# Company Registration (Filing) Application

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| □ Basic information (required fields) | | | | | |
| name | (The parent company of the group should fill in: Group name: Group abbreviation:) | | | | |
| unified social credit code  (establishment registration need not complete) |  | | | | |
| dwelling place | province city (county / autonomous county) district township (town / subdistrict )  village (road / community) number | | | | |
| contact number |  | | zip code | |  |
| □ Establishment (establishment registration only) | | | | | |
| legal representative  surname and personal name |  | company type | | □ Limited liability company  □ company limited by shares  □ foreign limited liability company  □ foreign-invested company limited by shares | |
| registered capital | ten thousand yuan (currency: □ RMB □ others) | | | | |
| aggregate investment  (completed by the foreign-invested company) | ten thousand yuan (currency: )  converted to US dollars: ten thousand yuan | | | | |
| establishment method (completed by the joint-stock company) | □ promotion establishment  □ public offering establishment | operating period | | □ long □ years | |
| apply for a license | □ apply for paper license: copies (the electronic license system is automatically generated, the paper license is checked by yourself) | | | | |
| business scope (market entities only need to register licensed business items according to the classification standards of business items published by the registration authority) |  | | | | |

**Note: 1. This application form is applicable to the application for establishment, change, filing and assistance with information publicity of domestic and foreign companies.**

**2. Business scope (general business items) assistance with information publicity.**

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| □ Change ( change registration only, items related to this application only ) | | |
| **change items** | **original registration content** | **registration content after the change** |
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| **Note: 1. The changes include the name, dwelling place, legal representative (name), registered capital, type of company, the shareholder (company name or individual name of the shareholder) of the limited liability company, and company name or individual name of the sponsor of company limited by shares. 2. In applying for the name change, if the words "Group or (Group)" are added to the name, the group name and group abbreviation shall be filled in (no group abbreviation, no need to fill in).** | | |

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| □ Filing (filing only ) | | |
| items | □ operating period  □ articles of association (including amendment)  □ the amount of subscribed capital contribution  □ site for business operation  □ business scope (licensed business items) | |
| **filing items** | **original registration content** | **registration contents after the filing** |
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| **Note: The business scope (licensed business items) shall be filed according to the classification standards of business items published by the registration authority.** | | |

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| □ Assistance with information publicity (only for publicity) | | |
| items | □ company directors, supervisors and senior management personnel  □ liaison officers  □ delivery recipients of legal documents of foreign-invested enterprises  □ business scope (general business items) | |
| **change items** | **original information** | **information after the change** |
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| **Note: 1. The changes include company directors, supervisors, senior management personnel, liaison officers, delivery recipients of legal documents of foreign-invested enterprises, and business scope (general business items).**  **2. Senior management personnel include manager, deputy manager, financial officer, secretary of the board of directors of listed companies and other personnel stipulated in the articles of association.**  **3. In assistance with publicizing business scope (general business items) according to the classification standards of business items published by the registration authority, the applicant shall truthfully fill in the relevant contents of "Multiple certificates in one" Shared Information Items by Government Departments, if the application involves "multiple certificates in one",** | | |

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| □Designated representative / entrusted agent (required fields) | | | | | |
| delegated authority | 1. agree with □disagree with □ check the copies of the registration materials and sign the verification comments;  2. agree with □disagree with □ correct errors in the documents provided by the enterprise;  3. agree with □disagree with □ correct filling errors in the relevant forms;  4. agree with □disagree with □ obtain business license and relevant documents. | | | | |
| surname and personal name |  | mobile telephone |  | fixed-line telephone |  |
| ID type |  | ID number |  | | |
| registration agency information | **whether it is the registration agency □ Yes □ No** | | | | |
| name |  | | contact number |  |
| unified social credit code |  | | | |
| (ID card copy and photocopy paste place of the designated representative or entrusted agent) | | | | | |

Appendix 1

Information of the legal representative

This form is applicable to the establishment and change of the legal representative.

