

# GUIDE FOR FOREIGNERS IN GUANGZHOU

## GUIDE FOR FOREIGNERS IN GUANGZHOU

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Municipal People's Government**

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# 1



## Chapter I Overview

### I. Basic situation

Guangzhou is the capital city and the political, economic, scientific, technological, educational and cultural center of Guangdong Province. It lies in the southern part of mainland China and in the central-southern part of the Province, on the northern edge of the Pearl River Delta, close to the estuary on the lower reaches of the Pearl River and facing the Hong Kong and Macao Special Administrative Regions across the sea. The city is located at 112°57'E to 114°3'E and 22°26'N to 23°56'N, covering an area of 7,434.40 square kilometers. With its strategic location, Guangzhou is a leading Chinese port for ocean shipping and a major port of entry and exit in the Pearl River Basin. The city is also the juncture of the Beijing-Guangzhou, Guangzhou-Shenzhen, Guangzhou-Maoming and Guangzhou-Meizhou-Shantou Railway



systems and the hub of civil aviation in South China. Closely in touch with all parts of the country, it is known as the 'Southern Gateway to China'. Guangzhou is located in the South Asia Tropical Zone with a typical monsoon-marine climate. As it is nestled between mountains and the sea, the city has particularly prominent marine climatic characteristics, including warm temperature, ample rain, adequate sunlight, low temperature differences, extended summers and short frost periods. Winters are dry and cold, while summers are wet with high temperatures and a high humidity index.

**Guangzhou is a famous historic and cultural city.** With a history of 2,230 years, Guangzhou is the port of departure of the ancient Maritime Silk Route. As the only grand harbour that has been keeping prosperous in the world's maritime traffic history over the past two thousand years, it is an important gateway of the 21<sup>st</sup> Century Maritime Silk Route and is also the most dynamic, core city among the Pearl River Delta city groups in the world. Besides, it has been positioned by the State Council as a National

Famous Historic and Cultural City, as well as a key central city, international trade center and comprehensive transportation hub of the country.

**Guangzhou is the hub to connect China with the rest of the world.**

As one of China's three key airline hubs, the Baiyun International Airport has opened 136 international air routes with more than 1,000 flights accessible to 207 shipping points across the five continents worldwide on a daily basis. In 2015, it was among the top 3 airports in both passenger and cargo throughout in China. Guangzhou Port has opened 150 container shipment routes, trading with over 400 ports in more than 100 countries and regions in the world, and ranked the 6th and 7th place in annual cargo throughputs and container throughputs respectively in 2015. Guangzhou's railway junction terminal is among the four key rail junction terminals in China, which ensures a trip by high-speed rail within one day to reach all major cities across the country. Guangzhou is one of China's three key communication centers, Internet exchange points and connection points to global internet, providing strong connectivity between Guangzhou and the rest of the world.

**Guangzhou is an industrial agglomeration center.** As one of the cities with the most developed and complete range of manufacturing and service industries, Guangzhou is a place where foreign trade goods worth more than USD 130 billion and nearly RMB 800 billion worth of domestic trade goods are collected and distributed on a yearly basis, with its added value of service sectors responsible for 66.8% of the GDP in 2015. It has currently housed 320 headquarters enterprises including 283 Fortune Global 500 companies such as Microsoft, IBM, Samsung, Cisco, as well as hundreds of thousands of enterprises that invest and seek development in Guangzhou.

**Guangzhou is a city featuring trade facilitation.** With its highest level of market openness and most convenient investment and trade environment, Guangzhou is a national independent innovative demonstration zone in the Pearl River Delta, a comprehensive pilot for the reform and development of domestic trade circulation system, a comprehensive pilot area of cross-border e-commerce, and a national pilot city for the innovation and development of trade in services. Plus, it boasts a good international business environment by keeping trade links with more than 220 countries and regions around the global, establishing sister city relations with 36 international cities, and housing 55 foreign consulates general in Guangzhou.

**Guangzhou is a city with fully-fledged facilities.** Its Happiness Index is on the increase, and its residents' health indicators such as average life expectancy are close to the level of developed countries, it tops China for its people's livelihood development index for two consecutive years, and the saying called "Eating in Guangzhou" has earned it a high reputation in the world. Hailed as the "Pearl on the Tropic of Cancer", Guangzhou sees a better and better environment and features warm and moist climate, blooming flowers and green grass all the year round, with 312 days of fairly good air quality, an urban green coverage rate of 41.5% and a forestation rate of 42% in 2015.

Main Economic Data of Guangzhou in 2015:

Index Name	Amount	Year-on-Year Growth
Gross Domestic Product (GDP)	RMB18100.41 trillion	8.4%
Tertiary industrial structure	1.26:31.97:66.77	
Gross output value of industrial enterprises of proper size	RMB18712.36 trillion	6.4%
Added value of industrial enterprises of proper size	RMB4840.42 billion	7.2%
Fixed asset investment	RMB5405.95 billion	10.6%
Total retail sales of consumer goods	RMB7932.96 billion	11.0%
Gross value of commodity imports and exports	RMB8306.41 billion	3.5%
Gross export value	RMB5034.67 billion	12.7%
Foreign investment in actual use	USD 5.416 billion	6.1%
Amount of Chinese investment abroad	USD 4.048 billion	30.4%
Trade in services	RMB 29.172 billion	14.53%



## II. Administrative Districts & Population

Guangzhou exercises jurisdiction over 11 districts including Yuexiu District, Haizhu District, Liwan District, Tianhe District, Baiyun District, Huangpu District, Huadu District, Panyu District, Nansha District, Conghua District, Zengcheng District. As on December 31, 2015, Guangzhou had an actual population of 16,485,147 including a household-registered population of 8,544,977 and a floating population of 7,940,170. There are more than 200,000 permanent residents and approximately 150,000 floating population of minorities, comprised of as many as 52 ethnic minority groups. In particular, the Hui, the Manchu and the She ethnic groups have lived in Guangzhou for many generations. The city has three primary schools for children of ethnic groups (the Hui Primary School, the Manchu Primary School and the She Village Primary School).



## III. History

Guangzhou is among China's first batch of listed National Famous Historic and Cultural Cities. Human presence in the city can be traced back to the Neolithic Period, about 4,000 to 5,000 years ago, opening the first page of Guangzhou's human and cultural history. In the 33rd year of the reign of Emperor Qinshihuang, namely 214 BC, the State of Qin conquered the Lingnan region and Nanhai Governor Ren Xiao ordered the construction of the Panyu Town (commonly known as the Ren Xiao Town). The town, built more than 2,230 years ago, is the origin of Guangzhou as recorded in historic annals. Guangzhou is nicknamed 'The City of Rams' and 'The City of Rice Spikes' as legend has it that in ancient times, five celestial beings descended upon Guangzhou riding on five differently-colored rams with rice spikes in their mouths. The celestial beings on colored rams with rice spikes in mouth came to Guangzhou and presented the rice spikes to the local people, wishing that Guangzhou would be free of famine forever. A "Five Rams" sculpture currently standing in Yuexiu Park is considered as the symbol of Guangzhou.



## IV. External Relations

Guangzhou, a world-renowned city with a long history and an origin of the Maritime Silk Road, holds close ties with foreign countries before Christ and boasts 2,000 years of trading with the world. Guangzhou is the sister city of 36 cities and regions worldwide, including: Fukuoka (Japan), Los Angeles (US), Manila (the Philippines), Vancouver (Canada), Sydney (Australia), Bari (Italy), Lyon (France), Frankfurt (Germany), Auckland (New Zealand), Gwangju (Republic of Korea), Lüköping (Sweden), Durban (South Africa), Bristol (Britain), Yekaterinburg (Russia), Arequipa (Peru), Surabaya (Indonesia), Vilnius (Lithuania), Birmingham (Britain), Hambantota (Sri Lanka), Recife (Brazil), Tampere (Finland), Bangkok (Thailand), Buenos Aires (Argentina), Dubai (the United Arab Emirates), Kuwait City (Kuwait), Kazan (Russia), Istanbul (Turkey), Harare (Zimbabwe), San Jose (Costa Rica), Noboribetsu (Japan), Valencia (Spain), Rabat (Morocco), Lodz (Poland), Ahmedabad (India), Pokhara (Nepal) and Quito (Ecuador).

## V. Public Services

Most foreign-related government agencies in Guangzhou can handle foreigners' requests for information, complaints and formalities directly in English. Almost all major government agencies have bilingual Chinese and English websites which provide information on relevant policies, rules and guides, allowing residents to complete business registration, taxation and other related procedures directly online. Government offices are open from Monday to Friday (excluding statutory public holidays) from 8:30 am to noon, and from 2:00 pm to 5:30 pm. People can make an appointment with the relevant government office in advance if they require government services during public holidays. For more information on the latest government policies and local life, please visit [www.gz.gov.cn](http://www.gz.gov.cn).

