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Beijing FICE Registration Package #BJLLC03 (Import and Export Business)

This package is applicable to the case where a foreign investor applies for registration of a limited liability company in Beijing, China for the purpose of carrying out general trading business, including imports and exports, retails and wholesales.

It is noted the imports or exports of certain products may require special approval. In that case, our fees will be adjusted accordingly.

When a foreign investor (both corporations and individuals) intend to carry out trading business, including import and export, retails and wholesales, the foreign investor needs to set up a trading company in the form of limited liability company (or company limited by shares where a minimum of two shareholders is required).

This package covers all necessary registration procedures required to bring in such a company into existence and ready for business, including preparation of registration documents, application of business license, and post-registration procedures, such as tax compliance, general taxpayer qualification application and foreign trade operator registration.

The package applies to the situation where business scope of the company includes only sales and imports and exports of general commodities. Trading of certain products may require extra licence and therefore extra fees could be expected.

1. Beijing FICE Registration Costs

Our fees for registration of a wholly foreign invested trading limited liability company in Beijing, China are HKD30, 000. In particular, our fees cover the following services:

Item	Description	Fees (HKD)
1	Our service fees for FICE registration	
2	Official filing/registration fees for FICE registration	
3	Application for internet banking service	
4	Application for Foreign Trade Operator Registration	
5	Application for General Taxpayer Qualification	
6	Service fees for confirmation of Tax registration information	
7	Disbursements, such as photocopying etc. (estimated)	
	TOTAL	30,000

Note:

- (1) The Value Added Tax and Surcharges of 5% would be applicable if Chinese tax Fapiao is required.
- (2) Our service fees for FICE registration cover the following services:
 - (a) Preparation of registration application documents;
 - (b) Performing name availability search;
 - (c) Application for approval of name;
 - (d) Application for business licence and Beijing FICE registration record;
 - (e) Carving of company chops;
 - (f) Setting up basic RMB bank account;
 - (g) Handling foreign direct investment registration;
 - (h) Setting up foreign currency capital account.
- (3) Our service fees stated in Section 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, Kaizen is able to arrange the translation service. Fees for translation service will be quoted upon request.
- (4) The fees quoted in Section 1 above do not cover courier fees. Courier fees will be billed separately with supporting official receipts.

2. Required Documents and Materials

(1) Name of Company

The name of the FICE should follow the format:
Administration Region + Business Name + Industry + Limited or
Business Name + Industry + (Administration Region) + Limited

For example:
Beijing ABC Trading Limited
ABC Trading (Beijing) Limited

You are advised to provide at least three names for the purpose of name availability search and reservation.

(2) Amount of Registered Capital

The total amount of investment in the FICE, including the amount of registered capital and the method and time limit of capital contribution

(3) Tenancy Agreement

One set of original Tenancy Agreement and Leasing Certificate of the office premise to be used by the proposed FICE.

(4) Investor's Identification Documents

One set of original legalized identity or incorporation evidence for the investor. The investor's identity or incorporation document shall be legalised by the Chinese Embassy or Consulate in the country where the investor is from or registered.

Our fees stated above also do not cover the legalization of the identity documents of the shareholder/member of the Beijing FICE. Fees for legalisation will be quoted upon request.

(5) Organisational and Management Structure of the FICE

(a) Director(s)

A copy of the identity proof of the person(s) to be appointed as director(s) of the FICE.

(b) Legal Representative

A copy of the identity proof of the person to be appointed as Legal Representative of the FICE, China Mobile Number.

(c) Supervisor/General manager

A copy of the identity proof of the person to be appointed as Supervisor/General manager of the FICE.

(6) Preferred Banker

The name and address of your favourite opening bank for the FICE. Please be noted that the original passport/ID Card and/or Home Returning Card of the legal representative of the FICE shall be presented to the bank for verification purpose.

3. Estimated Time Frame

It is estimated that the whole registration process would take around 6-7 weeks. The table below shows the estimated time frame for each of the steps for the registration process.

Step	Description	Working Days
Preliminary		
1	Tenancy (Lease) Agreement (for the office to be used by the FICE)	Investor's schedule
2	Legalisation of Incorporation Documents	Investor's schedule
3	Other documents	Investor's schedule
Application for Registration		
4	Preparation of registration application documents	3
5	Perform name availability search	1
6	Application for approval of use and reservation of proposed company name	2
7	Application for business licence and Beijing FICE registration record	5
8	Carving of company chops	1
9	Setting up basic RMB bank account	5
10	Handling foreign direct investment registration	7
11	Setting up foreign currency capital account	3
		Around 5-6 weeks
Extra Procedures or Trading Company		
12	Application for Foreign Trade Operator Registration	5
13	Service fees for confirmation of Tax registration information	1
14	Application for General Taxpayer Qualification	1

4. Certificates and Materials obtained after Registration

After the WFOE is officially registered, it will obtain the following certificates and corporate documents to prove its legal existence and to carry out its daily operation.

- (1) Articles of Association;
- (2) Business Licence (Original, Duplicate);
- (3) Foreign Exchange Registration Voucher;
- (4) Company Chop, Financial Chop, Contract Chop, Fapiao Chop, Custom Declaration Chop and Legal Representative Chop;
- (5) Bank Stuffs;
- (6) Foreign Trade Operator Registration Form;
- (7) Customs Registration Receipt;
- (8) E-Port IC Card.

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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