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| --- | --- | --- | --- |
| surname and personal name |  | country (region) |  |
| post | □ chairman, □ executive director, □ manager | generation method |  |
| ID type |  | ID number |  |
| Fixed-line telephone |  | mobile telephone |  |
| dwelling place |  | mail box |  |
| (ID card copy, photocopy paste place) | | | |
| signature of the proposed legal representative: | | | |

Appendix 2

Information of directors, supervisors and senior managers

(The chairman of the board, executive director and manager serving as the legal representative do not fill in repeatedly)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| surname and personal name |  | | Country (region) | |  | post |  | generation method |  |
| ID type | |  | | ID number | |  | | mobile telephone |  |
| (ID card copy, photocopy paste place) | | | | | | | | | |
| **Note: 1. "Position" refers to the chairman of the board (executive director), director, manager, chairman of the board of supervisors, supervisor, deputy manager, finance officer, secretary of the board of directors, etc. The independent director in listed company limited by shares shall be indicated in the "position" column.**  2. The "Generation method" shall be filled in accordance with the articles of association, and the directors and supervisors shall generally be "election" or "appointment"; the managers shall generally be "appointment". The sino-foreign equity joint venture (cooperative venture) enterprise shall specify the delegation of the above-mentioned personnel.  3. Senior management personnel include "manager, deputy manager, financial officer, secretary of the board of directors of the listed companies and other personnel stipulated in the articles of association". | | | | | | | | | |
| surname and personal name |  | | country (region) | |  | post |  | generation method |  |
| ID type | |  | | ID number | |  | | mobile telephone |  |
| (ID card copy, photocopy paste place)  Note matters ditto | | | | | | | | | |
| surname and personal name |  | | country (region) | |  | post |  | generation method |  |
| ID type | |  | | ID number | |  | | mobile telephone |  |
| (ID card copy, photocopy paste place)  note matters ditto | | | | | | | | | |

Appendix 3

Capital contribution of shareholders (sponsors) and foreign investors

Unit: Ten thousand yuan (Currency: □ RMB □ Other)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| company name or individual name of shareholders (sponsors) and foreign investors | nationality  (region) | certificate type | ID Number | the amount of subscribed capital contribution | the amount of paid capital contribution | investment (subscribed)  time | capital  contribution  way |
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Appendix 4

Liaison officer information

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| --- | --- | --- | --- |
| surname and personal name |  | fixed-line telephone |  |
| mobile telephone |  | mail box |  |
| ID type |  | ID number |  |
| (ID card copy, photocopy paste place) | | | |

**Note: 1. The liaison officer is mainly responsible for the communication between the enterprise and the registration authority, and uses the personal information to publicize the relevant information of the enterprise in National Enterprise Credit Information Publicity System (Hainan). Liaison officers should understand the relevant regulations on enterprise registration and enterprise information publicity.**

**2. No need to fill in if *Liaison officer information* is not changed.**

Appendix 5

Power of attorney for delivery of legal documents of foreign-invested enterprises

authorizing person:

authorized person:

Scope of authorization: grant (company name or individual name of authorized person ) on behalf of (company name or individual name of the authorizing person) receives the legal documents from the registration authorities within the territory of China until the authorization is terminated.

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| --- | --- | --- | --- | --- |
| authorized person | certificate type |  | ID Number |  |
| fixed-line telephone |  | mobile telephone |  |
| address |  | | |
| contact person of the authorized person | surname and personal name |  | address |  |
| certificate type |  | ID Number |  |
| fixed-line telephone |  | mobile telephone |  |

signature or seal of the authorizing person:

signature or seal of the authorized person:

**Note: 1. Only for foreign-invested enterprises.**

2. *The Power of Attorney for Delivery of Legal Documents of Foreign-invested Enterprises* shall be signed by the foreign (regional) investor (authorized person) and the domestic delivery recipient of legal documents. The authorized person may be an institution established by a foreign (regional) investor to engage in production and business activities within the territory of China or the company to be established (if the authorized person is the company to be established, the entrustment shall be effective after the establishment of the company) or other domestic units or individuals. If the address of the authorized person or the authorized person is changed, it shall sign a new *Power of Attorney for Delivery of Legal Documents of Foreign-invested Enterprises*, submit the qualification documents or identity documents of the relevant subject, and submit them to the record of the registration authority in time.