Foreign Affairs Office of Guangzhou Municipal People's Government

Address: Bldg. 3, No. 1 Fuqian Road, Guangzhou

Tel.: (8620) 83125513

Website: <http://www.gzwaishi.gov.cn>



# 2



## Chapter II Entry, Exit and Residence Procedures

### I. Visa

#### (I) Types of Visa

Chinese visas are classified into diplomatic visas, courtesy visas, public service visas, and ordinary visas. Among them, ordinary Chinese visas have the following types, each marked by a letter of the alphabet in Chinese Pinyin:

1. C Visa is issued to foreign crew members of means of international transportation, including trains, aircrafts and ships, and their accompanying family members, or motor vehicle drivers engaged in cross-border transport activities.
2. D Visa is issued to foreign nationals who intend to reside in China permanently.



3. F Visa is issued to foreign nationals who intend to go to China for exchanges, visits, study tours and other activities.

4. G Visa is issued to foreign nationals who intend to transit through China.

5. J1 Visa is issued to resident foreign journalists of foreign news organizations stationed in China, and J2 Visa is issued to foreign journalists who intend to go to China for short-term news coverage.

6. L Visa is issued to foreign nationals who intend to come to China as tourists. A tourist group may be granted a Group L Visa.

7. M Visa is issued to foreign nationals who intend to come to China for commercial and trade activities.

8. Q1 Visa is issued to overseas family members of Chinese citizens or family members of foreigners with permanent residency in China, when they intend to come to China for family reunion, or to those who intend to come to China for the purpose of foster care. Q2 Visa is issued to those who intend to visit their relatives for a short period who are Chinese citizens residing in China or foreigners with permanent residency in China.

9. R Visa is issued to foreign nationals who are high-level talents with skills in high demand in China.

10. S1 Visa is issued to the spouses, parents, children under the age of 18 or parents-in-law of foreign nationals who are working or studying in China, or to those who intend to come to China for other private affairs for a long period. S2 Visa is issued to foreign nationals who intend to visit their family members who are foreigners working or studying in China, or to those who intend to come to China for other private matters for a short period.

11. X1 Visa is issued to foreign nationals who intend to study in China for a long period. X2 Visa is issued to foreign nationals who intend to study in China for a short period.

12. Z Visa is issued to foreign nationals who intend to work in China.

### **(II) Documents Required for Visa Application**

To obtain a visa to China, a foreign national should apply with a Chinese embassy, consulate or border-crossing visa office by filling out an application form and presenting his or her passport or alternative identification documents for international travel, photos conforming to regulations, and relevant documents stating the reason for application.



### **(III) Visa Extension, Substitution and Replacement Procedures**

#### **1. Visa Extension**

A foreign visitor in China holding a valid visa who wishes to extend his or her stay in China to finish his or her business or for any other proper reasons after expiry of the staying duration stated on the visa, provided the visa type need not change, may apply for an extension of staying duration with the following documents:

(1) Originals and photocopies of valid passport or other international travel documents and visa;

(2) A completed Foreigner Visa Application Form;

(3) A visa photo conforming to the Guangdong regulations on visa photos for foreign nationals, with the 'photo eligibility detection return receipt' for it;

(4) A valid Foreigner Accommodation Registration Form issued in Guangzhou;

(5) Supporting documents concerning the reason for the visa extension.

The visa can be extended for multiple times, but the cumulative extended duration of stay cannot exceed the stay duration stated on the original visa.

#### **2. Visa Substitution**

A foreign visitor in China with a valid visa who wishes to change the

purpose of his or her stay or obtain entry privileges or who has arrived in China under a group visa with a new passport and now wishes to travel independently may apply for a substitute visa with the following documents:

- (1) Originals and photocopies of valid passport or other international travel documents and visa;
- (2) A completed Foreigner Visa Application Form;
- (3) A visa photo conforming to the Guangdong regulations on visa photos for foreign nationals, with the 'photo eligibility detection return receipt' for it;
- (4) A valid Foreigner Accommodation Registration Form issued in Guangzhou;
- (5) Supporting documents concerning the reason for the visa substitution.

The maximum cumulative duration of stay for the substitute visa is one year starting from the date of entry of the original visa.

### 3. Visa Replacement

A foreign national in China whose visa has been lost, damaged or stolen may apply for a replacement visa with the following documents. The replacement visa will be of the same type and have the same validity and duration of stay as the original visa. For multiple-entry visas, the number of used entries will be deducted in the substitute visa.



(1) Originals and photocopies of valid passport or other international travel documents and visa;

(2) A completed Foreigner Visa Application Form;

(3) A visa photo conforming to the Guangdong regulations on visa photos for foreign nationals, and the 'photo eligibility detection return receipt' for it;

(4) A valid Foreigner Accommodation Registration Form issued in Guangzhou;

(5) Supporting documents concerning the reason for the visa replacement:

① If the original visa has been lost or stolen, the applicant should submit documentary proof of his or her reporting of passport loss or theft, or a note from the embassy of his or her country in China, and his or her new passport or other international travel documents;

② If the original visa has been damaged, the applicant should show the damaged visa and provide a note from the embassy of his or her country in China, and his or her new passport or other international travel documents;

③ If a group visa has been lost, stolen or damaged, the applicant should submit a certificate issued by the local travel agency, as well as a photocopy of the original group visa.





## II. Entry/Exit Inspections and Quarantines

### (I) Health Declaration at Border Crossings

When there is no major epidemic reported in China or abroad, inbound and outbound personnel do not need to fill out an 'Entry-Exit Quarantine and Health Declaration Card'. However, inbound and outbound personnel exhibiting symptoms of fever, vomiting, coughing, difficulty breathing, diarrhea, contagious disease or psychiatric disorders or who may be judged to be carrying microorganisms, human tissues, biological products, blood and blood-products, animals & plants and their related products shall verbally declare their status to a quarantine officer at the passenger inspection lane and subject themselves to inspection and quarantine. (Excerpt from 2008 No. 62 Notice on Streamlining Health Declaration Procedures for Inbound and Outbound Passengers at Border Crossings Nationwide, issued by the General Administration of Quality Supervision, Inspection and Quarantine of the People's Republic of China, <http://www.aqsiq.gov>.)

When there is a major epidemic reported in China or abroad, temporary compulsory inspection and quarantine measures announced by the General Administration of Quality Supervision, Inspection and Quarantine of the People's Republic of China with regard to inbound and outbound personnel shall apply, and inbound and outbound personnel shall truthfully fill out the 'Entry-Exit Quarantine and Health Declaration Card', enter or exit through the dedicated lane for inspection and quarantine, and have their luggage scanned by an X-ray machine. (Excerpt from 2008 No. 62 Notice on Streamlining Health Declaration Procedures for Inbound and Outbound Passengers at Border Crossings Nationwide, issued by the General Administration of Quality Supervision, Inspection and Quarantine of the People's Republic of China, <http://www.aqsiq.gov>.)

### (II) Inspection & Quarantine Instructions for Inbound Personnel

1. A foreign national planning to reside in China for more than a year shall, when applying for an entry visa, present a health certificate issued by a medical organization designated by the government of his or her home country, or a health certificate issued by any medical organization and

notarized by a notary public. The health certificate shall be valid for at least six months from the date of issue. (Excerpt from The Rules Governing the Implementation of the Law of the People's Republic of China on the Entry and Exit of Aliens)

2. Passengers arriving from any region infected with yellow fever should present a valid certificate of inoculation against yellow fever to inspection and quarantine authorities upon entry. (Excerpt from the Rules for the Implementation of the Law of the People's Republic of China on Border Health Quarantine)

3. Foreigners with any serious mental disease, contagious tuberculosis or any other contagious disease which may pose a serious threat to public health are barred from entry. (Excerpt from the Rules for the Implementation of the Law of the People's Republic of China on the Administration of the Entry and Exit of Foreign Nationals and the Rules for the Implementation of the Law of the People's Republic of China on Border Health Quarantine)

### (III) Inspection & Quarantine Instructions for Outbound Personnel

1. A passenger bound for a foreign country infected with Yellow Fever shall present a vaccination certificate. (Excerpt from the Health and Quarantine Inspection Rules for Inbound and Outbound Personnel, SN/T1344-2003)

2. An outbound passenger shall provide a relevant vaccination certificate according to the requirements of his or her destination country. (Excerpt from the Health and Quarantine Inspection Rules for Inbound and Outbound Personnel, SN/T1344-2003)

### (IV) Luggage Instructions for Inbound and Outbound Personnel

1. An inbound or outbound passenger carrying the following objects shall declare same to the quarantine and inspection authority.

