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China WFOE Registration Guide (15) - Materials Required for the Registration of a China Wholly Foreign Owned Enterprise (WFOE)

1. WFOE Registration Application Documents

The following is a list of documents and information which needed to be prepared for the purpose of application for registration of a WFOE in China:

(1) Name of the company to be registered

The name of company to be registered in Shanghai must follow the format “Business Name + (Shanghai) + Principal Business Activity + Limited” or “Business Name + Principal Business Activity + (Shanghai) + Limited” For example, “Kaizen (Shanghai) Business Consulting Limited” or Shanghai Kaizen Business Consulting Limited.

(2) Particulars of the Shareholder

If the shareholder of the Shanghai WFOE is another company, please provide the particulars of that company, including the principal business activities, business address, contact numbers and name and nationality of its managing director.

(3) Legalised identification documents of the shareholder

One set of legalised identity documents of the foreign shareholder/members of the proposed WFOE. If the shareholder is a corporation, the identity documents required to be legalised are its incorporation documents. In the case the shareholder is an individual, the identity document required to be legalised is his/her passport (for foreigner) or mainland travel permit (for Hong Kong, Macau and Taiwan resident). The investor’s identity or incorporation document shall be legalised by the Chinese Embassy or Consulate in the country where the investor is resided or registered.

(4) Organisational Chart and Beneficiary Owner

An organisation chart and particulars of the ultimate beneficiary owner of the Shanghai WFOE.

(5) Legal Representative

A photocopy of the identification document (i.e. passport for foreigner or identity card for Chinese national) and full residential address of the legal representative.

(6) Supervisor and General Manager

A photocopy of the identification document (i.e. passport for foreigner or national identity card for Chinese national) and a full residential address of the supervisor and the general manager.

(7) Director(s)

A photocopy of the identification document (i.e. passport for foreigner or identity card for Chinese national) and full residential address in respect of each director.

(8) Amount of Investment/Registered Capital of the Shanghai Company

The total amount of investment of the WFOE, including:

- (a) the amount of registered capital.;
- (b) method and time limit of contribution of capital.

(9) Tenancy agreement

A tenancy/lease agreement of the office premise to be used by the proposed WFOE. Please note the agreement shall be registered with local estate leasing administration authority and the agreement shall clearly indicate the premise is for office use only and the lease term shall not be less than 12 months.

(10) Scope of Business

A summary of the scope of business and the scale of business of the proposed WFOE, including its business model, locations of suppliers and customers etc.

(11) Particulars of Preferred Bank

Please provide the name of preferred bank and the designated branch at which the bank accounts of the Shanghai WFOE to be established.

2. Application Documents Signing Guideline

- (1) It is important to note that whenever an application document needs to be signed by the shareholder or authorized representative of the shareholder, it needs to be signed with a black ink pen. Documents signed with a ball pen or any color other than black color will not be accepted by the business registration authorities.

- (2) Also, the registration application documents should always be printed in A4 size paper. The business registration authority may not accept documents printed in Letter Size.

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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SERVICES SCOPE

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Bank Account Opening	Payroll & Human Resources	Book-keeping & Accounting
Audit & Assurance	Tax Filing	Trademark Registration
Intellectual Property	Immigrant visa	Leasing Services