



Guide to Registering a Foreign-Invested Company

Beijing Municipal Administration for Market Regulation

Contents

Foreword	I
I. Basic Elements Required for Company Registration	01
1. Company name	01
2. Company domicile	13
3. Shareholders.....	16
4. Registered capital.....	21
5. Business scope	22
6. Articles of association.....	23
7. Senior executives	23
II. Application Methods	24
1. Online application.....	24
2. Offline application	24
III. Collection of Review Results	26
IV. Required Submissions	27
1. Establishment registration.....	27
2. Change of registration	31
(1) Name change.....	34
(2) Domicile change	34
(3) Business scope change	36

(4) Legal representative change	37
(5) Increase in registered capital/Reduction in registered capital	38
(6) Share-holder change	40
(7) Change to name of share-holder	42
3. Filing.....	44
(1) Filing of articles of association	46
(2) Filing of business term	47
(3) Filing of capital contributions subscribed for	48
(4) Filing of directors, supervisors, managers, and other senior executives ...	50
(5) Change to registration liaison officer.....	51
(6) Change to foreign investor's addressee of legal documents.....	51
(7) Filing of closure of business.....	52
4. Increase, reduction, reissuance, or renewal of license/certificate	53
5. Deregistration.....	56
(1) Ordinary deregistration.....	56
(2) Simplified deregistration	60

Foreword

Dear applicant, welcome to investing in Beijing. We have prepared this guide to help you understand policies related to foreign-invested company registration and improve your experience. If you have additional questions during the application process, please visit the Beijing Enterprise Service e-Window Platform at <https://ect.scjgj.beijing.gov.cn> or consult directly with the registration authority for in-person assistance.



Special notes

1. Registration application documents and other submitted materials should be on A4-sized white paper and filled out and signed neatly using a black or blue ink pen or signature pen.

2. For materials submitted to on-site windows, originals are required unless otherwise indicated. Photocopies submitted should be marked the Chinese phrase. "与原件一致" (which means "Consistent with the original") and signed by the applicant, their designated representative, or a jointly entrusted agent.

3. If a signature is required, natural-person applicants should sign personally, while legal entities and other organizations should have the legal representative, person in charge, or authorized signatory sign and affix the official seal. If the applicant is unable to sign personally, an original power of attorney must be provided, bearing the authorizer's personal signature.



4. Foreign language documents and notarized and legalized materials should be accompanied by a Chinese translation, certified with the official seal of the translation agency and marked the Chinese phrase " 翻译准确 " (which means "accurate translation.") If investor names are in non-English languages, their English equivalents should be included in the translation. Corporate translators should affix their official seal (special seal for translation) or attach a photocopy of their business license or other qualification certificates, with the translator's contact information indicated. Individual translators should include their contact information and attach a photocopy of their translation credentials or identification.

5. When applying for registration, applicants must cooperate with the registration authorities in real-name authentication through facial recognition or other means. If verification is not possible due to exceptional circumstances, notarized identity documents may be submitted, or in-person verification may be done on-site with identity documents.

I. Basic Elements Required for Company Registration

Before registering a foreign-invested company, you need to select an appropriate company name, domicile, shareholders, business scope, registered capital, and key senior executives. Each element is explained in detail below.

1. Company name (standard Chinese characters must be used; the following examples are translated to facilitate your understanding)

- **Composition requirements**

A company name generally includes the administrative division, trade name, industry or operational characteristics, and organizational form. If the administrative division follows the trade name but precedes the organizational form, it should be bracketed. Applicable name structures include:



(1) Name of the administrative division + trade name + industry or operational characteristics + organizational form

Example:			
Name of the administrative division	Trade name	Industry/operational characteristics	Organizational form
Beijing	Sunshine	Information Technology	Co., Ltd.

(2) Trade name + (name of the administrative division) + industry or operational characteristics + organizational form

Example:			
Trade name	Name of the administrative division	Industry/operational characteristics	Organizational form
Sunshine	(Beijing)	Information Technology	Co., Ltd.

(3) Trade name + industry or operational characteristics + (name of the administrative division) + organizational form

Example:			
Trade name	Industry/operational characteristics	Name of the administrative division	Organizational form
Sunshine	Information Technology	(Beijing)	Co., Ltd.

Name of the administrative division

The administrative division in the company name should correspond to a county-level or higher administrative area where the company is located.

To register a name without an administrative division,

you may apply through the State Administration for Market Regulation (SAMR) at <http://wsdj.samr.gov.cn> or directly at the relevant registration authority where the company is domiciled.

Applications for company names not containing the name of any administrative division shall meet the following requirements: An established company (1) has entities in at least three provincial administrative regions that bear the same trade name and have engaged in operations for one year or more, or (2) is otherwise exempt from including an administrative division under relevant laws or SAMR provisions, and its name must differ from any existing enterprise in the same industry that has been registered or is within the reservation period in the administrative region of the districted city where the company is located unless there is an investment relationship.

A company name without a name of administrative division should also be different from the trade name of an enterprise in the same industry that has been registered or is within the reservation period in the provincial administrative region where the company is located unless there is an investment relationship.

Trade name

The trade name should be contain two or more Chinese characters conforming to the national standards.



To avoid duplication, it is recommended to use three, four, or more Chinese characters conforming to the national standards.

Industry or operational characteristics

The industry or operational characteristics in the name should reflect the company's main business and adhere to the industrial classification for national economic activities.

A company may apply for a name without industry characteristics if it operates across five or more sectors and has established at least three entities with the same trade name that have operated for one year or more in different industries, and of which the industry or operational characteristics belong to different industries of the national economy. The company name should differ from the trade name of an enterprise that has been registered or is within the reservation period in the administrative region where the company is located unless they have an investment relationship.

Organizational form

Companies should lawfully indicate their organizational form in their names based on their organizational structures or liability forms, typically expressed as “Limited Company” (Co., Ltd.) or “Limited Liability Company” (LLC).

- **Application method**

You can apply online via the Enterprise Name Application System on the Beijing Enterprise Service e-Window Platform (<https://ect.scjgj.beijing.gov.cn>) or submit information and materials directly at the registration authority's service window, and search, compare, and screen proposed company names, to select eligible names.



For example, after logging into the e-Window Platform, you may click “Name Application” or “Apply Now” under the “Enterprise Establishment” module to initiate a name application.

办理事项	Service items
企业开办	Enterprise establishment
办理各类企业开办，包括申请营业执照的同时免费刻章、涉税事项、五险一金、银行开户服务等业务	Apply for services related to enterprise establishment, including applying for a business license and accessing free services for seal engraving, tax-related matters, five components of social insurance and housing provident fund, bank account opening, etc.
(名称申报请点击这里、分立设立设立请点击这里)。	(Click here for name application and click here for establishment through split-up)
办理指南	Application guide
立即办理	Apply now
企业开办操作指引 .mp4	Enterprise Establishment Operation Guide.mp4



After selecting a proposed company name in compliance with the naming standards, the system will indicate whether the name is available and alert you to any potential similarities with existing names. If you agree to proceed under these conditions, you may click “Continue,” or you may choose to apply with a different name.

