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## Change of Registered Address for Shenzhen RO - Procedures and Fees

### Summary

The quotation applies to situations where a RO registered in Shenzhen 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 RO 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 change filing charges.

The materials required include tenancy agreement, photocopies of property ownership certificate, photocopy of business license/identity card of the landlord, registered office address proof signed by the landlord, incorporation certificates of the RO 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 RO 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 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 Cost

### (1) Our Service Fees

Our fees for handling the change of registered address for a RO 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) Application for the change with the opening bank.

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

### (2) Official Filing Fees

The fees quoted in Section 1 (1) above do not cover official filing fees to be paid to different government departments and the official filing fees.

### (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. In case the translation is done by client directly, we will charge RMB60-180 per page of A4 size paper as proof reading service fees.

**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 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 RO in Shenzhen, China:

- (1) One original Tenancy Agreement and Leasing Certificate of the Premise to be used as registered office by the RO, the lease term shall be no less than 12 months;
- (2) Original Registration Certificate and Representative Certificate of the representative (s);
- (3) Original Bank Account Opening Permit;
- (4) Original Organizational Credit Code Certificate;
- (5) Seals of the Shenzhen RO;
- (6) Other documents or information temporarily required by registration authorities.

### 4. Estimated Time Frame

It is estimated that the whole change process would take around 5 to 7 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
<b>Preliminary</b>			
1	Preparation of materials required	Investor	Investor's schedule
<b>Application for Change</b>			
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	Application for the change with the opening bank	Kaizen	10-15
<b>Around 5 -7 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 Registered Address for Shenzhen RO

<b>Item</b>	<b>Description</b>	<b>Amount (RMB)</b>
1	Service fees for change of registered address for Shenzhen RO (Note 1)	12,000
2	Official filing fees (Note 2)	N/A
3	Disbursements	500
4	Translation fees (Optional)	N/A
<b>TOTAL</b>		<b>12,500</b>

**Note:**

1. Item 4 will only be incurred if we are being engaged for such services.
2. If Chinese tax invoice is required, a Value Added Tax and Surcharges of 7.5% would be applicable.