3. If the authorized person is a natural person, fill in the information of "authorized person"; if the authorized person is not a natural person, fill in the information of "authorized person" and "contact person of the authorized person".

Appendix 6

Declaration form of residence (business site) of market entities

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| name of market entities | |  | | | |
| unified social credit code | |  | | | |
| □ residence (main business site)  □ site for business operation | | province city (county / autonomous county) district township (town / subdistrict)  village (road / community) number | | | |
| source of usage | | 1. □ self-owned 2. □ leased 3. □ free use 4. □ multiple licenses for one address | | | |
| **Housing information (completed by source of 1-3 )** | | | | | |
| houses  owner information | company name / individual name |  | | contact number |  |
| houses  ownership  certificate | □ houses ownership certificate real estate title No.:  □ house lease contract □ Purchase contract  □ house completion acceptance certificate, house sales permit  □ certificate of ownership issued by the local real estate management department, township government (sub-district office), residential (village) committee, the management committee of economic function area and other institutions  □ other certificate | | | |
| **"Multiple** licenses **for one address" (completed by source of 4 )** | | | | | |
| houses  Provider  information | □ affiliated enterprise | □ use the group member address | Enterprise Group name:  Name and contact number of the address provider: | | |
| □ use the address of other enterprises invested by common investors | Name or name of the common investor:  Name and contact number of the address provider: | | |
| □ use the parent company address | Name and contact number of the parent company: | | |
| □ integrated service area | name and contact number of the area management organization: | | | |
| □ residence Hosting | name and contact number of the custodian institution: | | | |
| usage period | | from (date) to (date) | | | |

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| **Negative list of residence(business site):**  1. In violation of laws, regulations and relevant management covenants without consent from interested owners .  2. In violation of the regulations on the administration of housing safety and housing leasing, arbitrarily changed into part of residential buildings in production, catering, entertainment, bath, washing and dyeing, etc.  3. Residential buildings, commercial and residential complex buildings without special flue and commercial floors adjacent to the residential complex buildings shall not be used as the business places of the catering service market entities that produce lampblack, odor and waste gas.  4. Places within 200 meters around the campus of middle schools or primary schools or in residential buildings (courtyard) shall not be used as business places for market entities engaged in Internet cafes, games (entertainment)and tattoos , etc.  5. Places in concentrated population areas and residential areas shall not be used as business sites for market entities producing air pollution, water pollution, noise pollution.  6. Illegal buildings and dangerous buildings determined by the municipal and county governments, the buildings to be demolished according to law, and public parts of the buildings shall not be used as the residences (business sites) of the market entities.  7. The areas prohibited by laws and regulations or the municipal and county governments according to the needs of town management shall not be used as the **residence** (business sites) of market entities. |

**Note: 1. Companies, non-corporate legal persons, partnerships, sole proprietorship enterprises and farmers' professional cooperatives (joint cooperatives) check the “residence (main business site)”; branches and individual industrial and commercial households check the “business site”.**

2. When applying only for "residence (main business site)", you shall check "multiple licenses for one address" in source of usage.

