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Change of Company Name for Shenzhen FICE - Procedures and Fees

Unless otherwise indicated, the FICE mentioned in this quotation refer to a limited liability company formed and registered in Shenzhen, China in accordance with the China Company Law and the related regulations and wholly owned by one or more foreign companies or individuals. A FICE in the form of a limited liability company is by far the most popular investment vehicles in China amongst foreign investors.

Summary

The quotation applies to situations where a FICE registered in Shenzhen intends to change its company name and that no special licence or permit or other change is required.

Our fees for handling the change of company name for a FICE in Shenzhen, China are RMB18,000 and our fees cover the services listed in Section 1(1) of this quotation. Our service fees, however, do not include the payment of official change filing charges.

The materials required include the new company name, incorporation certificates of the service type FICE and others. A list of the materials is detailed in Section 3 of the quotation.

The whole process for the change of company name for a FICE in Shenzhen, China takes 10 to 12 weeks. It should however be noted that most of the procedures are subject to approval granted by the government departments and therefore some of the procedures may take longer than expected.

If special licence or permit or other extra change is required, we may need to adjust our fees and the time required may need to be extended accordingly.

1. Change Costs

(1) Our Service Fees

Our fees for handling the change of company name for a FICE in Shenzhen, China are RMB18,000. In particular, our fees cover the following services:

- (1) Preparation of change application documents;
- (2) Perform name availability search
- (3) Application for approval and reservation of the proposed company name
- (4) Application for the change with the registry office;
- (5) Remaking of the seals for the FICE;
- (6) Application for the change with MOFCOM;
- (7) Application for the change with the tax bureau;
- (8) Application for the change of foreign exchange registration for FDI;
- (9) Application for the change of company information with the opening bank for RMB basic account;
- (10) Application for the change of foreign trade operator registration
- (11) Application for the change of customs registration
- (12) Application for the change of e-port registration
- (13) Application for the change of inspection and quarantine registration
- (14) Application for the change of foreign exchange registration for trading

If special licence or permit or other extra change is required, we may need to adjust our fees accordingly.

(2) Official Filing Fees

Our service fees stated in Section 1 (1) do not cover any official filing fees. The estimate official filing fees are around RMB2,500. The official filing fees will be billed with supporting official receipts.

(3) Translation Costs

Our service fees stated in Section 1 (1) do not cover translation costs for translating the documents prepared by you from English to Chinese or translation of registration documents from Chinese to English. If so required, we will charge an extra amount of RMB350 per page of A4 size paper for the translation services.

All the fees quoted above do not include the Value Added Tax and Surcharges of 7.5% if Chinese tax invoice (Fapiao) is required.

A summary of the fees and costs is provided in Schedule 1 to the quotation.

2. Payment Terms and Methods

Upon receipt of your order, we will issue an invoice to you for your settlement. We require full payment in advance.

If China's mainland or Taiwan official tax invoice is required, Value-Added Tax or Business Tax at the prevailing rate in the respective jurisdiction will be charged.

3. Required Documents and Materials

The following materials are required for the purpose of change of company name for a FICE in Shenzhen, China:

- (1) New company name;
- (2) MOFCOM filing record for the establishment and/or change of the FICE;
- (3) Business Licenses (original and duplicates);
- (4) Articles of Association and/or Amendment to the Articles of Association;
- (5) Bank Account Opening Permit;
- (6) Organizational Credit Code Certificate;
- (7) Foreign Exchange Registration Permit;
- (8) Company seal, financial seal and name seal of the legal representative;
- (9) Foreign Trade Operator Registration Form;
- (10) Customs Registration Certificate;
- (11) Inspection and Quarantine Registration Form;
- (12) E-port IC card;
- (13) Other documents or information temporarily required by registration authorities.

Please note the original identity certificate of the legal representative shall be presented for checking when applying for bank and customs changes. Sometimes, the bank may ask the legal representative to visit the bank in person.

4. Estimated Time Frame

It is estimated that the whole change process would take around 10 to 12 weeks, subject to the approval by the various registration authorities in Shenzhen. The table below shows the estimated time frame for each of the steps for the change.

Step	Description	Who is Responsible	Working Days
1	Perform name availability search	Kaizen	1
2	Application for approval and reservation of the proposed company name	Kaizen	1
3	Application for the change with the registry office	Kaizen	3-5
4	Remaking of the seals for the FICE	Kaizen	2
5	Application for the change with MOFCOM	Kaizen	3
6	Application for the change with the tax bureau	Kaizen	1
7	Application for the change of foreign exchange registration for FDI	Kaizen	10
8	Application for the change of company information with the opening bank	Kaizen	10-15
9	Application for the change of foreign trade operator registration	Kaizen	5
10	Application for the change of customs registration	Kaizen	5
11	Application for the change of e-port registration	Kaizen	2
12	Application for the change of inspection and quarantine registration	Kaizen	2
13	Application for the change of foreign exchange registration for trading	Kaizen	2
Around 10-12 Weeks			

If you wish to obtain more information or assistance, please visit the official website of Kaizen CPA Limited at www.kaizencpa.com or contact us through the following and talk to our professionals:

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Schedule 1 – Summary of Costs for Change of Company Name for a FICE in Shenzhen

Item	Description	Amount (RMB)
1	Service fees for change of company name for a FICE in Shenzhen (Note 1)	18,000
2	Official filing fees (Note 2)	2,500
3	Disbursements	500
4	Translation fees (Optional)	N/A
TOTAL		21,000

Note:

1. If special licence or permit or other extra change is required, Kaizen can handle the application and our fees will be quoted upon request.
2. The government fees will be collected before the commencement of services and any shortfall will be billed after completion of change process.
3. If Chinese tax invoice is required, a Value Added Tax and Surcharges of 7.5% would be applicable.