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## Change of Registered Address 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. The registered address must be located at a commercial building with an office lease assigned for no less than 12 months.*

### Summary

The quotation applies to situations where a FICE registered in Shenzhen with small scale taxpayer status intends to change its registered address and that no special licence or permit or other change is required.

Our fees for handling the change of registered address for a FICE in Shenzhen, China are RMB17,000 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 tenancy agreement, leasing certificate, incorporation certificates of the FICE and others. A list of the materials is detailed in Section 3 of the quotation.

The whole process for the change of registered address for a FICE in Shenzhen, China takes 8 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 the FICE is a general taxpayer and/or 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 registered address for a FICE in Shenzhen, China are RMB17,000. In particular, our fees cover the following services:

- (1) Preparation of change application documents;
- (2) Application for the change with the registry office;
- (3) Application for the change with MOFCOM;
- (4) Application for the change with the tax bureau;
- (5) Application for the change of foreign exchange registration for FDI;
- (6) Application for the change of company information with the opening bank;
- (7) Application for the change of customs registration
- (8) Application for the change of foreign trade operator registration;
- (9) Application for the change of e-port registration;
- (10) Application for the change of inspection and quarantine registration;
- (11) 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 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 registered address for a service type FICE in Shenzhen, China:

- (1) One original tenancy agreement of the premise to be used as registered office by the FICE, the lease term shall be no less than 12 months;
- (2) One original leasing certificate of the new office;
- (3) MOFCOM filing record for the establishment and/or change of the FICE;
- (4) Business Licenses (original and duplicates);
- (5) Articles of Association and/or Amendment to Articles of Association;
- (6) Bank Account Opening Permit;
- (7) Organizational Credit Code Certificate;
- (8) Foreign Exchange Registration Permit;
- (8) Customs Registration Certificate;
- (9) Foreign Trade Operator Registration Form;
- (10) Inspection and Quarantine Registration Form;
- (11) E-port IC Cards;
- (12) Company seal, financial seal and name seal of the legal representative;
- (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 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 8 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	Working Days
1	Application for the change with the registry office	3-5
2	Application for the change with MOFCOM	3
3	Application for the change with the tax bureau	1
4	Application for the change of foreign exchange registration for FDI	10
5	Application for the change of company information with the opening bank	10-15
6	Application for the change of customs registration	3
7	Application for the change of foreign trade operator registration	5
8	Application for the change of e-port registration	5
9	Application for the change of inspection and quarantine registration	2
10	Application for the change of foreign exchange registration for trading	1
<b>Around 8 – 12 Weeks</b>		

*If you wish to obtain more information or assistance, please visit the official website of Kaizen CPA Limited at [www.kaizencpa.com](http://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 Address for a FICE in Shenzhen**

<b>Item</b>	<b>Description</b>	<b>Amount RMB</b>
1	Service fees for change of registered address for a FICE in Shenzhen (Note 1)	17,000
2	Disbursements	500
3	Official filing fees	N/A
4	Translation fees (Optional)	N/A
<b>TOTAL</b>		<b>17,500</b>

**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. If Chinese tax invoice is required, a Value Added Tax and Surcharges of 7.5% would be applicable.