- (1) Inbound: animal and plant products and other objects subject to quarantine;
- (2) Inbound and outbound: biological species resources, endangered wildlife and their products;
- (3) Outbound: state-protected high-priority wildlife and their products;
- (4) Inbound and outbound: microorganisms, human tissues, biological products, blood, blood products, and other special objects;
- (5) Inbound and outbound: bodies and skeletons;
- (6) Inbound and outbound: luggage or other objects originating from epidemic

areas or contaminated by a contagious disease or deemed likely to transmit a contagious disease;

(7) Other items which must be declared and subject to quarantine under the rules of the General Administration of Quality Supervision, Inspection and Quarantine of the People's Republic of China. (Excerpt from the No. 146 Decree of the General Administration of Quality Supervision, Inspection and Quarantine of the People's Republic of China: The Administrative Provisions on Quarantine of Baggage Carried by Inbound and Outbound Personnel, <http://www.aqsiq.gov.cn>.)

2. The following items are prohibited from entry:

(1) Wildlife pathogens (including bacteria and poison), pests and other harmful organisms;

(2) Wildlife, wildlife products and other quarantine items from any country or territory hit by an epidemic;

(3) Animal bodies;

(4) Soil;

(5) Items listed in the Catalog of the People's Republic of China for Wildlife, Wildlife Products and Other Quarantine Items Prohibited from Entry into China as Carry-on Baggage or Postal Parcels;

(6) Waste, radioactive objects and other items expressly prohibited from entering China by the Chinese Government. (Excerpt from the No. 146 Decree of the General Administration of Quality Supervision, Inspection and Quarantine of the People's Republic of China: The Administrative Provisions on Quarantine of Baggage Carried by Inbound and Outbound Personnel, <http://www.aqsiq.gov.cn>.)

Guangzhou Entry-Exit Inspection and Quarantine Bureau and other quarantine items from any country or territory hit by an epidemic;

Address: 66 Huacheng Avenue, Zhujiang New Town, Guangzhou

Postal Code: 510623

Enquiries: (8620) 36066924 (Baiyun Airport Checkpoint)

(8620) 61311681 (Tianhe East Railway Station Checkpoint)

Website: [www.gz.gdciq.gov.cn](http://www.gz.gdciq.gov.cn)



### III. Passenger Customs Declaration and Clearance

Luggage and goods carried by inbound and outbound passengers should be for personal use only and in a reasonable quantity and should be declared as actual personal items to Customs and subjected to inspection by Customs officials.

An inbound passenger may carry up to RMB 2,000 (inclusive) worth of articles for personal use in China without customs duties. Items of the same category carried by an inbound passenger should be for personal use only and in a reasonable quantity; however, tobacco products, alcoholic beverages, and the 20 types of goods subject to customs duties will be levied according to the relevant regulations.

If the articles carried by an inbound passenger for personal use are worth more than RMB 2,000, the Customs will only levy the excess part. For a single article which cannot be divided, fully levy will apply.

Duties on inbound and outbound goods are to be determined by the Customs according to the law.

An inbound passenger may carry 400 cigarettes, 100 cigars or 500 grams of tobacco and two bottles of alcoholic beverage (of higher than 12 percent alcohol and less than 1.5 liters) free of duty.

Each inbound passenger may carry a camera, a portable tape recorder, a small movie camera, a portable video camera, and a portable word processor for personal use. If exceeding the pre-stated scope, he or she should make a declaration to the Customs officials present.

Inbound and outbound passengers carrying more than RMB 20,000 in cash or more than USD 5,000 in cash or an equivalent amount in other foreign currencies, or who are carrying more than 50 grams of gold or silver and/or their related products should make a declaration to the Customs officials. For foreign passengers who undertake multiple trips to and from Hong Kong or Macao over a period of 15 days and for persons undertaking frequent inbound and outbound trips, the Customs officials will only release articles they need for their journey.

Inbound and outbound passengers holding a diplomatic or courtesy visa granted by the competent authority of the Government of the People's Republic of China, and who are exempt from inspection, are not required to fill out the declaration form; however, they should show their valid identity papers to the Customs officials so that Customs can exempt them from inspection.

A passenger may not carry more than RMB 150 worth of Chinese medicinal materials and prepared Chinese medicines if bound for Hong Kong or Macao and not more than RMB 300 if bound for a foreign country.

Long-term visitors (those approved to stay in or outside China for one year or longer) may import and export articles for personal use according to the procedures set forth in the Provisions of the Customs of the People's Republic of China on the Importation and Exportation of Articles for Personal Use by Non-Resident Long-Term Visitors. To bring articles for personal use into China, a visitor should file a written application with the competent Customs Office in person or through his or her appointed Customs Declaration Agency, and the application should be supported by the following documents:

- 1.Identity papers;
- 2.Long-term residence permit;

3.Completed Application Forms of the Customs Office of the People's Republic of China for Importation and Exportation of Articles for Personal Use;

4.Bill of lading (waybill), packing list and other required documents

Customs levies duties on dutiable articles imported by non-resident, long-term visitors that are designated for personal use in accordance with the Regulations of the People's Republic of China on Import and Export Duties. The Customs Office does not levy duties on articles which are imported by long-term, non-resident visitors for personal use and which are exempted from duty under intergovernmental protocols. (For more information, please visit the China Customs website at <http://www.aqsiq.gov.cn>.)

Domestic articles of a reasonable quantity which are imported into China by staff members of foreign consulates, the United Nations and its affiliations, and representative offices of international organizations in China, as well as by their family members, are exempt from duty and inspection. The import duty can be exempted for the books and teaching and scientific research materials imported in a reasonable amount by talented abroad students and foreign technological specialists for self use and accredited by the Ministry of Human Resources and Social Security of the People's Republic of China (MOHRSS), the Ministry of Education of the People's Republic of China or relevant authorized institutions.

For regulations and procedures, please contact:

Tel.: (8620) 12360

Guangzhou Customs

Address: 83 Huacheng Avenue, Zhujiang New Town, Guangzhou

Website: <http://guangzhou.customs.gov.cn>

Huangpu Customs

Address: 36 Baojin Road, Guangzhou Bonded Zone

Website: <http://huangpu.customs.gov.cn>

## **IV. Importation & Exportation of Valuable & Special Articles**

### **(I) Office Supplies and Vehicles of Resident Offices**

Resident offices may apply for the importation and exportation of office supplies and motor vehicles, resident offices and permanent personnel may apply for the duty-free importation of motor vehicles in accordance with relevant Customs regulations.

A motor vehicle which has been imported duty free as described above may be transferred to another resident office/permanent personnel or sold to an authorized operating unit upon application if more than four years have elapsed since the vehicle was released by the Customs Office and the term of office of the original permanent personnel who imported the vehicle has expired. At the end of the six-year period of customs supervision, the vehicle may also be transferred, sold or used for other purposes.

### **(II) Motor Vehicles for Personal Use**

Permanent personnel may, after obtaining long-term residence permits, apply for importation of one motor vehicle for personal use each. Such applications should be made in writing and submitted by the permanent personnel or their appointed customs declaration agency to the competent customs office. The motor vehicle will be released after the application is reviewed and approved by the competent customs office and upon presentation of approval papers and/or other related bills. The vehicle will be subject to duties according to the relevant regulations. To apply for the importation of such a vehicle, the following documents should be submitted to the competent customs office for examination:

1. Identity papers;
2. Long-term residence permits;
3. Completed Application Form of the Customs of the People's Republic of China for Importation and Exportation of Articles for Personal Use;
4. Bill of lading (waybill), packing list and other related bills;
5. Other supporting documents as required by the Customs.

Applicants who are permanent personnel, other than experts, should also provide a photocopy of their identity papers and long-term residence permits and submit their resident office's Filing Certificate of the Customs

of the People's Republic of China for Resident Offices, or their foreign-invested enterprise's Registration Certificate of the Customs of the People's Republic of China for Consignor and Consignee Customs Declaration of Cargo Imports and Exports.

Permanent personnel who are importing motor vehicles should, within 10 working days as of the release of such vehicles by the Customs, apply for the Notice of the Customs of the People's Republic of China on the Issuance / Cancellation of Licenses for Imported/Exported Vehicles under Supervision from the competent customs office, and complete the formalities for obtaining licenses for aforesaid motor vehicles.

For motor vehicles imported by permanent personnel with duties, permanent personnel may not transfer the titles to their vehicles until they have completed vehicle registration formalities with the competent traffic administration agency of the public security bureau for one year. To transfer such titles, permanent personnel should file a written application with the competent customs office and provide the following documents for examination:

1. Identity papers;
2. Long-term residence permits;
3. The Motor Vehicle Driving Permit for the imported motor vehicle;
4. Their resident office's Filing Certificate of the Customs of the People's Republic of China for Resident Offices or their foreign-invested enterprise's Registration Certificate of the Customs of the People's Republic of China for Consignor and Consignee Customs Declaration of Cargo Imports and Exports;
5. Other supporting documents as required by the Customs.

