

## Resident Representative Office Establishment Application Materials

1. Application for Registration of Permanent Representative Offices of Foreign Enterprises (Region)
2. Power of Attorney signed by authorized representatives or designated Agent
3. The certification of the legal residence of a foreign (regional) company and the certificate of legal business that lasts for more than 2 years
4. Constitution or organization agreement of foreign (regional) companies
5. Certificate for appointment or authorization to sign relevant documents by the investors or legal representatives
6. Certificate of the designation or appointment by all the investors
7. Credit certificate by a financial institution that has business dealings with foreign (regional) companies
8. Personal identity certificate of the legal representatives
9. Certificate of legal use of representative offices
10. Approval administration shall apply if the laws, administrative laws, or the State Council require the business activities undertaken by the representative office to be approved.  
  
A foreign (regional) enterprise shall apply to the registration authority within 90 days from the date of approval to establish a registration. If the application for registration is overdue, the foreign (regional) enterprise shall report to the approval authority to confirm the validity of the original approval document or submit another approval.
11. Other related documents, certificates