

1.3 Procedures for Establishment of Resident Representative Offices by Foreign Companies

Step 1:

Applicant appoints an agent, which must be a mainland organisation specialised in providing services to foreign companies.

Step 2:

Agent submits on applicant's behalf all the required documents to provincial foreign trade and economic cooperation department for examination and approval.

Step 3:

Upon approval granted, applicant should proceed promptly to the provincial or municipal administration for industry and commerce for registration.

Step 4:

Other formalities to be handled by the resident representative:

- Complete residence application procedures with local public security bureau by presenting registration certificate, representative certificate and approval certificate;
- Apply for opening bank account by presenting registration certificate and approval certificate to local foreign exchange administration;
- Apply to Customs for permission to import office equipment, daily necessities and transport vehicles for use by the representative office and its personnel;
- Complete tax payment registration procedure at local tax office;
- Appoint local foreign service company to recruit local staff.