After being approved by the competent customs office and obtaining the Notice of the Customs of the People's Republic of China on the Issuance/Cancellation of Licenses for Imported/Exported Vehicles under Supervision, permanent personnel may complete the formalities for the transfer of the titles to their vehicles with the competent traffic administration agency of the public security bureau.

For relevant regulations and procedures, please contact:

Tel.: (8620) 12360



Guangzhou Customs

Address: 83 Huacheng Avenue, Zhujiang New Town, Guangzhou

Website: <http://guangzhou.customs.gov.cn>

Huangpu Customs

Address: 36 Baojin Road, Guangzhou Bonded Zone

Website: <http://huangpu.customs.gov.cn>

### **(III) Cultural Relics**

The Chinese law expressly prohibits valuable cultural relics and other protected cultural relics from exiting the territorial boundaries of China. Any passenger taking a cultural relic out of China in checked or carry-on baggage or by post shall make a declaration to the Customs. Customs officers will release cultural relics with exit licenses and painted labels issued by the Entry and Exit Supervision Office of the State Administration of Cultural Heritage.

Guangdong Cultural Relics Entry and Exit Supervision Office, State Administration of Cultural Heritage

Address: 32 Siheng Road, Shuiyin, Guangzhou

Postcode: 510075

Tel.:(8620) 87047165

### **(V) Main Responsibilities of the Custom Offices at Major Border Crossings in Guangzhou and Subway Guidelines:**

Baiyun Airport Customs Office

Address: Hengyi Road, No. 4 Konggang Road, Guangzhou Baiyun International Airport, Renhe Town, Baiyun District, Guangzhou

Subway Guidelines: “Airport South” station at north extended section of Metro Line 3.

Tianhe Coach Station Customs Office is mainly responsible for the supervision and clearance of the baggage of inbound and outbound passengers.

Address: No. 1 Dongzhan Road, Tianhe District, Guangzhou.

Subway guidelines: Exit I of “Guangzhou East Railway Station” of Metro Line 1 and Line 3.

Guangzhou Post Office Customs Office is mainly responsible for the supervision and clearance of the inbound and outbound, postal parcels, printed matters and audiovisual products of Guangdong (excluding Shenzhen,

Zhuhai, Shantou and Jiangmen) and 10 other provinces and regions like Guizhou and Jiangxi; the supervision of customs transit of the international post bags of other provinces and cities across the country entering and leaving the country from the port; and the supervision of inbound and outbound goods, express mails, and cross-border e-commerce.

Address: Courtyard of Post Office Building, No. 4 Zhannan Lu, Yuexiu District, Guangzhou.

Subway guidelines: Exit D2 of “Guangzhou Railway Station” station of Metro Line 2 and Line 5.

Guangzhou Customs Field Office

Address: Floor 4, Guangzhou Government Affairs Service Center, No. 61, Huali Road, Zhujiang New Town, Tianhe District, Guangzhou.

Subway Guidelines: Exit B1 of “Zhujiang New Town” station of Metro Line 3 and Line 5.

## **V. Stay Procedures**

### **(I) Application for Stay Permits**

Under any of the following circumstances, the foreign nationals may apply for a stay permit with the entry and exit administration office of the local public security bureau:

- 1.Those who can stay in China without visa and who need to stay in China for non-diplomatic or non-official business beyond the visa exemption period;
  - 2.Foreign crew members and their accompanying family who need to travel beyond the city where the port of call is located;
  - 3.Those who have renounced Chinese nationality with the approval of the authorities and who need to stay in China;
  - 4.Those who need to stay in China for humanitarian reasons after finishing their business in China;
  - 5.Foreign infants born in China who need to stay in China;
  - 6.Those who need to stay in China under other circumstances.
- To apply for a stay permit, the following documents should be submitted:
- 1.The applicant's valid passport and visa (in originals and photocopies);
  - 2.A completed Foreigner Visa Application Form;

3.A visa photo conforming to the Guangdong regulations on visa photos for foreign nationals, and the “evaluation confirmation slip” for the photo;

4.A valid Foreigner Accommodation Registration Form issued in Guangzhou;

5.Other supporting documents for the application:

(1) Those who can stay in China without visa should also provide the relevant supporting documents for the reasons to stay;

(2) Foreign crew members and their accompanying family should also provide their seaman's passport or other international travel documents, a guarantee letter from the shipping agency, a bus, train, airport or ship ticket with a fixed departure date, and other relevant supporting documents for the reasons to stay;

(3) Those who have renounced Chinese nationality should also provide the Renouncement Certificate of the People's Republic of China, and relevant supporting documents for the reasons to stay;

(4) Those whose reasons for residence as stated in their residence permits are no longer valid should also provide their original residence permits and proofs of the discontinued validity of their reasons for residence;

(5) For a newborn baby, his parents should also provide his birth certificate and their passports and valid visas.

### **(II) Renewal of Stay Permit**

A foreign national who holds stay permit and cannot leave China within the period of validity of stay permit for objective reasons, can apply for renewal of stay permit. For the specific application materials and requirements for renewal, please refer to the requirements for stay permit application.

### **(III) Replacement of Stay Permit**

A foreign national in China whose stay permit has been lost, stolen or damaged may apply for a replacement with the following documents:

1.A completed Foreigner Visa Application Form;

2.A visa photo conforming to the Guangdong regulations on visa photos for foreign nationals, and the “evaluation confirmation slip” for the photo;

3.A valid Foreigner Accommodation Registration Form issued in Guangzhou;

4.Other relevant supporting documents for the application:

(1) If the original stay permit has been lost or stolen, the applicant should

provide documentary proof of his or her reporting of loss or theft of the passport permit, or a note from the embassy of his or her country in China, and his or her new passport or other international travel documents;

(2) If the original stay permit has been damaged, the applicant should show the damaged passport and provide a note from the embassy of his or her country in China, and his or her new passport or other international travel documents.

## **VI. Residence Procedures**

### **(I) Application for Residence Permits**

Foreign visitors whose visa states that they must apply for a residence permit after entering China, foreign professionals with expertise required by China, investors, and foreigners who need to change their stay into residence for humanitarian or other reasonable reasons, may apply for a residence permit with the following documents:

1. For Workers: Foreign nationals who are in China with a Z visa should submit their work permit issued by the local human resources and social security bureau or the foreign experts administration, or a certificate of employment from their employer. Those who are in China with any other type of visas should submit a certification document conforming to the conditions and requirements on high-level foreign talent or foreign professionals with expertise in high demand by China as specified by the competent Chinese government authority; alternatively, they may provide relevant supporting documents according to the Regulations on Entry and Residence Facility for High-level Foreign Talent and Investors.

2.For Students: Foreign nationals who are in China with an X1 visa should submit an official document showing the duration of their studies and an admission notice or a matriculation certificate from their school. Those are in China with any other type of visas should also submit supporting documents issued by the competent government authority.

3.For Journalists: Foreign nationals who are in China with a J1 visa should submit an official document and their press credential issued by the foreign affairs office of the provincial people's government.



4. For Family Reunions: Foreign nationals who are in China with a Q1 visa should submit proof of identity of the visited person, as well as an official document showing the relation. Those who are in China with any other type of visas should provide proof of family relation as well.

For children under the age of 18 who are of foreign nationality and are in foster care in China and whose parents are Chinese with foreign citizenship or overseas Chinese, their birth certificate and a photocopy of their parents' passports should be submitted as well. If one or both parents is of Chinese citizenship, a photocopy of their overseas permanent residence certificate should be provided too. Other documents required include the power of attorney of both biological and foster parents, which should indicate foster care or the name of the guardians and the duration of foster care. The foster parents' local household registration certificate or certificate of at least six months of local residence, and national identity cards, should be submitted as well.

5. For Personal Affairs: Foreign nationals who are in China with an S1 visa should submit an official document showing relation to the visited person (spouse, parents, parents in law, or children under the age of 18), as well as

the residence permit of the visit person. Those who are in China with any other type of visas should also provide relevant supporting documents for their stated personal affairs.

Those who are in China with any other type of visas should submit an official document issued by the visited person, the residence permit of the visited person, and proof of relation to the visited person (spouse, parents, parents in law, or children under the age of 18). Those who have humanitarian reasons should submit relevant documentary proof of such reasons as well. Chinese with foreign citizenship who are 60 years old or above and who have purchased property in China, should submit a certificate of their title to the property or a notarized copy of the property purchase contract and the evidence of financial sources. Foreign nationals who are receiving medical assistance or services in China should submit a certificate of hospitalization for at least six months issued by a medical institution above the county level or above Grade A of Class II, or a certificate of medical services received.

### **(II) Extension, Renewal and Replacement of Residence Permits**

To extend their residence permit or change any registered item of the permit, foreign nationals should submit relevant supporting documents as specified in the above provisions, or basic personal information, and supporting documents for the change of justification for residence.

