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Change of Chief Representative for Shenzhen RO - Procedures and Fees

Summary

This quotation applies to situations where a representative office in Shenzhen intends to change its chief representative and that no special licence or permit is required.

Our fees for handling the change of chief representative of a representative office in Shenzhen, China are RMB12,000 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 registration charges, legalisation of appointment letter for the new chief representative of the representative office.

The materials required include legalised removal of the previous chief representative and appointment letter for the new one and his/her passport copy, resume and others. A list of the materials is detailed in Section 4 of the quotation.

The whole process for the change of chief representative of a representative office in Shenzhen, China takes 5 to 7 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, due to the limitation of foreign investor company's principal business activities, the registration of representative office requires special licence or permit, we may need to adjust our fees and the time required may need to be extended accordingly.

1. Change Cost

(1) Our Service Fees

Our fees for handling the change of chief representative of a representative office in Shenzhen, China are RMB12,000. In particular, our fees cover the following services:

- (1) Preparation of registration application documents for the change;
- (2) Submitting online application for the change with the registry office;
- (3) Making an appointment for the submission of paper application;
- (4) Submitting paper application to the registry office;
- (5) Carving personal name chop for the new chief representative;
- (6) Application for the change with the opening bank.

If, due to the limitation of foreign investor company's principal business activities, the registration of representative office requires special licence or permit, 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 estimated official filing fees shall be around RMB1,000. The official filing fees will be billed with supporting official receipts.

(3) Legalisation Fees

Our fees stated above also do not cover the legalisation of the removal of the previous chief representative and appointment letter for the new one and his/her passport copy. Kaizen is able to arrange the legalisation of incorporation documents for foreign enterprises registered in Hong Kong, Singapore, Taiwan, British Virgin Islands, Cayman Islands and Bermuda and a few other countries. Fees for legalisation will be quoted upon request.

(4) 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 application for the change of chief representative of a representative office in Shenzhen, China:

- (1) A scanned copy of the ID Card or passport of the new Chief Representative;
- (2) The resume of the new Chief Representative;
- (3) Four pictures of the new Chief Representative;
- (4) Original representative certificate of the previous Chief Representative;
- (5) The passport copy of the new chief representative, letter of appointment for the new Chief Representative and the removal of the previous Chief Representative, which shall be legalised by Chinese Embassy or Consulate in the country where the mother company is registered.
- (6) Original registration Certificate, bank account opening permit of the representative office;
- (7) Common seal, financial seal of the representative office and personal name chop of the chief representative.

Please note the original passport of the chief representative is required when applying for the change with the opening bank. Sometimes, the bank may ask the chief representative to visit the bank in person.

4. Estimated Time Frame

It is estimated that the whole registration process would take around 5 to 7 weeks, subject to the schedule of the investor and also the approval by the various registration authorities in Shenzhen. The table below shows the estimated time frame for each of the steps for the registration.

Step	Description	Who is Responsible	Working Days
Preliminary			
1	Preparation of materials required	Investor	Investor's schedule
Application for Change			
2	Submitting online application for the change	Kaizen	1
3	Making an appointment for the submission of paper application	Kaizen	5
4	Submitting paper application to the registry office and collecting the change notice	Kaizen	3-5
5	Making a name chop for the new chief representative	Kaizen	2
6	Application for the change with the opening bank	Kaizen	10-15
Around 5 -7 Weeks			

5. Real-Name Certification of the Chief Representative

Provided the chief representative of a representative office is a foreigner or Hong Kong/Macau/Taiwan resident, then s/he is required to visit the local office of State Administration of Taxation (SAT) in person so as to enable the SAT to verify her or his Passport or Hong Kong/Macau/Taiwan resident's mainland travel permit. This is what we called real-name certification with the tax bureau. Failure to complete the real-name certification will affect the company's tax related matters, or in the worst scenario, may not be able to file tax returns, with the SAT.

Since the chief representative is required to visit the SAT in person to perform the real name certification, we would recommend that she or he should be accompanied by a local staff, so as to avoid any language or communication problems. If you want us to send our staff to go to the SAT with your foreign chief representative, we can also arrange for it accordingly. Our fees for the foregoing service are RMB1,500.

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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Tel: +852 2341 1444

WhatsApp/Line/Wechat: +852 6114 9414, +86 1521 932 644

Skype: kaizencpa

Schedule 1 – Summary of Costs for Change of Chief Representative of a RO in Shenzhen

Item	Description	Amount RMB
1	Service fees for the change of chief representative	12,000
2	Official filing fees for change (Note 1)	1,000
3	Disbursements	500
4	Real-name Certification of the Chief Representative (Optional)	1,500
5	Legalization Fees (Optional)	TBC
6	Translation fees (Optional)	TBC
TOTAL		15,000

Note:

1. The government fee is an estimated amount. We will collect it before the commencement of services and any shortfall will be billed after completion of registration of the representative office.
2. Item 4 to 6 will only be incurred if we are being engaged for such services.
3. If Chinese tax invoice is required, a Value Added Tax and Surcharges of 7.5% would be applicable.