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| <u>Representative Office</u> |
| Basic Information: |
| <p><i>Business Scope:</i></p> <p>To represent your foreign (non-mainland China) company's business in China. This allows setting up an office and employing foreigner(s) who can legally work and reside in China and local Chinese to assist you. It does NOT allow selling or importing into the Chinese market, so is primarily related to export business for goods manufactured/supplied in China and sent abroad.</p> |
| <p><i>Documents Required:</i></p> <p>Business registration certificate from the country where the company is registered (original) Bank reference letter from company's bank in its home country addressed to the "Zhuhai Industrial And Commercial Bureau" with the company's name and account number and an indication of current or usual account balance. Basic information about the company's head office, including address, telephone/fax number and business scope. Basic information about the representative office in China, including address and telephone number Personal information of foreign legal representative including passport,, two photos, telephone number and CV/resume. Original of office lease contract and a copy of the property ownership certificate.</p> |
| <p><i>Our Services:</i></p> <p>All necessary documentation and application procedures required for establishment of a Rep office including:</p> |

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Email: info@zhuhaidirect.com



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| Preparation of registration documents Application to and registration of representative office at the Industrial and Commercial Bureau Arrangement with Public Security Bureau for business stamp manufacture and approval Procurement of company ID card from the Quality Supervision Bureau Nation Tax Bureau registration Local Tax Bureau Registration Opening Of Company Bank Account |
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| <i>Time Required: Approximately 1 Month</i> |
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| <i>Documents + Items Delivered After Registration:</i> Business License Issued By Zhuhai Industrial And Commercial Bureau Company ID Card Company Stamp Registration certificate issued by Local Taxation Bureau Of Zhuhai Registration certificate issued by National Taxation Bureau Bank Account documents Work permit and residence visa for foreign representative. |

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