To extend their residence permit or change any registered item of the permit, foreign nationals should submit relevant supporting documents as specified in the above provisions, or basic personal information, and supporting documents for the change of justification for residence.



# 3



## Chapter III General Information

### I. Food and Recreation

#### (I) Food in Guangzhou

The popular saying that “Guangzhou is the best place in China for food” reportedly dates back 2,000 years ago. Cantonese cuisine, one of the Eight Culinary Traditions of Chinese cuisine, is characterized by the great diversity of ingredients used, elaborate preparation, strong emphasis on texture, aroma and taste, a mild flavor, adaptability to seasonal changes, freshness, and rich nutrients. Famous local snacks, dim sum and other dishes are everywhere on Beijing Road, Shangxiajiu Road, and Xiguan Food Street. Soups, tea and midnight snacks are part and parcel of the local culinary culture scene.

Guangzhou is home to numerous century-old restaurants providing Cantonese and Chaozhou style food as well as restaurants offering Hunan, Sichuan,



Shandong and Huaiyang food, and hot pots. Western-style food is also readily available in Guangzhou where there are many Western-style restaurants, coffeehouses and fast food outlets such as McDonalds and Pizza Hut. Eateries and roadside food stalls offering low-priced special dishes, hot pots, barbecued meats and traditional snacks are immensely popular among locals.

### **(II) Fruit**

Guangzhou, located in the South Subtropical Zone of China, produces fresh fruits all year round, and is dubbed the “Home of Fruit”. The city grows hundreds of fruits, among which the most famous ones are litchi, banana, pawpaw and pineapple, collectively known as the “Top Four Fruits of Lingnan”. Mango, carambola, megranate, longan, Chinese white and black olives, wampee, waxberry, jackfruit, Sanhua plum and watermelon are also immensely popular among local people.

### **(III) Shopping**

Guangzhou is considered as a shopper's paradise, offering almost everything from various luxury items of leading international brands to low-priced daily necessities such as food, clothes, hats and shoes. The city also has numerous specialized wholesale markets from which Chinese commodities are exported to the global market. Guangzhou's shopping establishments cater to the business/personal need and budget of all international visitors.

International visitors who want to buy local specialty products for their family and friends back at home may go to Xindaxin Department Store on Beijing Road. They can buy diversified cakes and pastries at Lianxianglou Restaurant and cured meats from Likoufu chain stores under the Guangzhou Restaurant Group. Tourist souvenirs are available at Tee Mall, Grandview Mall, and all major tourist attractions.

### **(IV) Cultural and Recreational Activities**

Guangzhou offers a vast variety of recreation activities and cultural feasts that fit the taste and interest of people at different levels. Classical Chinese and foreign performances are regularly staged at Guangzhou Opera House, Xinghai Concert Hall, Friendship Theater and Sun Yat-sen Memorial.

Guangzhou Art Gallery, Guangzhou Museum of Art, Guangzhou Library and Guangdong Museum of Art frequently present fascinating shows.



Chimelong Paradise, Tee Mall and Grandview Mall with motor recreation facilities are ideal venues for leisure and relaxation. Xiangjiang Safari Park, Crocodile Park, Guangzhou Zoo and Baiyun Mountain Scenic Area are great places to get close to nature. Conghua and Bishui Bay Hot Springs Resorts, Pattra Resort Guangzhou, and Xiangjiang Hot Spring Resort Fairview offer healing mineral soaks and are good choices for meetings and conventions as well. Nighttime recreation options include cruises on the Pearl River, Warner Jinyi Cinema, KTV parlors, and numerous theme bars.

Guangzhou is home to various bar streets: the Fangcun bar street across the Pearl River; the riverside bar street; the downtown Huanshi Road bar street, which is frequented by foreigners; and the Pearl River Pati bar street.

In addition, there are many large sports facilities in Guangzhou, such as the Luhu Golf Course, tennis and badminton courts on Shamian and Ersha Islands, yoga clubs and the Total Fitness Club, where you can unwind after a hard day of work or with an eye towards building up your body.



## II. Transportation

### (I) Guangzhou Baiyun International Airport

Located at Huadu District in the north of Guangzhou, Guangzhou Baiyun International Airport is one of the three key airline hubs in China, with convenient traffic conditions and direct connection with an airport expressway. Within the airport area there are four parking lots open to the public including P1, P2, P3 (parking deck) and P4, with a total of more than 3,700 parking spaces. Parking charge standard is as follows: RMB 10 is charged for the first two hours, RMB 5 per hour for the time after the first two hours, and the charged is capped at RMB 60 during 24 hours a day.

In addition to getting to the airport by self-driving, air passengers can also go there by taxi, Metro Line 3 and Airport Express Line. Currently, air passengers in Guangzhou region and the Pearl River Delta can go to the airport by “Airport Express Line” or “Airport Express” from the bus stations at such places as the Civil Aviation Ticket Office of Guangzhou Railway Station, Crown Plaza Guangzhou City Centre, Huashi (GDH) Hotel, Fangcun Bus

Terminal, Pearl Garden Hotel, Conghua, Zengcheng, Zhuhai (with stay at Xiangzhou, Tangjia), Shenzhen (with stay at Baoan District), Zhongshan, Guzhen of Zhongshan (with stay at Henglan), Xiaolan of Zhongshan (with stay at Dongsheng), Huizhou (with stay at Boluo), Foshan, Shunde of Foshan (with stay at Daliang), Longshan of Shunde Foshan, Nanhai of Foshan, Gaoming of Foshan (with stay at Shishan), Zhaoqing (with stay at Sanshui), Central Dongguan (Nancheng), Dalang of Dongguan (with stay at Dongcheng), Wanjiang of Dongguan, Guicheng (with stay at Dali), Jiangmen, Taishan of Jiangmen (with stay at Siqian), Qingyuan (with stay at Haolaideng Hotel), Yangjiang (with stay at Zhishan, Enping), Heyuan, Yunfu, Wuzhou of Guangxi province, etc. A ride by airport express line or airport express from downtown to the airport takes some 45 to 90 minutes and costs RMB 15 to 30. ride by airport express line or airport express from other cities within the province to the airport takes about 60 to 240 minutes and costs RMB 31 to 123.

Baiyun Airport Customer Service

Tel.: (8620) 36066999

Website: <http://www.gbaci.net>

## (II) Railway

There are both high-speed and regular-speed train services in Guangzhou. Tickets for high-speed trains are divided into business-class, special-class, first-class, second-class, and standing room (business-class and standing-room tickets are available only for a limited number of trains). Tickets for regular-speed trains are divided into high-class soft berth, soft berths, hard sleepers, soft seats, hard seats, and standing room (high-class soft sleepers and soft sleepers are available only on certain trains to priority destinations). Trains generally fall into two categories: air-conditioned and non-air-conditioned. High-speed trains and long-distance trains have food carriages for passengers.

China's rail transport system has rapidly expanded in recent years, providing travelers with an economical, comfortable and speedy means of transport. High-speed trains depart daily from Guangzhou for Beijing, Shijiazhuang, Zhengzhou, Wuhan, Changsha, Shanghai, Nanjing, Hangzhou, Fuzhou, Hefei, Nanchang, Jinan, Xi'an, Nanning, Guiyang, Chengdu, Chongqing and other provincial capitals, arriving at the destinations on the same day, and there are also regular-speed trains heading for other provincial capitals with the exception of Taiwan, Macao and Hong Kong. Train tickets can be booked at the rail ticket offices throughout the city. The ticketing halls at the railway stations sell tickets, accept returned tickets, and change tickets to a different travel date or time. Train tickets can also be booked on the website of the China Railway Customer Service Center ([www.12306.cn](http://www.12306.cn)) or by dialing 020-12306.

Guangzhou has four railway stations: Guangzhou Railway Station, in Yuexiu District; Guangzhou East Railway Station, in Tianhe District; Guangzhou South Railway Station, in Panyu District; and Guangzhou North Railway Station, in Huadu District.

Guangzhou Railway Station primarily provides services to Beijing, Shanghai, Wuhan, Chengdu, Chongqing, Guiyang, Lhasa, Urumqi, Nanning, Haikou, Xi'an, Yinchuan, and Ningbo. Guangzhou East Railway Station provides services to Kowloon of Hong Kong, Shenzhen, Shantou, Kunming, Harbin, Changchun, as well as major eastern Chinese cities along the Beijing-Kowloon Railway and mega-cities such as Beijing and



Shanghai. Guangzhou South Railway Station mainly provides inter-city high-speed train services to Zhuhai and Shenzhen and operates high-speed trains which arrive at their destinations on the same day.

Railway Information: Guangzhou Railway Customer Service Center  
Tel.: 020-12306

## (III) Coach Transportation

Coach stations can be found in the city center, in the suburbs, and around the railway stations. They provide services to all cities and counties in the province. There are also luxury coaches and sleeper coaches to major cities around the country.