* 行政区划: 北京

* 字号: 时代云途

行业特点: 科技

主营业务: 其他科技推广和应用服务业

* 组织形式: 有限公司

是否需要前置审批: ☒ 是 ☐ 否 [查看哪些需要前置审批](#)

名称中行政区划所在位置: ☒ 前 ☐ 中 ☐ 后

根据您输入的信息生成的名称如下:

北京时代云途科技有限公司

检查是否可用

⚠ 您申报的名称与以下名称存在可能近似的情况, 以及在名称使用中可能存在的风险, 如该名称与近似名称造成争议, 服从登记机关的裁定, 无条件停止使用该名称, 并及时办理变更名称:

1.北京时代科技股份有限公司

2.北京云途科技有限公司

3.时代集团公司

4.北京市时代技术发展中心

5.北京时代云中医科技有限公司

更多>>

继续使用

放弃使用

06

行政区划：	Administrative division:
北京	Beijing
字号：	Trade name:
时代云途	Shidai Yuntu
行业特点：	Industry characteristics:
科技	Science and technology
主营业务：其他科技推广和应用服务业	Main business: Other technology promotion and application services
组织形式：	Organizational form:
有限公司	Limited company
是否需要前置审批：	Is pre-approval required:
是	Yes
否	No
查看哪些需要前置审批	View items subject to pre-approval
名称中行政区划所在位置：	Position of the administrative division in the name:
前	Front
中	Middle
后	Rear



根据您输入的信息生成的名称如下：	The name generated based on the information you entered is as follows:
北京时代云途科技有限公司	Beijing Shidai Yuntu Technology Co., Ltd.
检查是否可用	Check for availability
您申报的名称与以下名称存在可能近似的情况，以及在名称使用中可能存在的风险，如该名称与近似名称造成争议，服从登记机关的裁定，无条件停止使用该名称，并及时办理变更名称：	The name you applied for may resemble the following names, and using it may cause risks. If a dispute arises due to the similarity, you agree to abide by the registration authority's decision, to cease using the name unconditionally and promptly apply for a name change:
1. 北京时代科技股份有限公司	1. Beijing Times Technologies Co., Ltd.
2. 北京云途科技有限公司	2. Beijing Yuntu Technology Co., Ltd.
3. 时代集团公司	3. Time Group Inc.
4. 北京市时代技术发展中心	4. Beijing Times Technology Development Center
5. 北京时代云中中医科技有限公司	5. Beijing Shidaiyun TCM Technology Co., Ltd.
更多	More
继续使用	Continue
放弃使用	Cancel

Company names submitted via the name application system are reserved for two months. If the establishment of a market entity requires prior approval by law or if the business scope

includes pre-approval items, the name reservation period extends to one year.

名称详细信息

北京时代云途科技有限公司

业务类型：名称设立自主申报

申报状态：申报通过

填写申请信息

申报结果

申报状态：申报通过

保留期：2024年12月31日

名称自主申报是登记机关提供的查询服务，方便市场主体办理登记。您可以以保留期内的名称直接申请登记，登记机关在市场主体申请登记注册时一并对名称予以审查。
使用授权名称到登记机关办理登记业务时，需提交授权文件，授权文件形式请参照名称使用规则中关于授权名称的相关规定。
申报通过的名称保留期限满自动失效。

拟登记市场主体所在地：海淀区

申报完成时间：2024-11-01 17:41:04

名称详细信息	Name details
北京时代云途科技有限公司	Beijing Shidai Yuntu Technology Co., Ltd.
业务类型：名称设立自主申报	Business type: Independent name application
申报状态：申报通过	Application status: Approved
填写申请信息	Fill in application information
申报结果	Application result
申报状态：申报通过	Application status: Approved
保留期：2024 年 12 月 31 日	Reservation period: December 31, 2024
名称自主申报是登记机关提供的查询服务，方便市场主体办理登记。您可以以保留期内的名称直接申请登记，登记机关在市场主体申请登记注册时一并对名称予以审查。	The registration authority provides the independent name application service to facilitate market entities' registration applications. You may proceed with registration using the reserved name within the reservation period, during which the registration authority will review the name along with other documents when the entity formally applies.



使用授权名称到登记机关办理登记业务时，需提交授权文件，授权文件形式请参照名称使用规则中关于授权名称的相关规定。	For registration with an authorized name at the registration authority, an authorization document must be submitted as per the relevant provisions outlined in the <u>name usage</u> guidelines for authorized names.
申报通过的名称保留期届满自动失效，	Approved names will automatically expire after their reservation period.
拟登记市场主体所在地：海淀区	Location of proposed market entity: Haidian District
申报完成时间：2024-11-01 17:41:04	Application completion time: 17:41:04, November 1, 2024

Special notes:

- Names containing the word “(China)”

If the name of a foreign-invested company includes “(China),” its trade name must be consistent with the translated name or trade name of its foreign investor and adhere to applicable legal regulations. Names containing the word “(China)” must be applied for via SAMR’s “Enterprise Registration Online Application System” at <http://wsdj.samr.gov.cn>.

- Within Beijing, the trade name you propose should not be identical to the trade names of the following entities in the same industry or without industry or operational characteristics:

- Entities that are either registered or within their reservation period, except where there is an investment relationship or authorization;

- (2) Former names of entities that have been deregistered or changed within the last year, except in cases of investment relationship or name assignment; or
 - (3) Former names of entities that had their registration or change registration revoked within the last year, except where there is an investment relationship.
- When selecting a company name, please note that the name shall not:
 - (1) Damage the dignity or interest of the state;
 - (2) Harm public interest or disrupt the public order;
 - (3) Use, either explicitly or indirectly, the name of any political party, government or military department, or people's or social organization, or their abbreviations, specific titles, or military designations;
 - (4) Use the name, common abbreviation, or specific title of a foreign country (region) or an international organization;
 - (5) Contain any obscene, pornographic, gambling-related, superstitious, horrible, or violent content;
 - (6) Include any content that is discriminatory on ethnic, racial, religious, or gender grounds;



- (7) Be contrary to public morals or potentially have other negative effects;
- (8) Potentially cause fraudulence or risk misleading the public; or
- (9) Fall under other prohibited circumstances as defined by law, administrative regulations, or other national provisions.

- If the name of your company is authorized for use, you should provide the authorization (license) document issued by the rights holder and a sealed photocopy of its business license at the time of registration. The authorized (licensed) name shall not cause fraudulence or mislead the public.

- If a trademark registrant uses or authorizes others to use text from its registered trademark as a trade name, and the trade name complies with related provisions on name registration management, the following shall be submitted when registering the company name:

- ① Authorization (license) document from the trademark owner;
- ② Trademark registration certificate (if the original is unavailable, a copy sealed by the trademark owner is acceptable); and

- ③ Qualification certificate of the trademark owner (if an economic organization, the qualification certificate must bear the official seal; if a natural person, a photocopy of the person's ID must be submitted).

2. Company domicile

Companies should use genuine, legal, and safe fixed premises not designated for residential purposes as their office address for registration.

If the domicile is under any of the following circumstances, supporting documents can be prepared according to “Guidelines on certification materials to be submitted” for registration purposes:

S/N	Premises nature	Guidelines on certification materials to be submitted
1	Premises with a <i>Real Estate Ownership Certificate (Property Ownership Certificate)</i>	Photocopy of the <i>Real Estate Ownership Certificate (Property Ownership Certificate)</i> signed (for a natural person) or affixed with the official seal (for an entity) by the property owner
2	For premises without a <i>Real Estate Ownership Certificate (Property Ownership Certificate)</i> but with related planning and housing safety appraisal passing reports (or housing acceptance passing documents) and under any of the following circumstances, supporting documents can be submitted according to the following guidelines:	
2-1	Premises in rural areas	Certificate issued by local township or town government



2-2	Urban non-residential housing used for business operation	Certificate issued by the related sub-district office authorized by the district government
2-3	Premises of an institution directly under the central government	Certificate issued by the housing management department of the institution directly under the central government
2-4	Premises of a ministry or commission of the State Council	Certificate issued by the National Government Offices Administration
2-5	Premises of a central state-owned enterprise supervised by the State-owned Assets Supervision and Administration Commission of the State Council	Certificate issued by the central state-owned enterprise
2-6	Premises within a municipal or higher-level industrial park	Certificate issued by the park management department
2-7	Premises of a state-owned enterprise or public institution supervised by the municipal state-owned assets supervision and administration commission	Certificate issued by the municipal state-owned assets supervision and administration commission or the state-owned enterprise or public institution
2-8	Premises of a state-owned enterprise or public institution of a district	Certificate issued by the state-owned enterprise or public institution authorized by the district government
2-9	Premises of the railway system	Certificate issued by China Railway Beijing Group Co., Ltd. or the operating entity entrusted by it

2-10	Premises of the religious system	<i>Title Confirmation Notice</i> for religious house property issued by the Office of Beijing Leading Group for Implementing Private Housing Policy or certificate issued by the competent authority for the related religious group
2-11	Premises of the army	Certificate issued by the operator and photocopy of the <i>Army Real Estate Use Permit</i> affixed with the operator's official seal
2-12	Premises of a guesthouse or restaurant (hotel)	Certificate issued by the guesthouse or restaurant (hotel) and photocopies of business license and special trade permit affixed with the official seal of the guesthouse or restaurant (hotel)
2-13	Premises registered in a physical commodity trading market	Certificate issued by the market service management organization and photocopy of business license affixed with the official seal of the market service management organization
2-14	Premises registered in a civil air defense project	Certificate issued by the project user and photocopy of the civil air defense project use permit
2-15	Premises registered in an ordinary basement	Certificate issued by the property owning entity, photocopy of the Property Ownership Certificate, and photocopy of the filing certificate of the district housing authority



2-16	Commercial facility within a rail transit station, station square, or station integration project	Certificate issued by the rail transit operating entity
2-17	Convenient commercial operations in a municipal park or garden museum	Certificate issued by the Beijing Municipal Administration Center of Parks
2-18	Convenient commercial operations in a museum of Beijing Municipal Cultural Heritage Bureau	Certificate issued by the Beijing Municipal Cultural Heritage Bureau

3. Shareholders

In accordance with the provisions of the *Company Law of the People's Republic of China*, if a limited liability company is formed by at least one and no more than 50 shareholders contributing capital to the company, shareholders must cooperate with the registration authority by providing information such as their name, ID number, and capital contribution mode, amount, and date, along with necessary identity documents.

