

Details Schedules for Company Registration in Mainland China
Completion of Weekly Planning through our Cooperation

Reliable Business Partner
Providing Assistance for Global Businesses and Entrepreneurs

Timeline	Schedule Planning	Preparation of Clients	Preparation of Our Firm
1st Week	Confirm Structure	Confirm basic information of company formation with our consultant.	Collect information, documents and provide advice.
	Name Approval	Sign official documents for company name application, meanwhile to prepare the required documents from China Embassy office in your home country. Refer to below list.	Submit application for company name with Chinese to local industrial and commercial bureau.
2nd Week	Official Signature	Sign official forms and documents for company registration.	Company name approved, draft out legal files to clients.
	Files Verification	Courier signed files and official notarized documents to our firm.	Submit to government office approval and verify.
3rd Week	Approval Certificate	Wait for approval patiently...	Obtain foreign enterprises certificate of registration.
		Wait for approval patiently...	Obtain business license from local registry bureau.
4th Week		Confirm and submit application of English name for China entity.	Submit application for company name with English.
5th Week	Company Seals	Wait for approval patiently...	Obtain company seals, 1 set.
6th Week	Bank Account	Wait for approval patiently...	Submit to Bank approval and PBOC verify
	Tax Registration	Sign application for general taxpayer	Obtain VAT number and tax ID
7th Week	Bank Approval	Wait for approval patiently...	Apply for invoice system and machine
		Wait for approval patiently...	Obtain Bank permit and account details
Following step for international trading business			
8th Week	Import Export Permits	Wait for approval patiently...	Submit documents to the Customs
9th Week			Obtain Import and Export Permits from the Customs
Others	Special Permits	Food / Alcohol / Catering / Dangerous Chemicals etc. Extra Procedure	Each special permit needs approximate 3-4weeks
List of Required Documentations issued by China Embassy for Key Positions of Chinese Company Structure:			
Individual Shareholders:		Notarized and Authenticated passport issued by China embassy in your local office, 2 sets.	
Corporate Shareholders:		Notarized and Authenticated for registration certificate of foreign company issued by China embassy in your local office, 2 sets.	
Legal Representative:		As executive director, Notarized and Authenticated passport issued by China embassy in your local office, 2 sets.	
Supervisor:		Copy of Passport	
If above position is Chinese		Chinese Citizen needs to provide Original ID	