## Coach Stations in Guangzhou

Coach Station	Address	Phone	WeChat Public
Provincial Coach Station	147-149 West Huanshi Road, Guangzhou	86661297	gzsqcz
Guangzhou Coach Station	158 West Huanshi Road, Guangzhou	86667835 86676803	gzkyz2014
Tianhe Coach Station	633 Yanling Road, Tianhe District, Guangzhou	37085070	gzthkyz
East Railway Station Coach Station	43 West Yudong Road, Tianhe District, Guangzhou	87705008 87705009	gzdzqcz
Fangcun Coach Station	51 Central Huadi Avenue, Liwan District, Guangzhou	81505555 81405555	gzfangcun
Jiaokou Coach Station	533 West Fangcun Avenue, Guangzhou	81546602	gzjiaokou
Luochongwei Coach Station	251-255, Zengcha Road, Guangzhou	81999065 81982052	gz_lcwkyz
Yuxiunan Coach Station	2 Dongyuanheng Road, Yuxiunan Road, Guangzhou	83833949	yxnkyz
Haizhu Coach Station	182 Nanzhou Road, Guangzhou	84013330	kyhaizhu
Guangyuan Coach Station	283 Central Guangzhou Road, Guangzhou	86376666 86379888	Guangyuan busstation
Huangpu Coach Station	1078 Huangpu East Road, Huangpu District, Guangzhou	82383168	gzhuangpu
Guangzhou South Coach Station	6 South Station Road North, Panyu District, Guangzhou	39267219 36267222	gzwnkyz
Yongtai Coach Station	75 Huixian Road, Baiyun District, Guangzhou	36200122	gzyongtai
Xiamao Coach Station	Xiamao Section, West of Guangzhou-Huadu Highway, Baiyun District, Guangzhou	86080955 86082959	gzyongtai
Guangzhou-Foshan Coach Station	95 Zhongshan Road VIII, Guangzhou	81815490	



## (IV) Intracity Transportation

### 1. Metro

Established in 1992, Guangzhou Metro Corporation (GMC) is a large-scale state-owned enterprise affiliated with Guangzhou Municipal Government. Under the philosophy of “helping Guangzhou speed up”, GMC is dedicated to operating an efficient metro system which makes it easy to get around the city. The company is responsible for the financing, development and operation of the city's metro system; it's also engaged in the development of residential and commercial property along the metro lines.

There are currently nine metro lines in operation in Guangzhou, with a total operation mileage of 266 kilometers, the third longest in China. The metro network is a safe, reliable and efficient way to get around Guangzhou. Fares start at RMB 2 and can be paid with the “Yangcheng Tong” card. For more information, visit [www.gzmtr.com](http://www.gzmtr.com).

Service Hotlines: 96891, 83289999, 4008812830

### 2. Buses

Public buses in Guangzhou have no conductors and passengers are expected to prepare the exact payment or use the “Yang Cheng Tong” (or “Lingnan Pass”) magnetic card to pay the fare. Fare is RMB 2 for all major

routes in the city regardless of the distance. On some routes, passengers may pay a portion of the full fare (called section fare). A 40% discount is given to passengers who use “Yang Cheng Tong” to pay fares for rides on buses (metro trains and “water buses”) more than 15 times in a calendar month. A passenger may bring a luggage onto a bus with up to 30 kilograms in weight, 0.1 cubic meters in volume, and 1.6 meters in height (length). The luggages that are more than 30 kilograms in weight, over 0.1 cubic meters in volume or over 1.6 meters in height (length) (with the exception of strollers, necessary supporting tools such as wheelchair and guide stick for the disabled, as well as folding bicycle that does not exceed the above specification) are not allowed on the bus. Passengers should take care of carry-on articles to protect them from stealing. Luggages cannot occupy the seat or block the aisle (strollers, folding bicycles and wheelchairs, etc. should be folded properly).

### 3. Water Buses (including ferry services)

As of July 2016, there were 14 “water bus” routes with 28 wharfs in Guangzhou. Fare is RMB 2/person-time for air-conditioned “water bus” routes less than 10 kilometers long, and for each additional 10 kilometers, the fare increases by RMB 1/person-time. Fare for non-air-conditioned “water buses” is half of the fare for air-conditioned ones. Unless they are explicitly allowed, each passenger can only carry baggage whose total weight up to 20 kilograms, whose volume up to 0.3 cubic meters, or whose sum of exterior dimensions equal to or less than 1.5 meters (for stick items, their dimension up to 2 meters is allowed). Baggage that does not meet the above specification is not allowed on the ship. This rule does not apply to wheelchairs, guide sticks and other tools used by disabled people. Fares for “water buses” can be paid with cash or “Yang Cheng Tong”. A 40% discount is given to passengers who use “Yang Cheng Tong” to pay fares for rides on “water buses” (or bus, metro) more than 15 times in a calendar month.

### 4. Taxis

In Guangzhou, taxi fares start at RMB 10 for the first 2.5 kilometers and increase by RMB 2.6 for each additional kilometer in trips of up to 35 kilometers. For trips over 35 kilometers, an additional 50% of the meter fare applies. A waiting fee of RMB 26 per hour applies, and there is no bunker



adjustment surcharge and night surcharge. Tolls for roads and bridges requiring additional fees are to be additionally paid by the passenger. Taxi drivers and front-seat passengers must wear safety belts. Ask for a machine-printed fare receipt at the end of your trip, and don't forget to take your baggage.

For more information on coach, bus and “water bus” services, dial 96900 or use “Xing Xun Tong” to inquire the real-time arrival conditions of buses. To request taxi service, dial 96900 and then press “2”; in case of dissatisfaction with operation and services of the transportation of coach buses departing or entering the regular bus terminals and the public transportation in Guangzhou, call the transportation service hotline 96900 and then press “1” for enquiries, feedbacks and complaints. In case of loss of baggage in buses or taxis, seek assistance for the public security department, and dial 96900 to offer the information about the vehicle's plate number, driver license, and fare receipt for registration and transmitting according to relevant regulations specified in the Regulations for Lost & Found Goods Management of Guangzhou (GOGMG [2015] No. 31).

### III. Telecom, Banking & Postal Services

#### (I) Telecom and Mobile Services

International Direct Dialing (IDD) calls can be placed from the guestrooms of most hotels in Guangzhou. Hotels typically add a 10-15% service surcharge to the IDD bill. International and domestic long-distance calls can also be made via a public telephone with an IP card or a prepaid calling card available at stores. To apply for the installation of a telephone or broadband Internet access, dial 10000 (China Telecom) or 10050 (China Tietong) or visit a business outlet of the telecom operator. Internet access services are also available in guestrooms and business centers of hotels and in cybercafes. Both GSM and CDMA mobile communications networks are in operation in Guangzhou, and wireless Internet access services are offered.

For more information, visit any telecom service outlet or call:

10086 (China Mobile)

10010 (China Unicom)

#### (II) Banking Services

The outlets of all major banks in Guangzhou provide foreign currency exchange and re-exchange services. Foreign currency can be changed into renminbi at three-star and higher hotels. All star-rated hotels and some restaurants, department stores and supermarkets accept overseas credit cards. Most outlets of the Bank of China provide cashing or collection services for travelers' checks.

#### (III) Postal & Courier Services

Post offices can be found throughout the city. They are open seven days a week and provide services related to international and domestic letters, parcels, express mail, international business correspondence, telegrams, telephone calls and telex. There are also postal savings offices offering savings, remittance and telegraphic transfer services. Green mailboxes for domestic and international mail can be found on all major streets.



### IV. Guide to Temporary Lodging

Under the Law of the People's Republic of China on the Administration of Entry and Exit and the Guangdong Administrative Provisions on the Security of Leased Properties, for personal and property safety, foreigners (including those who are stateless) should abide by the following rules after arriving in Guangzhou:

#### (I) Instructions for Temporary Lodging Registration & Property Leasing

1. A foreigner who intends to lodge in a place other than a hotel should, within 24 hours of his or her arrival, register or have his or her host register with the local police station. For foreigners who are lodged in hotels and other hospitality establishments, the hospitality establishments should register their lodging with the police,

2. Properties leased to foreign nationals should conform to safety requirements. Property owners should complete property lease registration and filing formalities with the authorities. To register lodging, the lodger should provide the following documents:

(1) A photocopy of the lodger's passport or the personal information page (with photo) of his or her valid identity paper and valid visa;

(2) A photocopy of the lease agreement and the property title deed if he or she has rented a property;

(3) A one-inch square photo if he or she is registering for temporary lodging;

(4) The host's household register or national identity card if he or she is lodged in the house of a Chinese resident;

(5) The host's valid entry and exit document if he or she is lodged in the house of a foreigner;

(6) A certificate of lodging issued by the host institution if he or she is lodged with an institution.