(i) Domestic shareholders should provide the following identity documents:

- 1) Photocopy of the ID card (for natural persons); or
- 2) Photocopy of the business license (for enterprises).

(ii) Foreign shareholders should prepare the following documents:

Identity documents for natural persons

- 1) A natural person shall submit a photocopy of his/her passport.

The passport must be notarized by a notary organ of his/her country and legalized by the Chinese embassy (consulate) in that country. If that country has no diplomatic relations with China, the passport should be legalized by the embassy (consulate) of a third country in that country, which has diplomatic relations with China, and then legalized by the Chinese embassy (consulate) in that third country.

Documents issued in the overseas territories of certain countries should first be notarized in such territories, then legalized by such countries' diplomatic organs, and finally legalized by the Chinese embassies (consulates) in such countries.

If the passport submitted has been certified by a Chinese embassy (consulate) and confirmed for entry procedures by a Chinese exit-entry administration, no notarization is required after verification against the original.

- 2) The subject qualification document or identity document of a shareholder from Hong Kong Special Administrative



Region (Hong Kong SAR), Macao Special Administrative Region (Macao SAR), or Taiwan, China shall be accompanied by a notarial document from a local notarial agency of Hong Kong SAR, Macao SAR, or Taiwan, China.

The identity document of a natural-person shareholder from Hong Kong SAR or Macao SAR can be a local permanent identity card, special administrative region passport, Residence Permit for Hong Kong and Macao Residents (issued by a Chinese mainland public security department), or Mainland Travel Permit (issued by a Chinese mainland exit-entry administration), and no notarization is required for a Residence Permit for Hong Kong and Macao Residents or Mainland Travel Permit submitted. The identity document of a natural-person shareholder from Taiwan, China can be a Residence Permit for Taiwan Residents issued by a Chinese mainland public security department or a Mainland Travel Permit for Taiwan Residents issued by a Chinese mainland exit-entry administration, and no notarization is required for such a permit.

Identity documents for non-natural persons

- 1) The subject qualification document, notarized by a notary

organ of the non-natural person's country and legalized by the Chinese embassy (consulate) in that country, shall be submitted as the identity document. If that country has no diplomatic relations with China, the passport should be legalized by the embassy (consulate) of a third country in that country, which has diplomatic relations with China, and then legalized by the Chinese embassy (consulate) in that third country. Documents issued in the overseas territories of certain countries should first be notarized in such territories, then legalized by such countries' diplomatic organs, and finally legalized by the Chinese embassies (consulates) in such countries.

- 2) A shareholder from Hong Kong SAR, Macao SAR, or Taiwan, China shall submit a notarial document from a local notarial agency of Hong Kong SAR, Macao SAR, or Taiwan, China, with the notarial document from Hong Kong SAR or Macao SAR affixed with the "Special Seal for Verification of China Legal Service (H.K./Macao) "

A non-natural-person shareholder from Hong Kong SAR or Macao SAR may use a simplified notarial document.

Special notes:

- 1) If you have already established a foreign-invested company



with any registration authority in Beijing, Tianjin, or Hebei and the foreign shareholder has been verified and is within the validity period of the subject qualification certificate, when that foreign shareholder invests in the other two places, it may submit a photocopy of the subject qualification certificate affixed with the archive certification seal issued by the archive department of the registration authority of the established company as its subject qualification certification material.

- 2) In accordance with the *Convention Abolishing the Requirement of Legalization for Foreign Public Documents* (hereinafter referred to as the “Hague Convention”), effective from November 7, 2023, embassy (consulate) legalization documents from contracting states of the Hague Convention are replaced by notarial documents from related authorities of these states and apostilles issued by local competent authorities. The original consular legalization procedures continue to apply between China and non-contracting states of the Hague Convention. For more information on contracting states of the Hague Convention, apostille verification websites, and related authorized authorities, please visit the China Consular Service Network at <http://cs.mfa.gov.cn/>.

4. Registered capital

In accordance with the provisions of the *Company Law of the People's Republic of China*, the registered capital of a limited liability company shall be the amount of capital contributions subscribed for by all its shareholders as recorded with the company registration authority. The capital contributions subscribed for by all shareholders of a limited liability company shall be fully paid within five years of the company's establishment. During registration, both domestic and foreign shareholders may subscribe for registered capital as agreed in the articles of association.

A shareholder may make capital contributions in cash, in kind, or with intellectual property rights, land use rights, equities, claims, or other non-monetary property that may be assessed on the basis of currency and may be transferred according to law. Where any law or administrative regulation or any decision of the State Council provides otherwise for the paid-in registered capital, the minimum amount of registered capital of a company, or the period for shareholders to make capital contributions, such provisions shall prevail.

Under the *Regulation for Implementing the Foreign Investment Law of the People's Republic of China*, the registered



capital of foreign-invested companies may be denominated in RMB or a convertible currency.

5. Business scope

In accordance with the SAMR's requirements for standardizing the registration of business scope, market entities shall use standardized items when applying for business license registration. You can visit the Beijing Enterprise Service e-Window Platform (<https://ect.scjgj.beijing.gov.cn>) to search and select standardized descriptions that match your business activities via “Convenient Services” - “Business Scope Standardized Expression Inquiry” module.

Market entities applying for pre-licensed items should submit related approval documents when applying for registration.

Foreign-invested companies' investment and business activities in this municipality shall comply with related provisions of the *Special Administrative Measures (Negative List) for the Access of Foreign Investment* and the *Special Administrative Measures (Negative List) for the Access of Foreign Investment in Pilot Free Trade Zones* (hereinafter referred to as the Negative Lists). Fields not on the Negative Lists shall be administered under the principle of equal treatment to both domestic and foreign investment. You can visit the website of the National

Development and Reform Commission to check the content of the Negative Lists at <https://www.ndrc.gov.cn>.

6. Articles of association

When applying for registration through the Beijing Enterprise Service e-Window Platform (<https://ect.scjgj.beijing.gov.cn>), the system will automatically generate articles of association based on the information provided. You may either use the generated articles directly or customize them to suit specific requirements. A template for the articles of association can be downloaded from the Beijing Municipal Administration for Market Regulation website at <https://scjgj.beijing.gov.cn>.

7. Senior executives

Senior executives generally refer to the director, supervisor, manager, deputy manager, and financial director of a company.





II. Application Methods

You can choose either online or offline application based on your needs to complete company registration.

1. Online application:

You can log in to the Beijing Enterprise Service e-Window Platform (<https://ect.scjgj.beijing.gov.cn/>), select “Personal Services (Establishment)” or “Legal Person Services (Change, Filing, Cancellation, License Increase, Reduction, Reissuance or Renewal),” select the type of service, and apply by following the system prompts. You can submit the photos (photocopies) of the shareholder qualification certificate, domicile certification material, articles of association, resolution, and other documents via the e-Window Platform or use system-generated materials.

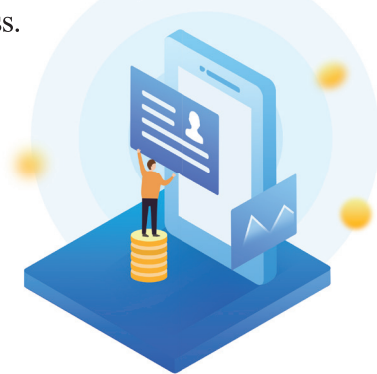
2. Offline application:

You can bring the application materials and applicant’s identity document to the registration department of the district administration for market regulation where the company

is domiciled for application, with the notification, letter of commitment, *Company Registration (Filing) Application Form*, and other materials accessible via the website of the Beijing Municipal Administration for Market Regulation (<https://scjgj.beijing.gov.cn>) by successively clicking “Services - Form Download – Registration.”

