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China Representative Office Registration and Maintenance Guide (9) Changes of Particulars and Application for Extension

1. Change of the Chief Representative, Business Scope, Name and Address

(1) Change of Chief Representative

The following materials shall be submitted to the registry office:

- (a) An application letter for changing the chief representative;
- (b) A power of attorney for handling the change with the registry office and a photocopy of the identity certificate of the agent;
- (c) The identity certificate of the new chief representative, letter of appointment for the new chief representative and the removal of the previous one, which shall be legalised by Chinese Embassy or Consulate in the country where the foreign enterprise is registered.;
- (d) The resume of the new chief representative;
- (e) The original representative certificate of the previous chief representative;
- (f) One 2-inch sized photo of new chief representative;
- (g) The original registration certificate of the representative office;
- (h) The original approval documents if pre-approval is required.

(2) Change of Business Scope

The following materials shall be submitted to the registry office:

- (a) An application letter for changing the business scope;
- (b) A power of attorney for handling the change with the registry office and a photocopy of the identity certificate of the agent;
- (c) The original registration certificate of the representative office;
- (d) The original approval documents if pre-approval is required.

(3) Change of Name of the Representative Office

The following materials shall be submitted to the registry office:

- (a) An application letter for changing the name of the representative office;
- (b) A power of attorney for handling the change with the registry office and a photocopy of the identity certificate of the agent;

- (c) A certification on the name change of the foreign enterprise, which shall be legalised by Chinese Embassy or Consulate in the country where the foreign enterprise is registered;
- (d) The certificate of incorporation of the foreign enterprise, which shall be legalised by Chinese Embassy or Consulate in the country where the foreign enterprise is registered;
- (e) A bank reference letter of the foreign enterprise, which shall be legalised by Chinese Embassy or Consulate in the country where the foreign enterprise is registered;
- (f) The original registration certificate of the representative office;
- (g) The original approval documents if pre-approval is required.

(4) Change of the Registered Address of the Representative Office

The following materials shall be submitted to the registry office:

- (a) An application letter for changing the registered address;
- (b) A power of attorney for handling the change with the registry office and a photocopy of the identity certificate of the agent;
- (c) The details of the new office address;
- (d) The original registration certificate of the representative office;
- (e) The original approval documents if pre-approval is required.

2. Application for Extension of Residence of a China Representative Office

The duration of the residence for the Representative Office (RO) is registered in the registry office, which is starting from the date on which the registration certificate is issued by the registry office. An application for the extension of residence should be submitted to the registry office at least 60 days before the expiration.

The following materials shall be submitted to the registry office:

- (a) An application letter for extension;
- (b) A power of attorney for handling the change with the registry office and a photocopy of the identity certificate of the agent;
- (c) The certificate of incorporation of the foreign enterprise, which shall be legalised by Chinese Embassy or Consulate in the country where the foreign enterprise is registered;
- (d) A bank reference letter of the foreign enterprise, which shall be legalised by Chinese Embassy or Consulate in the country where the foreign enterprise is registered;
- (e) The original registration certificate of the representative office;
- (f) The original representative certificate of the chief representative or representative and one 2-inch sized photo;
- (g) The original approval documents if pre-approval is required.

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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