### **(II) Instructions for Formalities**

1. To work in China, a foreigner should obtain a work permit and a work-related residence permit.

2. For a foreign baby born in China, his or her parents or agent should register the birth with the entry and exit administration department of the public security bureau within 60 days of the birth by presenting the baby's birth certificate and his or her parents' passports.

3. For a foreigner who has passed away in China, his or her family, guardian or agent should submit his or her death certificate, passport or other international travel documents to the entry and exit administration department of the public security bureau to register the death and cancel the deceased's visa or stay or residence permit.

4. Foreigners cannot drive motor vehicles in China until they have obtained a driving license according to the Regulations on Administration of Driving License of the People's Republic of China.

### **(III) Other Instructions**

1. Foreigners aged 16 or above who are staying or residing in China are expected to carry their passports with them at all times for inspection.

2. Violation of the above provisions may result in warning, fine, detention, deportation, or other enforcement measures. If the violation constitutes a criminal offense, the offender will be prosecuted according to the law for his or her criminal liabilities.

3. If your passport or other credentials has been lost or stolen, report it to the local police station and then register the loss with the entry and exit administration department of the public security bureau by submitting the "police reporting slip" issued by the local police station.

4. In case of emergency, call 110.

5. Address of authorities issuing visa for foreigners

(1) Exit & Entry Administration Department of Guangzhou Municipal Public Security Bureau: 155 Jiefang Nanlu Guangzhou;

(2) Exit & Entry Administration Hall of Nansha Public Security Bureau: Nansha Government Affairs Center, Building E, No. 1, Fenghuang Dadao, Nansha District, Guangzhou;

(3) Exit & Entry Administration Hall of Huadu Public Security Bureau: 185 Jianshe Beilu, Xinhua Street, Huadu District, Guangzhou;

(4) Exit & Entry Administration Hall of Huangpu District Public Security Bureau: 2/F, Xiangxue Sanlu, Huangpu District, Guangzhou.







## V. Schooling

Current education system of China: nine years of compulsory education, three years of high school education, two to three years of junior college programs, four to five years of bachelor's programs, two to three years of master's programs, and three to four years of doctoral programs. Each academic year consists of two semesters, each of which takes 21 weeks. The first semester starts from September 1 to mid-January of the next year, and the second semester starts from mid-February to the early July. Each school year has about 10 weeks of summer and winter breaks. Foreign citizens aged 18 or above and healthy, who have the educational background equivalent to Chinese high school or above, as well as an ordinary passport, may apply for studying at institutions of higher education that have the qualification of admitting international students. A foreign national who wishes to attend a primary or secondary school in Guangzhou should apply for an educational residence permit according to the Interim Administrative Provisions on Primary and Secondary Schools Admitting Foreign Students. A foreign national who wishes to study in a college/university in Guangzhou should apply for an educational residence permit according to the Administrative Provisions on Higher-education Institutions Admitting International Students. An applicant who has entered China with an ordinary passport and an X visa may apply for a residence permit with the Entry and Exit Administration Office of the Guangzhou Municipal Public Security Bureau by presenting the letter of offer

that he or she has received from a higher-education institution and other required documents.(For details, see the entry-exit service guide of the Guangzhou Golden Shield Net at [www.gzjd.gov.cn](http://www.gzjd.gov.cn))

School-age children of foreigners residing in Guangzhou can apply for "admission by credit" at their places of residence on the strength of the Guangdong Residence Permit and other documents, if applying for being admitted to the initial grade of compulsory education; apply for school transfer in accordance with the Implementing Rules of the Department of Education of Guangdong Province for the Administration of School Rolls of Primary and Secondary School Students (for Trial Implementation), if applying for getting admitted to Grade Two or higher grade of compulsory education; take part in the high school entrance exam in Guangzhou based on their own conditions or apply for school transfer to education bureaus at their places of residence on the strength of the relevant enrolment certification, if applying for attending high school education.

For how to apply for residence permit and its benefits, please contact:

Guangzhou Municipal Personnel Bureau

Address: 1 Fuqian Road, Yuexiu District, Guangzhou

Tel.: (8620) 83126010

### List of Schools Dedicated to Foreign Children in Guangzhou

The British School of Guangzhou

Address: 983 Tonghe Tongda Road, Baiyun District, Guangzhou

Postcode:510515

Tel.:(8620) 34305886

Fax:(8620) 34305887

Website: <http://www.bsg.org.cn>

American International School of Guangzhou, Ersha Campus (K-Gr. 5)

Address: 3 Yanyu Street South, Ersha Island, Yuexiu District, Guangzhou

Postcode: 510515

Tel.:(8620) 87353392

Fax:(8620) 87353339



Website: <http://www.aisgz.org>

American International School of Guangzhou, SP Campus (Gr. 6-12)

Address: 19 Kexiang Road, Luogang District, Guangzhou

Postcode: 510663

Tel.: (8620) 32135555

Fax: (8620) 32086477

Website: <http://www.aisgz.org>

Japanese School of Guangzhou

Address: 10 Fengxin Road, Guangzhou Hi-tech Industrial Development

Zone

Postcode: 510663

Tel.: (8620) 61397023, 61397025

Fax: (8620) 61397027

Website: <http://www.jsqcn.com>

OISCA Guangzhou Japanese Kindergarten

Address: 4 Nanlang Section, Chentian Village, Huangshi Street, Baiyun

District, Guangzhou

Postcode: 510420

Tel.: (8620) 86095216

Fax: (8620) 86319359

Website: <http://www.oisia-youchien.net>

Guangzhou Grace Academy

Address: Workshops A&B, Wanxingwei, Jushu Village, Dashi Town,

Panyu District, Guangzhou

Postcode: 511431

Tel.: (8620) 84500180

Fax: (8620) 84500190

Website: <http://www.ggagga.net>

Guangzhou Nanhu International School

Address.: 55 Huayang Street, East Tiyu Road, Tianhe District, Guangzhou

Postcode: 510620

Tel.: (8620) 38866952, 38865920

Fax: (8620) 38863680

Website: <http://www.gnichina.com>

Utahloy International School Guangzhou

Address: Right side of the 6 km marker of Shatai Highway,

Jinbaogang, Tonghe, Guangzhou

Postcode: 510515

Tel.: (8620) 87200517, 87202019

Fax: (8620) 87044296

Website: <http://www.utahloy.com>

Utahloy International School Zengcheng

Address: Dapuwei, Sanjiang, Shitan Town, Zengcheng, Guangzhou

Postcode: 511325

Tel.: (8620) 82913201

Website: <http://www.utahloy.com>

Guangzhou Korea School

Address: Jinxiu Xiangjiang Estate, Nancun Town, Panyu District,

Guangzhou

Postcode: 511442

Tel.: (8620) 28680959

Website: <http://www.gks.or.kr>



## VI. Employment

### (I) Work Permit

To work in China, foreigners should obtain a work permit and a work-related residence permit. The Rules for the Administration of Employment of Foreigners in China applies to all foreign nationals taking up employment in Guangzhou. To offer employment to a foreign national in Guangzhou, the employer (except a Guangzhou-based provincial or central government agency) should apply for a Foreigner Employment License from the Municipal Human Resources and Social Security Bureau after being approved by the Municipal Public Security Bureau, and a foreign national who has been approved to take up employment in China, should apply for a service visa (Z Visa) with the Chinese embassy or consulate in his or her home country by presenting the permit issued by the Human Resources and Social Security Bureau, the job offer from his or her employer, and his or her valid passport or equivalent paper. Within 15 days of his or her arrival in China, the employee should apply for a Foreigner Work Permit. A foreign national who has obtained a work permit should apply for a residence permit from the Entry and Exit Administration Office of the Municipal Public Security Bureau within 30 days of his or her arrival in China.

In any of the following circumstances, a foreigner is considered to be working illegally in China: 1. Working in China without a work permit and a work-related residence permit; 2. Working in China outside the scope specified in his or her work permit; 3. The foreigner is a student in China and is engaged in a part-time job in China outside the scope specified or for



more hours than allowed, thereby violating the regulations on students taking up part-time work. Private citizens and sole proprietorships in China are prohibited from employing foreigners.

### (II) Work Permit Exemption

Foreigners meeting one of the following conditions are not required to apply for an employment license or work permit:

1. Foreign technical and managerial personnel directly recruited and paid by the Chinese Government or those who are recruited and paid by national authorities and institutions, possess advanced technical qualifications or special skill certificates issued by a national or international authoritative technology administration agency or industry association, and hold a Foreign Expert Certificate issued by the State Administration of Foreign Experts Affairs.

2. Laborers of foreign nationality who hold a Permit for Foreign Nationals to Engage in Offshore Oil Operations in the People's Republic of China, those engaging in offshore oil operations do not need to come ashore but must possess special skills;

3. Foreign nationals who hold a Temporary Commercial Performance Permit issued by the Ministry of Culture and who are engaged in commercial cultural performances.

