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Notice on Residence Permit Changes for Foreigners in China

During the period of residence in China, it is quite common for foreigners to have situations such as passport renewal, correction of information like name or date of birth, or changes in the purpose of residence. Some passport holders mistakenly believe that they can use their new passports normally after receiving them, but they ignore that the registration information on the residence permit also needs to be updated simultaneously. Kaizen has summarized the relevant requirements, procedures and legal consequences as follows for the reference of existing customers and potential clients.

1. Application time limit

According to the relevant regulations on entry and exit administration, if the registered items such as the name, purpose of residence, and passport number of the holder of a residence permit change, they shall apply to the issuing authority for the change within 10 days from the date of the change.

The registration items mentioned above, in accordance with Article 33 of the Exit and Entry Administration Law of the People's Republic of China, include the holder's name, gender, date of birth, reason for residence, duration of residence, date of issue, passport or other international travel document number, etc.

Kaizen reminds that the period is calculated from the actual date of the change: for passport renewal, it is calculated from the date of receiving the new passport. If the cause of residence is changed, it shall be counted from the date of the termination of the original cause. It is not calculated from the date when the holder discovers or decides to apply, and overdue will constitute a violation.

2. Different change scenarios

(1) Passport renewal or number changes

In the event of passport renewal or number change, the passport number on the residence permit is inconsistent with the current passport number. In

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scenarios such as bank, social security, and accommodation registration verification, it will all be identified as information inconsistency. Therefore, the residence permit also needs to be changed simultaneously.

Kaizen suggests that before applying for a change in residence permit, one needs to first go to the local police station of the place of residence with the new passport to update the "Temporary Accommodation Registration Form for Foreigners". If the accommodation registration information is not updated, the entry and exit window is usually not accepted.

(2) Correct information such as name and date of birth

The processing logic is basically the same as that for passport changes. It is also necessary to update the accommodation registration form first and then submit the correction certificate issued by the official. The Exit and Entry Administration department may require an interview or supplementary materials depending on the circumstances.

Kaizen reminds that the interview and the notice for supplementary materials are time sensitive. Except for force majeure, if an interview is not accepted or materials are not submitted within the agreed time, the acceptance will be revoked. After submitting the application, keep your communication channels open and sort out in advance the matters that may be questioned, such as the reasons for the change, etc.

(3) The reasons for residence have changed

The purpose of residence itself has changed, for example, from a work-related reason for a family reunion reason. This is a fundamental change in the purpose of residence. Usually, it cannot be simply "changed"; instead, a new application for a new residence permit needs to be submitted.

Kaizen reminds us that a change application does not necessarily mean approval. We need to be prepared for the review of the reason. Applications for changes in the purpose of residence will be re-examined in accordance with the standards corresponding to the new purpose.

3. Processing procedure

The first step is to update the accommodation registration information as soon as possible. After obtaining the new passport, foreigners should go to the local police station where they reside to update the accommodation registration information. If the accommodation

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registration is not updated in time, the subsequent procedures for changing the residence permit cannot be carried out.

The second step is to submit the application to the immigration department. Bring the relevant materials for various situations and go to the immigration management agency of the local public security bureau to handle the matter.

The third step is to cooperate with the interview or provide supplementary materials. During the review process, the immigration department has the right to conduct an interview or request supplementary materials based on individual cases.

The old passport should be properly kept. Some cities will keep the old passport and the original residence permit. The processing period is generally around 7 working days. During this period, the passport is not in your possession. If you have travel plans, you should make arrangements in advance.

4. Legal consequences

According to Article 76 of the Exit and Entry Administration Law, if the registration items of a residence permit are changed but not processed in accordance with the regulations, a warning will be given and a fine of up to 2,000 yuan may be imposed.

Kaizen reminds us that for cases with a relatively short overdue period, the penalty may be merely a reminder. However, for those with a longer overdue period or those who are discovered during the subsequent processing of visa extensions, the possibility of being fined significantly increases. In addition to administrative penalties, inconsistent information can also cause practical inconvenience, such as a change in passport number but the residence permit not being updated accordingly. In scenarios like updating bank accounts, applying for mobile phone cards, purchasing transportation tickets, etc., one may be blocked due to system verification failure. Moreover, the relevant violation records will be retained in the system and may be reviewed when applying for permanent residence, visa extensions, and other matters in the future.

The passport is the identity document of foreigners, and the residence permit is the basis for their legal stay. The information of the two must be consistent. The 10-day deadline is rather tight. After receiving the new documents, update the accommodation registration as soon as possible and apply for a change to the exit-entry administration department in a timely manner.

The tax expert team of Kaizen Group has been deeply engaged in cross-border services for foreign personnel for many years. They are proficient in cross-border tax planning, compliance declaration

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of global assets and dividends, and seamlessly connect the entire process procedures such as visa processing, residence in China, and employment permits. Our services cover numerous multinational enterprises, foreign individuals working and holding shares in China, and we strive to customize efficient tax structures for our clients, ensuring that foreign talents can smoothly enter the company, live stably in China, hold shares and dividends, and have no worries about cross-border wealth compliance. If you have any cross-border tax or compliance issues, please feel free to contact our consulting team at any time.

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