Special note regarding real-name authentication:

In accordance with the provisions of the *Regulation of the People's Republic of China on the Administration of the Registration of Market Entities*, real-name registration is required for market entities. Shareholders, senior executives, applicants, and other related personnel should cooperate with registration authorities in identity information verification. Please refer to the *Guidelines on Real-name Authentication for Registration of Foreign-invested Companies* for the real-name authentication method and process.





III. Collection of Review Results

Collection of paper business license or notification:

You can choose to collect the paper business license or notification either on site or via mail.

Collection of electronic business license:

The company's legal representative with an ID card can download and collect the electronic business license via the "Electronic Business License" mini-program in WeChat or Alipay;

The company's legal representative who holds another type of identity document can apply for an electronic business license when submitting materials for registration on site, which can be obtained by scanning a QR code or via email after preparation.

IV. Required Submissions

1. Establishment registration

Please refer to the following flow chart to understand the process of establishing a foreign-invested company more intuitively:





You can refer to the following table to understand the registration materials required for establishing a foreign-invested company:

Table 1. List of Submissions and Notes for Establishment Registration of Foreign-invested Company

S/N	Submissions	Notes
1	<i>Company Registration (Filing) Application Form</i>	1.The form shall be signed personally by all shareholders and the legal representative; and 2.The completed content shall have no manifest textual errors and shall be consistent with supporting documents and other submissions.
2	Letter of commitment, for those applying according to the notification-commitment system implemented in this municipality for market entities	The letter of commitment shall be signed by all shareholders and the applicant.
3	Articles of association	1.The articles of association shall state, “In case of inconsistency between these Articles of Association and laws, regulations, and rules, the latter shall prevail” and specify the following: Name and domicile of the company; Business scope of the company; Registered capital of the company; Names of shareholders; Amount, mode, and date of capital contributions made by shareholders; Organizations of the company and the methods of establishment, and their powers and functions and rules of procedure;



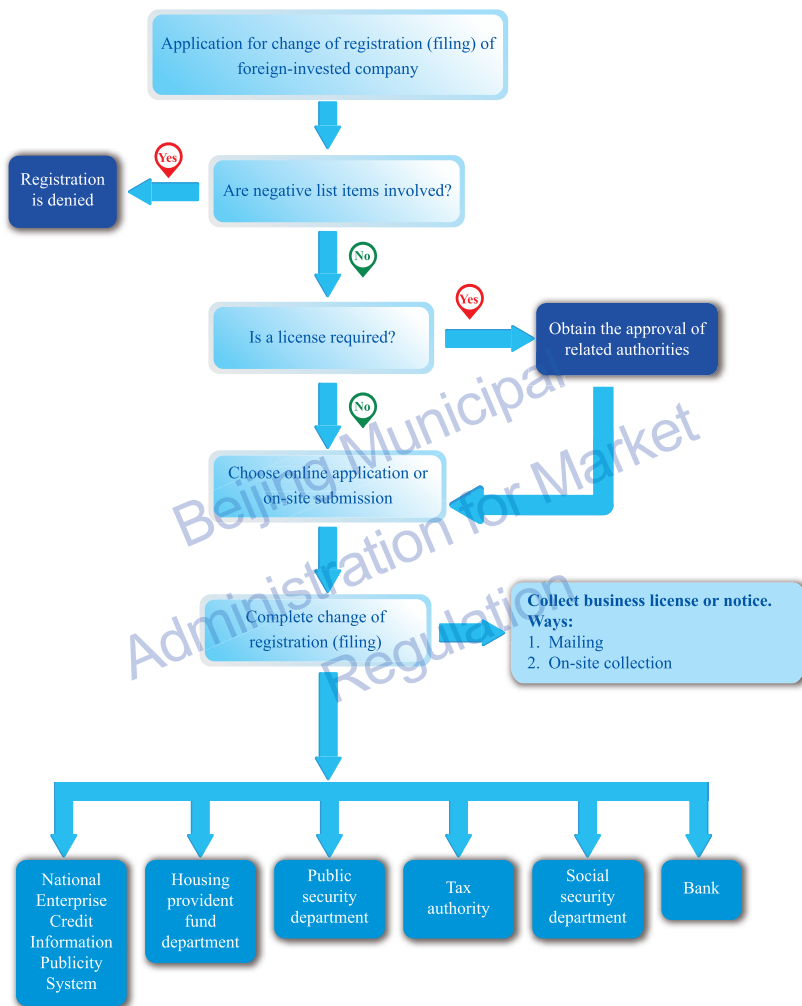
3	Articles of association Articles of association	Methods for the selection and change of the legal representative of the company; and Other matters deemed necessary by the shareholders' meeting. 2. Company name, domicile, business scope, registered capital, names of shareholders, business term, senior executives, etc. recorded in the articles of association shall be consistent with the content completed in the application form or other submissions. 3. All shareholders should sign and date the articles of association, with natural persons signing personally and non-natural persons having authorized signatories sign and affix official seals.
4	Identity documents of shareholders	Please refer to “3. Shareholders” in Part I for specific requirements.
5	Appointment documents and identity documents for legal representative, directors, supervisors, and other senior executives	1. Identity document photocopies must be complete and valid; and 2. Senior executives generally refer to the director, supervisor, manager, deputy manager, and financial director of a company.
6	Domicile certificate	1. Refer to “2. Company domicile” in Part I for specific requirements; 2. Property owner, location, etc. in the domicile certificate must match the content completed in the application form, etc.; 3. The document related to domicile use shall be a clear and complete photocopy, with the personal signature (for a natural person) or official seal (for a non-natural person) of the property owner; and

6	Domicile certificate	4. If the house property used as premises is entrusted by the property owner to another person (or entity) for rental or management, a power of attorney signed by the property owner shall be provided.
7	License certificate	1.The content of the photocopy of the license certificate (name, domicile, legal representative, business scope, etc.) shall be reviewed to ensure its consistency with the application content; 2.The approval authority and license certificate content shall be reviewed to ensure their consistency with the licensing authority and license form stipulated by laws, administrative regulations, and decisions of the State Council; and 3.The license certificate shall be within the validity period.

2. Change of registration

Registration items that can be changed include the name, type, business scope, domicile, registered capital, legal representative's name, and shareholder's name.

Please refer to the following flow chart to understand the process of change of registration for a foreign-invested company more intuitively:



You can refer to the following table to understand the registration materials required for change of registration for a foreign-invested company:

Table 2. List of Submissions and Notes for Change of Registration for Foreign-invested Company

S/N	Change item	Submissions	Notes
1	Name change	1. <i>Company Registration (Filing) Application Form</i>	1. To change its name, a company may independently apply via the e-Window Platform online or directly with the registration authority where it is domiciled, and the registration authority will conduct inquiry and comparison via the Enterprise Registration Online Application Service System and provide feedback; 2. The <i>Company Registration (Filing) Application Form</i> shall be personally signed by the legal representative and affixed with the official seal of the company; and 3. The content shall have no manifest textual errors and shall be consistent with supporting documents and other submissions.
		2. Letter of commitment, for those applying according to the notification-commitment system implemented in this municipality for market entities	The letter of commitment shall be signed by the legal representative and the applicant.



1	Name change	3.Resolution or decision to amend the articles of association	For a limited liability company, the resolution of the shareholders' meeting signed by shareholders representing over two-thirds of the voting rights shall be submitted. For a one-person limited liability company, the written decision signed by the shareholder shall be submitted.
		4.Articles of association or amendment to articles of association	1. The articles of association shall state, "In case of inconsistency between these Articles of Association and laws, regulations, and rules, the latter shall prevail"; 2. Registration items in the articles of association shall be consistent with the content of the application form and other submissions, and 3. The articles of association shall be personally signed by the legal representative.
		5.Original and duplicate business licenses	Both the original and duplicate business licenses shall be submitted.
2	Domicile change	1. <i>Company Registration (Filing) Application Form</i>	1. The <i>Company Registration (Filing) Application Form</i> shall be personally signed by the legal representative and affixed with the official seal of the company; 2. The completed content shall have no manifest textual errors and shall be consistent with supporting documents and other submissions.

