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China Representative Office Registration Package CNRO#QD

-Qingdao Representative Office Registration Procedures and Bank Account Opening

This package below for the registration of a Representative Office in Qingdao, China is applicable to the situation where the activities of the representative office require no extra licensing.

Please note that the company applying to set up a representative office must have been in existence for no less than two years.

1. Pre-registration and Registration Procedures

1.1 Preliminary

- (1) Lease of Office Space
First of all, the investor will have to enter into a tenancy agreement in relation to the office space to be used by the RO for a term of no less than 12 months. The office must locate in a commercial building.
- (2) Legalization of Identity Documents of the investing company
The investor is also required to arrange to get the identity documents of the parent company notarized by local notary public and legalized by the Chinese Embassy in the country where the parent company is registered.
- (3) Bank Reference Letter
The investor also needs to apply with its banker for a bank reference letter. The original bank reference letter issued within the latest six months is also required to be notarized by local notary public and legalized by the Chinese Embassy in the country where the parent company is registered.
- (4) Other Documentation
The investor also needs to prepare other documents, such as photos, resume, photocopy of passport of the chief representative and general representatives.

1.2 Registration Procedures

- (1) Application for Registration Certificate
The registration of RO in Qingdao starts with the submission of application documents to Qingdao Administration for Industry and Commerce to apply for registration certificate. If everything goes smooth, registration certificate shall be issued five working days after the submission of application documents.

Once registration certificate is issued, RO is deemed to be legally established and will have full rights to carry out activities based on the scope of business listed in the registration certificate.

- (2) Application for Seals Carving

After receipt of registration certificate, RO will need to apply with Qingdao Public Security bureau for seals carving. Original passport of chief representative is required for seals carving.

- (3) Application for Enterprise Code Certificate
After seals are duly carved and recorded, RO then needs to apply for Enterprise Code Certificate with Qingdao Administration of Quality and Technology Supervision.

- (4) Application for Tax Registration
RO is required to apply for tax registration with Qingdao Local and State Tax Bureau respectively and purchase tax filing systems. Original passport of chief representative is required for tax registration.

After the completion of tax registration, RO shall arrange tax filing within stipulated period on monthly/quarterly basis.

- (5) Opening Bank Account
RO apply for bank account with a local bank selected. The bank account shall be used to receive funds remitted by its parent company to cover daily operation expenditure.

2. Documents required for Registration of Representative Office in Qingdao

- (1) One set of legalized incorporation documents of the investor. The incorporation document of the investor shall be notarized by a local notary public and legalized by the Chinese Embassy in the country where the investor is from or registered;
- (2) One original bank reference letter issued in the name of the applicant company within the latest six months. The original bank reference letter shall be notarized by a local notary public and be legalized by the Chinese Embassy in the country where the investor is from or registered;
- (3) One set of Articles of Association of the investor. It shall be notarized by a local notary public and be legalized by the Chinese Embassy in the country where the investor is from or registered;
- (4) Board Minutes showing the appointment of the legal representative of the investor and the legal representative shall have the right to sign all the documents for setting up an RO in China. The document shall be notarized by a local notary public and be legalized by the Chinese Embassy in the country where the investor is registered.
- (5) POA for appointment of Chief Representative or general Representative of RO and one set of photocopy of passport of them. The documents shall be notarized by a local notary public and be legalized by the Chinese Embassy in the country where the investor is from or registered.
- (6) One set of original Tenancy Agreement (lease agreement) of the office premise to be used by the Representative Office. The lease term should be no less than 12 months;

The photocopy of the property ownership certificate of the office premise to be used (which shall be signed or sealed by the owner) and the photocopy of identity certification of the owner (i.e. business license for corporation owner and identity card for individual owner);

- (7) A brief summary of the operations and business of the applicant company, such as the principal business activities, registered address, contact phone number, name of the applicant company and total assets;

- (8) The resume, 4 pieces of 2 inch photos, passport copy, contact number of the Chief Representative and the address where the Chief Representative will be staying while she/he is in China (The name of the representative shall be translated into Chinese);

If there is (are) Representative(s) to be assigned to work in China in addition to the Chief Representative, the resume, 4 pieces of 2 inch photos, passport copy, contact number of the Representative and the address where the Representative will be staying while she/he is in China (The name of the representative shall be translated into Chinese);

- (9) The name and address of the favorite bank.

3. Time Frame to Complete Registration of Representative Office in Qingdao

Step	Description	Who is Responsible	Working Days
Preliminary			
1	Legalization of Incorporation Documents	Investor	Investor's schedule
2	Tenancy (Lease) Agreement (for the office to be used by the RO)	Investor	Investor's schedule
3	Bank Reference Letter	Investor's Bank	Investor's schedule
4	Other documents	Investor	Investor's schedule
Application for Registration			
5	Application for Registration Certificate	Kaizen	5
6	Application for Seals Carving	Kaizen	3
7	Application for Enterprise Code Certificate	Kaizen	1
8	Application for Tax Registration	Kaizen	3
9	Opening Bank Account	Kaizen	7-12
Total			Around 4-5 weeks

4. Costs for Registration of Representative Office in Qingdao

- (1) Registration Fee
Our fee for the registration of a Representative Office in Qingdao is USD2,000 (exclusive of Taxes). This price applies to the case where the registration is straightforward and no pre-approval is involved.
- (2) Official Filing Fees
Our registration fee stated in Item (1) does not cover any official registration filing fees. The official registration filing fees of around USD250 will be billed separately with supporting official receipt issued by the Chinese Government.
- (3) Legalization Fees
Our registration fee stated in Item (1) does not cover the legalization fee of the incorporation documents of the head office which will occur in the country the head office registered.
- (4) Translation Cost

Our registration fee stated in Item (1) does not cover translation costs for translating the documents prepared by you from English to Chinese. The cost for translation is around RMB50 per page of A4 size.

(5) Disbursements

Our registration fee stated in Item (1) does not cover disbursements for typing, printing, copying and internal mailing cost, etc. The disbursements are USD50/case.

Summary of Costs related to the registration of the proposed RO in Qingdao:

Item	Description	Amount (USD)
1	Our service fees for registration	2,000
2	Official filing fees (estimated)	250
3	Legalization Fees	NIL
4	Translation Fees	NIL
5	Disbursements	50
	TOTAL	2,300

Please feel free to contact us for detailed quotation if you have any interest in setting up a representative office in Qingdao.