

# China Company Incorporation Checklist

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2023

*This checklist is aimed to assist foreign investors wishing to establish a Limited Liability Company (previously WFOE) in China.*

## Steps to Incorporating company in China

1. Chinese company name registration with State Administration of Industry and Commerce (SAIC)
2. Approval by relevant ministries for restricted activities (education, law, medical and other fields)
3. Certificate of Approval by Ministry of Commerce
4. Application for Business License with SAIC
5. Production of company, financial and legal representative seals by Public Security Bureau (PSB)
6. Tax Certificate by Taxation Bureau
7. CA certificate application (\*CA is a certified USB stick used for secured digital document transfer and tax applications)
8. Foreign Exchange Registration and Approval with State Administration of Foreign Exchange (SAFE)
9. Opening of the Basic RMB bank account and Capital account
10. Inject capital from investor's overseas bank account
11. Capital Verification Report by Certified Public Accountant (CPA) - Optional
12. Issuance of Customs Registration Certificate for importing and exporting companies
13. Registration with the social insurance and housing Provident Fund.

## Required Documents

- For corporate investors:** two Certificates of Incorporation, Articles of Association or equivalent document certified by Chinese Consulate overseas
- For individual investors:** two passport copies certified by Chinese Consulate overseas. Double check with us if individual investor is currently in China as some cities in China allow individual investor to submit with their original passport.
- Passport copies of: (i) Parent company's director (ii) China company's Legal Representative and (iii) China company's supervisor
- Proposed business scope, defined registered capital, Chinese company name
- Appointed Legal Representative, Executive Director or Board of Directors, Supervisor and General manager (the positions of Legal Representative, Director, and General Manager can be assumed by the same person)
- Office address in China and leasing contract
- For Trading companies: HS Code of proposed Import/Export products

## Additional Documents for manufacturing company:

- Purpose and estimated investment
- Company operational structure and number of employees
- Permission for land use, lease contract
- Products, size of production
- Environmental protection measures
- Requirement for utilities such as power and water supply

*Please note that this checklist covers the essential steps and required documents and is not intended to be a definitive list. For more information contact our experts at [contact@sjgrand.cn](mailto:contact@sjgrand.cn).*



**S.J. Grand - Your China Finance Partner**

S.J. Grand Financial and Tax Advisory is a professional services firm that specializes in assisting foreign-invested companies and multinationals in China and South-East Asia. Established in 2002 in Hong Kong, we now operate a network of offices across China: Beijing, Shanghai, Shenzhen.

Our professionals offer a wealth of expertise for the financial, tax and consultancy needs of companies operating not only in China but also in South-East Asia. Our team combines personal commitment with technical expertise to offer profitability strategies that are designed for improved performance, value creation and long-term growth.