2	Domicile change	2.Letter of commitment, for those applying according to the notification-commitment system implemented in this municipality for market entities	The letter of commitment shall be personally signed by the legal representative and the applicant.
		3.Domicile certificate	1. Refer to “2. Company domicile” in Part I for specific requirements; 2. Property owner, location, etc. in the domicile certificate must match the content completed in the application form, etc.; 3. The document related to domicile use shall be a clear and complete photocopy, with the personal signature (for a natural person) or official seal (for a non-natural person) of the property owner on each page; and 4. If the house property used as premises is entrusted by the property owner to another person (or entity) for rental or management, a power of attorney signed by the property owner shall be provided.
		4.Original and duplicate business licenses	Both the original and duplicate business licenses shall be submitted.



3	Business scope change	1. <i>Company Registration (Filing) Application Form</i>	1. The <i>Company Registration (Filing) Application Form</i> shall be personally signed by the legal representative (or if changed, the new legal representative) and affixed with the official seal of the company; 2. The completed content shall have no manifest textual errors and shall be consistent with supporting documents and other submissions; and 3. The business activities shall not violate the <i>Special Administrative Measures (Negative List) for the Access of Foreign Investment</i> and the <i>Special Administrative Measures (Negative List) for the Access of Foreign Investment in Pilot Free Trade Zones</i>; and 4. If the business scope the company applies for registration contains items subject to approval before registration as stipulated by laws, administrative regulations, and the decisions of the State Council, the company shall submit a photocopy of the related approval document or license certificate.
		2. Letter of commitment, for those applying according to the notification-commitment system implemented in this municipality for market entities	The letter of commitment shall be personally signed by the legal representative and the applicant.

3	Business scope change	3. Original and duplicate business licenses	Both the original and duplicate business licenses shall be submitted.
4	Legal representative change	1. <i>Company Registration (Filing) Application Form</i>	1. The <i>Company Registration (Filing) Application Form</i> shall be personally signed by the new legal representative and affixed with the official seal of the company; and 2. The completed content shall have no manifest textual errors and shall be consistent with supporting documents and other submissions.
		2. Dismissal certificate of current legal representative and appointment certificate of new legal representative as stipulated by the articles of association	The resolution of the shareholders' meeting or the decision of the shareholder shall be signed by the shareholders or the shareholder, and the resolution of the board of directors or the decision of the director shall be personally signed by the directors or the director.
		3. Letter of commitment, for those applying according to the notification-commitment system implemented in this municipality for market entities	The letter of commitment shall be personally signed by the new legal representative and the applicant.
		4. Original and duplicate business licenses	Both the original and duplicate business licenses shall be submitted.



5	Increase in registered capital	1. <i>Company Registration (Filing) Application Form</i>	1. The <i>Company Registration (Filing) Application Form</i> shall be personally signed by the legal representative and affixed with the official seal of the company; and 2. The completed content shall have no manifest textual errors and shall be consistent with supporting documents and other submissions.
		2. Letter of commitment, for those applying according to the notification-commitment system implemented in this municipality for market entities	The letter of commitment shall be personally signed by the legal representative and the applicant.
		3. Resolution of shareholders' meeting or decision of shareholder	For a limited liability company, the resolution of the shareholders' meeting signed by shareholders representing over two-thirds of the voting rights shall be submitted. For a one-person limited liability company, the written decision signed by the shareholder shall be submitted.
		4. Articles of association or amendment to articles of association	1. The articles of association shall state, "In case of inconsistency between these Articles of Association and laws, regulations, and rules, the latter shall prevail"; 2. Registration items in the articles of association shall be consistent with the content of the application form and other submissions; and

5		4. Articles of association or amendment to articles of association	3. The articles of association shall be personally signed by the legal representative.
	Reduction in registered capital	1. <i>Company Registration (Filing) Application Form</i>	1. The <i>Company Registration (Filing) Application Form</i> shall be personally signed by the legal representative and affixed with the official seal of the company; 2. The company shall state the situation of its debt repayment or debt guarantee and, if the registered capital reduction announcement is only published in the newspaper, the company shall submit a newspaper sample containing the announcement. The company shall apply for a change of registration 45 days after the announcement. If registered capital reduction announcement is published via the National Enterprise Credit Information Publicity System, materials related to the announcement can be exempted; and 3. The content shall have no manifest textual errors and shall be consistent with supporting documents and other submissions.
		2. Letter of commitment, for those applying according to the notification-commitment system implemented in this municipality for market entities	The letter of commitment shall be personally signed by the legal representative and the applicant.



5	Reduction in registered capital	3.Resolution of shareholders' meeting or decision of shareholder	For a limited liability company, the resolution of the shareholders' meeting signed by shareholders representing over two-thirds of the voting rights shall be submitted. For a one-person limited liability company, the written decision signed by the shareholder shall be submitted.
		4.Articles of association or amendment to articles of association	1. The articles of association shall state, "In case of inconsistency between these Articles of Association and laws, regulations, and rules, the latter shall prevail"; 2. Registration items in the articles of association shall be consistent with the content of the application form and other submissions; and 3. The articles of association shall be personally signed by the legal representative.
6	Shareholder change	1. <i>Company Registration (Filing) Application Form</i>	1. The <i>Company Registration (Filing) Application Form</i> shall be personally signed by the legal representative and affixed with the official seal of the company; and 2. The completed content shall have no manifest textual errors and shall be consistent with supporting documents and other submissions.

6	Shareholder change	2.Letter of commitment, for those applying according to the notification-commitment system implemented in this municipality for market entities	The letter of commitment shall be personally signed by the legal representative and the applicant.
		3.Equity transfer agreement or equity transaction certificate signed by the shareholder transferring all its equity and the shareholder accepting the transfer	For a change in a natural-person shareholder, the individual income tax payment or tax declaration voucher related to the equity transaction shall be submitted.
		4.Identity documents of shareholders	Please refer to “3. Shareholders” in Part I for specific requirements.
		5.Resolution of shareholders’ meeting or decision of shareholder	For a limited liability company, the resolution of the shareholders’ meeting signed by shareholders representing over two-thirds of the voting rights shall be submitted. For a one-person limited liability company, the written decision signed by the shareholder shall be submitted.



6	Shareholder change	6. Articles of association or amendment to articles of association	1. The articles of association shall state, “In case of inconsistency between these Articles of Association and laws, regulations, and rules, the latter shall prevail”; 2. Registration items in the articles of association shall be consistent with the content of the application form and other submissions; and 3. The articles of association shall be personally signed by the legal representative.
		7. Original and duplicate business licenses	Both the original and duplicate business licenses shall be submitted.
7	Change to name of shareholder	1. <i>Company Registration (Filing) Application Form</i>	1. The <i>Company Registration (Filing) Application Form</i> shall be personally signed by the legal representative and affixed with the official seal of the company; and 2. The completed content shall have no manifest textual errors and shall be consistent with supporting documents and other submissions.
		2. Letter of commitment, for those applying according to the notification-commitment system implemented in this municipality for market entities	The letter of commitment shall be personally signed by the legal representative and the applicant.

