

10 Steps - Easy Guide to register a business in China (WFOE or JV)

Step 1:

Approval by “*Development & Reform Commission*” (*Fa Gai Wei*)

Requires your business feasible plan, identification of investor, environment assessment.

Here you will get a “**Foreign Project Approval Paper**”

Step 2:

Approval and filing with “*Foreign Trade & Economic Bureau*” (*Wai Jing Mao Ju*)

Requires articles of association, work space rental, audit of fund.

Here you will get a “**Foreign Business Approval Certificate**”

Step 3:

Registration with “*Administration of Industry and Commerce*” (*Gong Shang Ju*)

Requires results from Step 1 and Step 2.

Congratulations, here you will get your “**Business License**”!

You normally deal with regional local level government agencies for step 1, 2, 3, for example “Nanjing Development & Reform Commission”, if the investment is too big, you need to go through provincial level for example “Jiangsu Development & Reform Commission”.

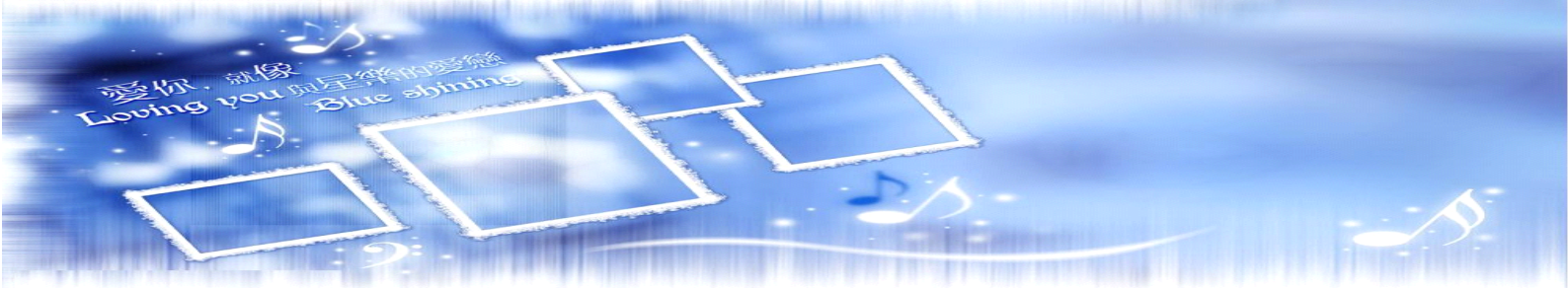
Yes, you need all documents in Chinese language.

Step 4:

Obtain “**Organization & Institution Code Certificate**”

From the “*Nanjing Quality & Technology Supervisory Bureau*” (*Zhi Liang Ji Shu Jian Du Ju*)

Note: This “Code Certificate” is rarely translated or heard in English term, BUT it is a very important prerequisite document to all following steps.



Step 5:

To make your “**Company Stamp**”, “**Legal Person Stamp**”, and “**Company Finance Stamp**” (you need it when you’re banking) – You can get it done from most “*Printing & Photocopying Stores*” around the streets corners in Nanjing. Cost: RMB300 for all three.

Feel like a boss now? Very good! **Remember** – the “Printing and Photocopying Store” needs to file their stamps-making activity with the “Public Security Bureau”, together with a copy of your “Business License” and “Code Certificate”.

Step 6:

Obtain “**Tax Registration Certificate**” from the “*Tax Bureau*”
In theory, you deal with two “Tax Bureaus” – the “Local Tax Bureau” and the “State Tax Bureau”. They may be “one-stop-service”, but you will notice the two.
You are required to have a “Certified Public Bookkeeper” to keep book from this stage on.

Note: In all above government agencies, NO written info materials is in English language, NO agency employees speaks English, NONE of these issued official certificates contains any information in English.

Step 7:

Open “**Corporate Bank Account**”

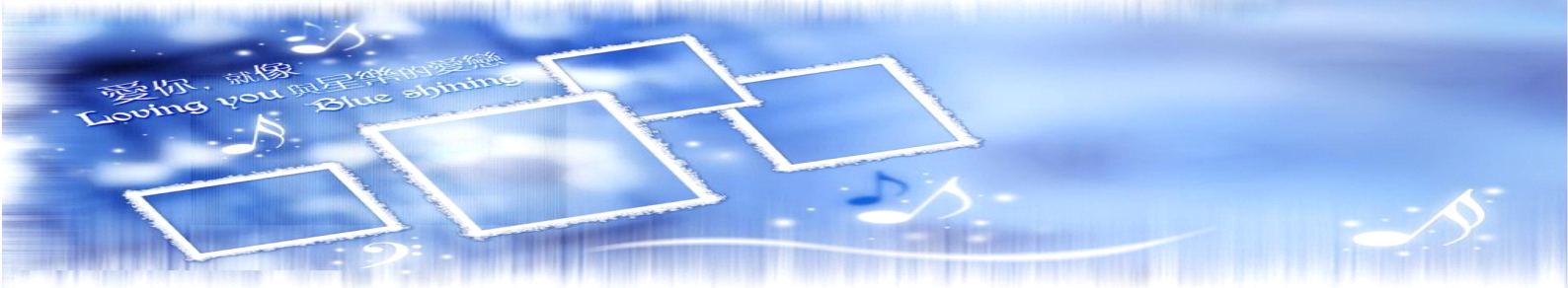
This is the bank account for “official business transaction” hence is auditable by tax authority. Usually, you’re required to have sales contract and sales invoice (fa-piao) to match with any transaction occur in this bank account.

Step 8:

Filing for “**Registration of Foreign Currency International Remittance**” with “*State Administration of Foreign Exchange, your Local Branch*” (*Wai Hui Guan Li Ju*)
Assuming you need to conduct any business related remittance internationally, you need to do this step and follow the rule.

Step 9:

Filing for “**Registration of Import & Export Goods and Equipment**” with



愛你，就像
Loving you 與星黛的愛戀
Blue shining

“China Customs”

Not for anyone. But if you need to import production equipment or if you are an Import & Export Company, you will need more professional advice on this issue.

Noted concept: Regional customs is not a part of the local government. It is an independent agency under the “General Administration of Customs of People’s Republic of China”. For instance, the Nantong customs and Suzhou customs is within Nanjing customs judiciary, instead of Nantong or Suzhou municipal people’s government.

Step 10:

Lodge Application for “Favorite Policy” or “Tax Rebate” if you are qualified
This is a non-transparency. You usually ought to speak to some government agencies or a local finance/tax management firm to find out. The framework is that your business is in the “Encouraged Foreign Investment Industry Category List” (available online from *“Ministry of Commerce and Foreign Trade, MOFCOM”*) and regional incentives.

OK, now good luck with your business in China!

Written by: Unitrue Consulting Co.,Ltd. (Nanjing, China)

www.unitrueconsulting.com