Appendix 7

Market entities registration commitment letter

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| **The applicant and the signatory undertake as follows and shall bear the corresponding legal responsibilities:**  □ 1.The items declared in this establishment registration, filing and assistance with information publicity are the result of legal procedures conducted in accordance with the *Company Law of the People’s Republic of China, Foreign Investment Law of the People’s Republic of China, Regulations on Market Entities Registration and Administration of the People’s Republic of China, and Regulations on Market Entities Registration and Administration in Hainan Free Trade Po*rt. According to the relevant laws and regulations, the application matters have been held in required meetings such as shareholders meetings (shareholders), shareholders general meetings, the board of directors, board of supervisors and staff meetings to make resolutions (decisions) or approval documents, articles of association, appointment documents and other relevant legal documents.  □1.The items declared in this change registration, filing and assistance with information publicity are the result of legal procedures conducted in accordance with the *Company Law of the People’s Republic of China, Foreign Investment Law of the People’s Republic of China, Regulations on Market Entities Registration and Administration of the People’s Republic of China, and Regulations on Market Entities Registration and Administration in Hainan Free Trade Po*rt. According to the relevant laws and regulations, the application matters have been held in required meetings such as shareholders meetings (shareholders), shareholders general meetings, the board of directors, board of supervisors and staff meetings to make resolutions (decisions) or approval documents, articles of association (or amendments), appointment and removal documents, agreement of equity transfer or certificate of equity transfer closing and other relevant legal documents.  2.The applicant hereby submit this application based on the above documents and other supporting materials, and the relevant documents shall be retained by the market entity and cooperate with market regulatory authorities for spot inspection.  3.The applicant and the signatory confirm that the submitted materials are truthful, accurate, valid, and complete, and shall bear corresponding legal responsibilities.  4.The used name meets the relevant requirements of laws and regulations such as *the Regulations on Enterprise Name Registration and Administration and its Implementing Rules,* and does not damage national and public interests or violate public order and good customs or other adverse effects; If the used name infrige upon third-part legitimate rights due to similarity, the applicant shall bear legal liabilities according to law; if the used name is recognized as inappropriate by the registration authority, the applicant shall actively cooperate with the registration authority to correct it.  5.The applicant has known the relevant provisions of the residence (business site), has obtained the legal use right of the declared residence (business site), and shall be responsible for the authenticity, safety and legality of the residence (business site).  6.If business scope requires permits under national laws, administrative regulations, State Council decisions, or local administrative regulations and rules, the applicant shall not engage in relevant business operations before obtaining approval from relevant departments. |
| signature of the applicant:  Company seal  Date |
| signature of the legal representative:  Date |
| I agree to serve as a director, supervisor, senior management personnel, liaison officer, the delivery recipient of legal documents of foreign-invested enterprises, the designated representative / entrusted agent, I have read the *Company Law of the People’s Republic of China, Foreign Investment Law of the People’s Republic of China, the Regulations on Market Entities Registration and Administration of the People’s Republic of China, and the Regulations on Market Entities Registration and Administration in Hainan Free Trade Port* and other laws and regulations, and know the responsibilities and conditions of directors, supervisors and senior managers in the regulations; Regarding the relevant responsibilities and obligations of liaison officers, the delivery recipient of legal documents of foreign-invested enterprises, and designated representatives / entrusted agents, confirm that I have full capacity for civil conduct. |
| signature of the directors, supervisors and senior managers:  Date |
| signature of liaison officer:  Date |
| delivery recipient of legal documents of foreign-invested enterprises:  Date |
| signature of the designated representative / entrusted agent:  Date |

**Note: 1. The applicant checks the ☑ according to the type of registration business.**

**2. The establishment of the limited liability company shall be signed by all the shareholders, and the change and filing shall be signed by shareholders (the proportion of signing governed by relevant clauses in articles of association), and the change of shareholders (equity transfer) shall be signed both by the transferor and transferee; the establishment of the company limited by shares shall be signed by all directors，and the change and filing shall be signed by the meeting chairperson and attending diectors.**

**3. The change of items of assistance with information publicity shall be signed by the legal representative, and the change of directors, supervisors, senior management personnel, liaison personnel and the delivery recipient of legal documents of foreign-invested enterprises shall be signed by the new personnel.**

**4. Natural person shall be signed by himself, and legal person and other organizations shall be signed by the legal representative, responsible person or authorized signatory.**