7	Change to name of shareholder	3.Certificate of change to name of shareholder	1. If a domestic natural-person shareholder changes his/her name, and his/her ID card number is the same as that before changing his/her name, no certificate from the public security department is needed, but only a photocopy of the new ID card is required; 2. The name change certificate of a foreign investor shall be notarized by a notary organ of the investor's country and legalized by the Chinese embassy (consulate) in that country. If that country has no diplomatic relations with China, the passport should be legalized by the embassy (consulate) of a third country in that country, which has diplomatic relations with China, and then legalized by the Chinese embassy (consulate) in that third country. Documents issued in the overseas territories of certain countries should first be notarized in such territories, then legalized by such countries' diplomatic organs, and finally legalized by the Chinese embassies (consulates) in such countries, unless otherwise provided by the international treaties concluded or acceded to by China and relevant countries for certification;
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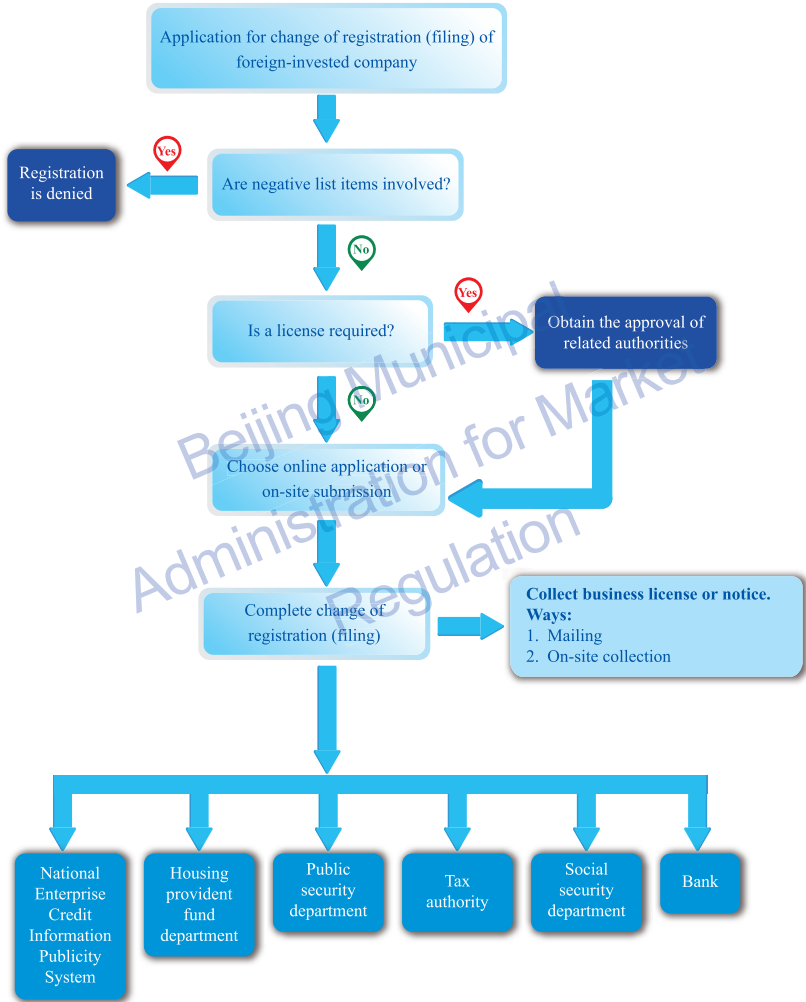


7	Change to name of shareholder	3.Certificate of change to name of shareholder	3.The name change certificate of an investor from Hong Kong SAR, Macao SAR, or Taiwan, China shall be accompanied by a notarial document from a local notarial agency of Hong Kong SAR, Macao SAR, or Taiwan, China according to specific provisions or agreements. No notarization is required for a Residence Permit for Hong Kong and Macao Residents or Mainland Travel Permit submitted. The identity document of a natural-person investor from Taiwan, China can be a Residence Permit for Taiwan Residents issued by a Chinese mainland public security department or a Mainland Travel Permit for Taiwan Residents issued by a Chinese mainland exit-entry administration, and no notarization is required for such a permit.
		4.Original and duplicate business licenses	Both the original and duplicate business licenses shall be submitted.

3. Filing

Items that can be filed include the articles of association, business term, capital contributions subscribed for by shareholders, directors, supervisors, and senior executives, registration liaison officer, and foreign-invested company's addressee of legal documents.

Please refer to the following flow chart to understand the process of the filing of a foreign-invested company more intuitively:





You can refer to the following table to understand the registration materials required for the filing of a foreign-invested company:

Table 3. List of Submissions and Notes for Filing of Foreign-invested Company

S/N	Filing item	Submissions	Notes
1	Filing of articles of association	1. <i>Company Registration (Filing) Application Form</i>	1. The <i>Company Registration (Filing) Application Form</i> shall be personally signed by the legal representative and affixed with the official seal of the company; and 2. The content shall have no manifest textual errors and shall be consistent with supporting documents and other submissions.
		2. Letter of commitment, for those applying according to the notification-commitment system implemented in this municipality for market entities	The letter of commitment shall be personally signed by the legal representative and the applicant.
		3. Amended articles of association or amendment to articles of association	1. The articles of association shall state, “In case of inconsistency between these Articles of Association and laws, regulations, and rules, the latter shall prevail”; 2. Registration items recorded in the articles of association shall be consistent with the content of the application form or other submissions; and

1	Filing of articles of association	3.Amended articles of association or amendment to articles of association	3.This document shall be personally signed by the legal representative.
		4.Resolution or decision to amend the articles of association	For a limited liability company, the resolution of the shareholders' meeting signed by shareholders representing over two-thirds of the voting rights shall be submitted. For a one-person limited liability company, the written decision signed by the shareholder shall be submitted.
2	Filing of business term	1. <i>Company Registration (Filing) Application Form</i>	1. The <i>Company Registration (Filing) Application Form</i> shall be personally signed by the legal representative and affixed with the official seal of the company; and 2. The content shall have no manifest textual errors and shall be consistent with supporting documents and other submissions.
		2.Letter of commitment, for those applying according to the notification-commitment system implemented in this municipality for market entities	The letter of commitment shall be personally signed by the legal representative and the applicant.



2	Filing of business term	3.Amended articles of association or amendment to articles of association	1. The articles of association shall state, “In case of inconsistency between these Articles of Association and laws, regulations, and rules, the latter shall prevail”; 2. Registration items recorded in the articles of association shall be consistent with the content of the application form or other submissions; and 3. This document shall be personally signed by the legal representative.
		4.Resolution of shareholders’ meeting or decision of shareholder	For a limited liability company, the resolution of the shareholders’ meeting signed by shareholders representing over two-thirds of the voting rights shall be submitted. For a one-person limited liability company, the written decision signed by the shareholder shall be submitted.
3	Filing of capital contributions subscribed for	1. <i>Company Registration (Filing) Application Form</i>	1. The <i>Company Registration (Filing) Application Form</i> shall be personally signed by the legal representative and affixed with the official seal of the company; and 2. The content shall have no manifest textual errors and shall be consistent with supporting documents and other submissions.

3	Filing of capital contributions subscribed for	2. Letter of commitment, for those applying according to the notification-commitment system implemented in this municipality for market entities	The letter of commitment shall be personally signed by the legal representative and the applicant.
		3. Amended articles of association or amendment to articles of association	1. The articles of association shall state, "In case of inconsistency between these Articles of Association and laws, regulations, and rules, the latter shall prevail"; 2. Registration items recorded in the articles of association shall be consistent with the content of the application form or other submissions; and 3. This document shall be personally signed by the legal representative.
		4. Resolution of shareholders' meeting or decision of shareholder	For a limited liability company, the resolution of the shareholders' meeting signed by shareholders representing over two-thirds of the voting rights shall be submitted. For a one-person limited liability company, the written decision signed by the shareholder shall be submitted.



3	Filing of capital contributions subscribed for	5. Equity transfer agreement or equity transaction certificate signed by the shareholder transferring part of its equity and the shareholder accepting the transfer	This document shall be submitted if capital contributions subscribed for change because of the transfer of partial equity between shareholders.
4	Filing of directors, supervisors, managers, and other senior executives	1. <i>Company Registration (Filing) Application Form</i>	1. The <i>Company Registration (Filing) Application Form</i> shall be personally signed by the legal representative and affixed with the official seal of the company; and 2. The content shall have no manifest textual errors and shall be consistent with supporting documents and other submissions
		2. Letter of commitment, for those applying according to the notification-commitment system implemented in this municipality for market entities	The letter of commitment shall be personally signed by the legal representative and the applicant.
		3. Resolution or decision on the appointment or dismissal of related directors, supervisors, and senior executives	A limited liability company shall submit the decision of the shareholder or the resolution of the shareholders' meeting.

5	Change to registration liaison officer	1. <i>Company Registration (Filing) Application Form</i>	1. The <i>Company Registration (Filing) Application Form</i> shall be personally signed by the legal representative and affixed with the official seal of the company; and 2. The content shall have no manifest textual errors and shall be consistent with supporting documents and other submissions.
		2. Letter of commitment, for those applying according to the notification-commitment system implemented in this municipality for market entities	The letter of commitment shall be personally signed by the legal representative and the applicant.
		3. Completed <i>Liaison Officer Information Form</i> and photocopy of liaison officer's identity document	If paper materials are used for application, the photocopy of the identity document can be directly pasted in the application form.
6	Change to foreign investor's addressee of legal documents	1. <i>Company Registration (Filing) Application Form</i>	1. The <i>Company Registration (Filing) Application Form</i> shall be personally signed by the legal representative and affixed with the official seal of the company; and 2. The content shall have no manifest textual errors and shall be consistent with supporting documents and other submissions.

