2. 投资方资信证明原件两份
Two original credit letters in duplicate issued by the investor's account-opening bank
3. 投资方法人代表护照复印件(有其签字)
Copy of I.D. document of the legal representative of the investor with his or her signature, passport preferred.
4. 委托某人签署有关成立公司和申办执照有关的法律文件的授权书原件两份(如有)
Two original Power of Attorney in duplicate to authorize a certain person to sign relevant documents related to the establishment of the new company and the application of the business license (if there is)
5. 被授权人的护照复印件(有其签字)(如有)
Copy of I.D. document of the authorized person with his or her signature, passport preferred

(if there is)

6. 新公司董事会成员委派书 (由贵司自行打印签字)

Appointment Letter for the board members of the new company, which shall be made and signed by the investor

7. 新公司法人代表, 董事会成员护照复印件 (有其签字)

Copies of I.D. document of the legal representative and all the board members of the new company with their signatures, passport preferred

8. 新公司法人代表, 董事会成员简历

Brief resumes of the legal representative and all the board members of the new company

9. 新公司法人代表照片两张

Two photos of the legal representative of the new company

10. 投资方简介, 主要包括: 注册地址, 注册资本, 法人代表, 经营范围, 市场份额, 销售量, 与中国的经济交往关系等

Brief introduction of the investor mainly including the registered capital, registered address, legal representative, business scope, market share, sales volume and business relation with China, etc

11. 新公司简单介绍, 如: 注册资本, 投资总额, 销售市场, 预计销售额及仓储计划等

Some information about the new company including its registered capital, total investment, major market, sales prediction and warehousing plan, etc

12. 新公司中英文名称

The name of the new company both in English and Chinese

13. 可行性研究报告, 由贵司提供拟件, 一式三份。

Feasibility Study Report (3 copies). The initial version shall be provided by the client.

14. 公司章程, 由贵司提供拟件, 一式三份。 , 每份均需由贵司签署

Articles of Company Incorporation (3 Copies). The initial version shall be provided by the client.

15. 新公司自用设备清单

List of equipment for self-use of the new company

- Note: Client should apply for the General Tax Payer Qualification when the financial staff is available and before it begins to merchandize cargoes. This procedure is not listed on the check list.

Contact Information

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