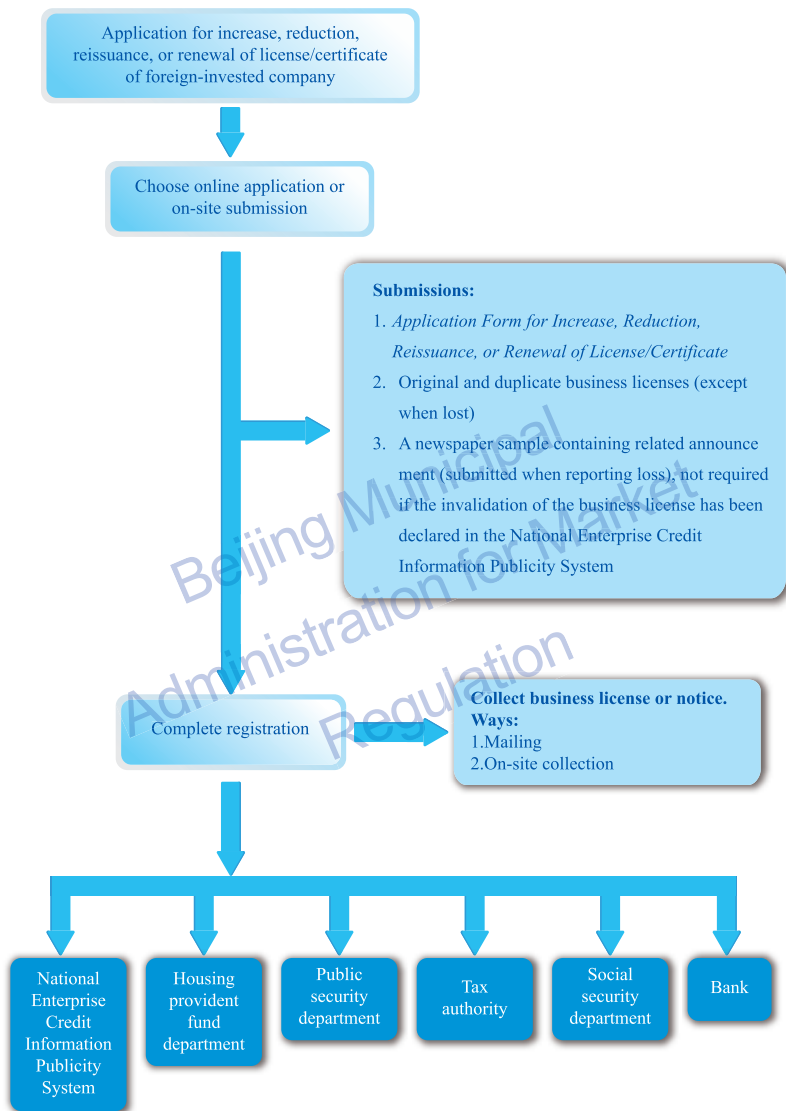


6	Change to foreign investor's addressee of legal documents	2.Letter of commitment, for those applying according to the notification-commitment system implemented in this municipality for market entities	The letter of commitment shall be personally signed by the legal representative and the applicant.
		3.Completed <i>Power of Attorney for the Service of Legal Documents of Foreign-Invested Company</i>	If the trustee is a natural person, the <i>Power of Attorney for the Service of Legal Documents of Foreign-Invested Company</i> and a photocopy of the trustee's identity document shall be submitted. If the trustee is not a natural person, the <i>Power of Attorney for the Service of Legal Documents of Foreign-Invested Company</i> , a photocopy of the trustee's subject qualification document, and a photocopy of the identity document of the authorized contact shall be submitted.
7	Filing of closure of business	1. <i>Application Form for Filing of Closure of Business of Market Entity</i>	The application form shall be personally signed by the company's legal representative and affixed with the official seal.
		2. <i>Letter of Commitment for Filing of Closure of Business</i>	The letter of commitment shall be signed by all shareholders.

4. Increase, reduction, reissuance, or renewal of license/certificate

Please refer to the following flow chart to understand the process of license/certificate increase, reduction, reissuance, or renewal for a foreign-invested company more intuitively:





You can refer to the following table to understand the submissions required for license/certificate increase, reduction, reissuance, or renewal for a foreign-invested company:

Table 4. List of Submissions and Notes for License/Certificate Increase, Reduction, Reissuance, or Renewal for Foreign-invested Company

S/N	Submissions	Notes
1	<i>Application Form for Increase, Reduction, Reissuance, or Renewal of License/Certificate</i>	1. The form shall be personally signed by the company's legal representative and affixed with the official seal; and 2. The completed content shall have no manifest textual errors and shall be consistent with supporting documents and other submissions.
2	Letter of commitment, for those applying according to the notification-commitment system implemented in this municipality for market entities	The letter of commitment shall be personally signed by the legal representative and the applicant.
3	Original and duplicate business licenses	Both the original and duplicate business licenses shall be submitted (except when lost).
4	Newspaper sample containing related announcement (submitted when reporting loss)	The content of the announcement shall be accurate and consistent with other submissions. The newspaper sample is not required if the invalidation of the business license has been declared in the National Enterprise Credit Information Publicity System.



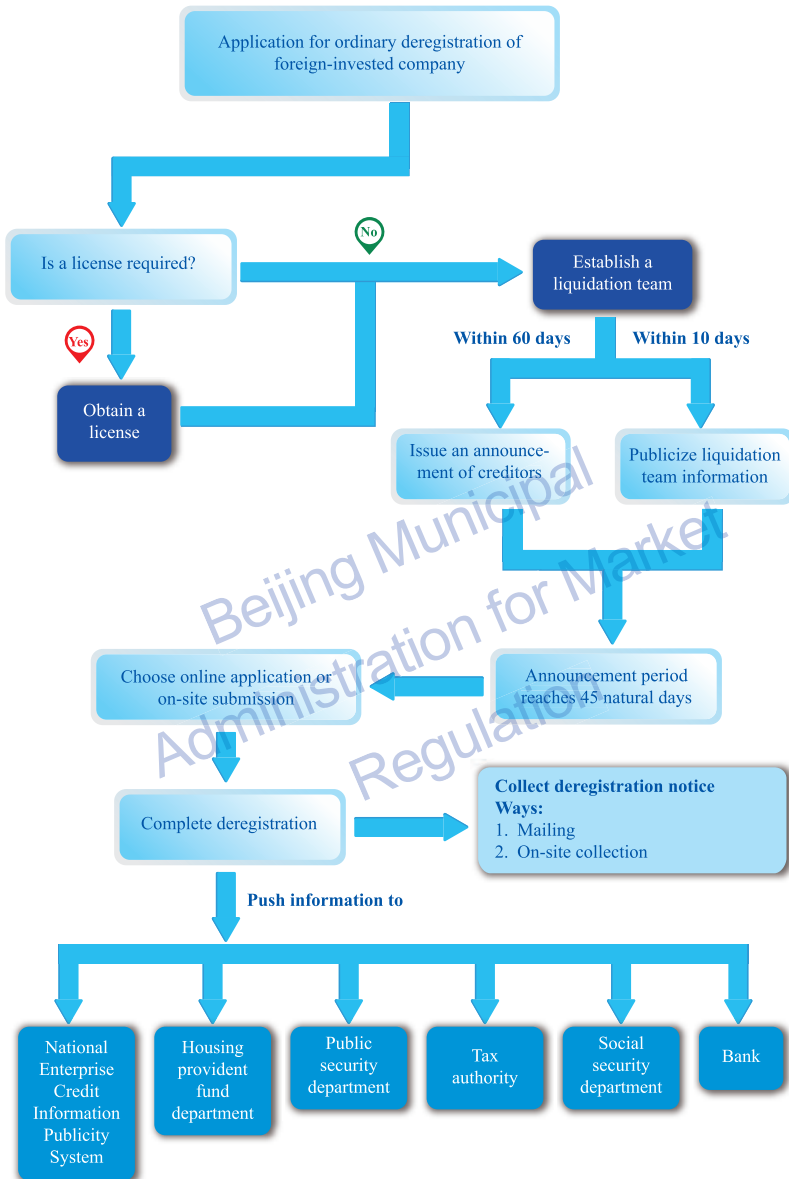
5. Deregistration

Company deregistration is divided into ordinary deregistration and simplified deregistration. If no debts have been incurred or all debts have been paid off during the company's period of existence, with the commitment of all shareholders, simplified deregistration may be applied for. Please refer to (2) Simplified deregistration for specific requirements.

(1) Ordinary deregistration

Please refer to the following flow chart to understand the process of applying for ordinary deregistration of a foreign-invested company more intuitively:







You can refer to the following table to understand the registration materials required for the ordinary deregistration of a foreign-invested company:

Table 5. List of Submissions and Notes for Ordinary Deregistration of Foreign-invested Company

S/N	Submissions	Notes
1	<i>Application Form for Deregistration of Enterprise</i>	1. The application form shall be signed by the leader of the liquidation team and affixed with the official seal; and 2. The application form shall be complete, without manifest textual errors in the completed content and signature.
2	Letter of commitment, for those applying according to the notification-commitment system implemented in Beijing for market entities	This document shall be signed by the legal representative and the applicant.
3	Resolution or decision to dissolve the company	1. The resolution or decision procedures, voting rights, etc. shall comply with the rules of procedure and voting proportion stipulated in the Company Law and the articles of association; 2. The resolution or decision shall be signed by members of the highest authority of the company;

3	Resolution or decision to dissolve the company	3. The resolution or decision shall contain what applied for by the company, acknowledge the liquidation report, and show consent to deregistration; 4. The highest authority is subject to the articles of association and shall be the shareholder or the shareholders' meeting from January 1, 2025.
4	Liquidation report	The liquidation report shall contain basic information consistent with the registered information, such as the company name, and record the settlement of related creditor's rights and debts, taxes, employee wages, etc.
5	Tax clearance certificate	No paper tax clearance certificate is required if the settlement of the tax clearance procedures has been verified by the registration authority online.
6	Newspaper containing creditor announcement	1. Information on the liquidation team shall be publicized on the Beijing Enterprise Service e-Window Platform at https://ect.scjgj.beijing.gov.cn and then the creditor announcement shall be published; 2. The newspaper sample shall be submitted if the creditor announcement is published in the newspaper; and 3. The company shall apply for deregistration 45 days after the announcement.
7	Original and duplicate business licenses	1. Both the original and duplicate shall be submitted; and 2. If the paper business license is lost and thus cannot be returned, a loss announcement shall be published in the National Enterprise Credit Information Publicity System or newspaper.



8	Related approval document, if the deregistration must be approved as stipulated by laws, administrative regulations, and the decisions of the State Council	1. A photocopy of the related approval document shall be submitted if the deregistration must be approved as stipulated by laws, administrative regulations, and the decisions of the State Council; 2. The approval authority or license certificate shall be checked to ensure their consistency with the licensing authority and license form stipulated by laws, administrative regulations, and decisions of the State Council; and The photocopy of the approval document or license certificate shall be clear and complete, with information such as the name and business premises consistent with the content of the business license and application form.
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(2) Simplified deregistration

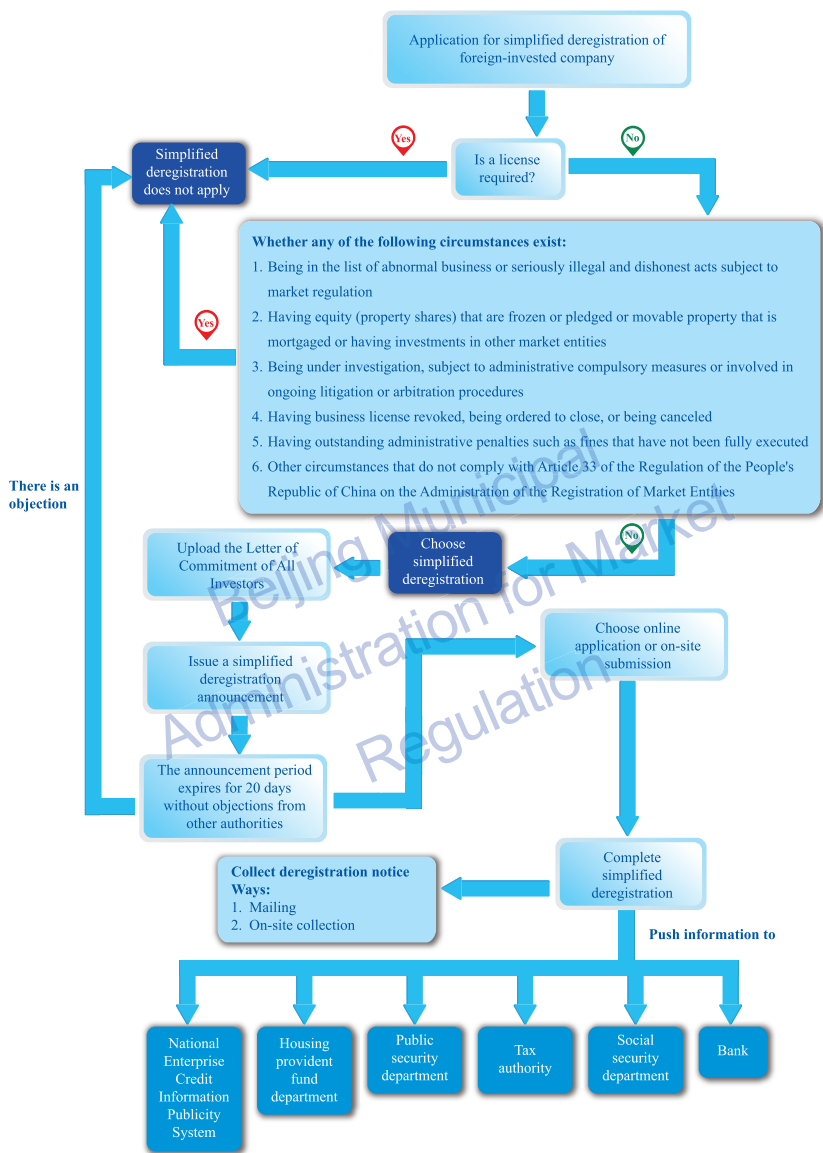
If the company has not incurred or has fully settled claims and debts, has not incurred or has fully paid all expenses, employee wages, social insurance expenses, statutory compensation, and taxes payable (including late payment penalties and fines), and all shareholders provide a written commitment of legal liability for the truthfulness of the above circumstances, the company may apply for deregistration through simplified procedures.

If the company decides to dissolve itself and meets the conditions for simplified deregistration, it may announce its intention to apply for simplified deregistration and all investors' commitment information to society via the "Entity Deregistration"

module in “Enterprise Legal Person” on the Beijing Enterprise Service e-Window Platform (<https://ect.scjgj.beijing.gov.cn>), except for enterprises that have completed mandatory liquidation or bankruptcy procedures. The said announcement will be publicized to society via the National Enterprise Credit Information Publicity System for a period of 20 days.

Please refer to the following flow chart to understand the process of applying for simplified deregistration of a foreign-invested company more intuitively:





You can refer to the following table to understand the registration materials required for the simplified deregistration of a foreign-invested company:

Table 6. List of Submissions and Notes for Simplified Deregistration of Foreign-invested Company

S/N	Submissions	Notes
1	<i>Application Form for Deregistration of Enterprise</i>	1. The application form shall be signed by the legal representative and affixed with the official seal; and 2. The application form shall be complete, without manifest textual errors in the completed content and signature.
2	Letter of commitment, for those applying according to the notification-commitment system implemented in Beijing for market entities	This document shall be signed by the legal representative and the applicant.
3	<i>Letter of Commitment of All Investors for Simplified Deregistration</i>	The letter of commitment shall be signed by all shareholders.
4	Original and duplicate business licenses	1. Both the original and duplicate shall be submitted; and 2. If the paper business license is lost and thus cannot be returned, a loss announcement shall be published in the National Enterprise Credit Information Publicity System or newspaper.



Beijing Municipal Administration for Market Regulation