A foreigner meeting one of the following conditions is not required to apply for a Foreigner Work Permit and will be issued a Foreigner Work Permit after entry upon the presentation of his or her Z visa (work visa) and related certificates:

1. The foreigner has been recruited for a cooperation or exchange

program under an agreement or protocol signed by the Chinese Government with a foreign government or an international organization;

2. The foreigner is the chief representative or a representative of the resident office of a foreign company in China.

Guangzhou Labor Employment Service Administration Center

Address: 1/F, Labor Employment Building, 148 South Donghua Road, Yuexiu District, Guangzhou

Website: <http://gzjy.gzlm.net>, <http://www.gzlss.gov.cn>

(Work process, service guide, forms for downloading, and policies and regulations)

### (III) Hiring Local Domestic Helpers

1. Consulates and consular officers may hire Chinese service personnel (including translators, tutors, secretaries, nannies, chefs, chauffeurs, cleaners, gardeners, etc.) through the local foreign organization service institution. To hire such personnel, consulates and consular officers should sign a labor service contract with the said institution, and the contract should, at a minimum, provide for work hours, scope of duties, payment, medical care, dismissal and vacation. Any dispute arising during the provision of services should be resolved in accordance with the contract.

2. Chinese nationals hired by consulates as office staff members should not act on behalf of the consulate under the titles given by the consulate (such titles include senior administrative assistant, cultural assistant, and commercial assistant).

3. Foreign nationals, other than consular officers, can only hire domestic helpers or personal service personnel via foreign-related intermediary labor service agencies established according to law like Guangzhou Friendship Service Corporation.

4. To hire a Chinese citizen, a permanent representative office of a foreign enterprise should sign a labor dispatch agreement with a qualified labor dispatch organization according to the Labor Contract Law and the Administrative Provisions on Labor Dispatch, and this labor dispatch organization will sign a labor service contract with the Chinese citizen and complete formalities for him or her regarding employment filing, social insurance registration, and contribution to social insurance. Guangzhou Foreign Enterprise Labor Service



Department can act as an agent for the permanent representative offices of foreign enterprises in hiring Chinese citizens.

Guangzhou Foreign Enterprise Labor Service Department

Address: 11/F, Labor Employment Building, 148 South Donghua Road, Guangzhou

Tel.: (8620) 83822011

Website: <http://gzjy.gzlm.net>

## VII. Marriage & Adoption

The Foreign-Related Marriage Registration Office of the Guangzhou Civil Affairs Bureau registers marriages and divorces involving any party with permanent residency in Guangzhou. All marriages and divorces must be voluntary. To get married, a man should at least be 22 years old while a woman should at least be 20 years old; the man and woman should have no other current spouse (which means that both should be single, divorced, or

widowed at the time they are applying to register their marriage) and should not be lineal relatives by blood or collateral relatives by blood up to the third degree of kinship. A man or woman of foreign nationality may register their marriage in Guangzhou. To do so, they should present certificates and documents as required by the Regulations on Marriage Registration, as well as a certificate proving that their home country recognizes foreign marriage registrations.

After reviewing certificates and statements provided by the parties concerned, the marriage registration authority will immediately register the marriage or divorce and issue marriage or divorce certificates if all conditions have been found to be satisfied.

### **(I) Marriage Registration**

1. Objects: one of the couple is a Guangzhou resident and the other is a foreigner; or both of them are foreigners working or living in Guangzhou.

2. Conditions Precedent: Both of the couple must be married by mutual consent; the male must be 22 years old or above, and the female must be 20 years old or above; both of them have a spouse (unmarried, divorced,



widowed); the couple are not lineal relatives by blood or collateral relatives by blood up to the third degree of kinship.

### **3. Documents:**

#### **(1) For local residents:**

Permanent household registration book and ID card (valid temporary ID card); a signed statement indicating that the couple are not lineal relatives by blood or collateral relatives by blood up to the third degree of kinship (the statement is issued by the marriage registration office).

The marital status of the parties concerned in the permanent household registration book should be in consistence with that in the statement. In case of inconsistency, the parties concerned should offer the registration office the documents including effect-taking judicial documents and medical certificate of death of spouse resident to prove the authenticity of its statement; in case of inconsistency and failure to offer relevant documents, the parties concerned should go to the departments concerned for correction first.

In the case that the marital status stated by the parties concerned is inconsistent with that recorded in marriage registration file, the parties concerned should offer the registration office the documents including effect-taking judicial documents and medical certificate of death of spouse resident to prove the authenticity of its statement.

#### **(2) For foreign nationals:**

Valid passport or other valid international travel documents; a certificate indicating that the person has currently no spouse issued by the notary organization or competent authority of his or her country and accredited by the embassy/consulate of the PRC in his or her country or the embassy/consulate of his or her country in the PRC; or a notarized certificate indicating that the person currently has no spouse proved by the embassy/consulate of his or her country in China. The statement or certificate indicating that the person currently has no spouse is valid for six months after the date of issuance.

Relevant proofs issued by the country having no diplomatic relations with China should be accredited by the embassy/consulate of the third country that has diplomatic relations with both his or her country and China



in his or her country as well as the embassy/consulate of the PRC in the third country, or the embassy/consulate of the third country in China.

If the couple, both of whom are foreigners, requests to register for marriage in Guangzhou, the parties concerned should also issue the certificate to prove that the countries of the parties concerned recognize the legal effect of their residents' marriage registration abroad in addition to the mentioned certificates and documents.

(3) Photo: Three 2-inch recent color group photos of the couple (full face without hat).

## **(II) Divorce Registration**

1. Objects: one of the couple is a Guangzhou resident and the other is a foreigner.

2. Conditions Precedent: Both of the couple must divorce by mutual consent and have full capacity for civil conduct; both parties must hold Divorce Agreement indicating that both parties agree to divorce of their free will and agree on the arrangements for the rearing of children and disposition of assets and debts; both parties hold the marriage certificate



issued by the Chinese marriage registration authority or a Chinese embassy/consulate abroad.

3. Documents:

(1) Both parties' valid Chinese ID card or permanent household registration book.

(2) Valid passport or other valid international travel documents.

(3) Both parties' marriage certificate; one of both parties, who lose his or her marriage certificate, should make a statement about the loss of marriage certificate in writing and the marriage registration authority can handle the divorce registration according the other marriage certificate; both parties, who lose their marriage certificate, should make a statement about the loss of marriage certificate in writing and provide stamped photocopies of marriage registration file, and the marriage registration authority can handle the divorce registration according the above documents offered by both parties.

(4) Divorce Agreement (the original in triplicates and signing in front of the marriage registrar).

(5) Two large two-inch recent color photos (full face without hat) of each party.

### (III) Replacement of Marriage Certificate

1. Objects: one of the couple is a Guangzhou resident and the other is a foreigner; or the parties concerned have registered for marriage in the area under the jurisdiction of Guangzhou.

2. Conditions Precedent: The parties concerned have registered for marriage or divorced according to the law and still maintain such marriage status till now; the parties concerned who lost or damaged their marriage certificate.

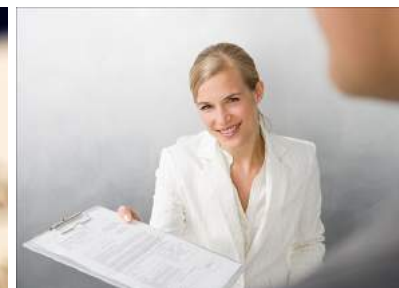
3. Documents:

(1) Both parties' valid Chinese ID card or permanent household registration book.

(2) Valid passport or other valid international travel documents.

(3) Marriage registration file; if the parties concerned lost their marriage registration file, they should issue sufficient evidence to prove the marriage relationship.

If the parties concerned cannot go to the marriage registry to apply for the replacement of marriage certificate, but the information in their well-documented archive is consistent with their identity information, they can entrust another person to complete it. In case of entrustment, the permanent household registration book and ID card of the parties concerned and the



letter of authorization notarized by the notary organ should be issued. The letter should list the name, ID card number and time of marriage registration of the parties concerned as well as undertaking organization, current marriage status, reason of entrustment, and the name and ID card number of the trustee. The trustee should also issue his or her own ID card. The letter of authorization issued or notarized by foreign notary organ should be authenticated by the embassy/consulate of China in this country.

(4) Photo: Three 2-inch recent color group photos of both parties showing full face without hat (for the use of replacement of marriage certificate);

two 2-inch recent color photos of each party showing full face without hat (for the use of replacement of divorce certificate).

### (IV) Office Information

Undertaking Organization: Guangzhou Civil Affairs Bureau

Office Time: Monday through Friday

Morning: 8:30~12:00

Afternoon: 2:00~5:30

Address: 2/F, 99 Xihu Road, Guangzhou

Tel.: (8620) 83178772, (8620) 83342349

Traffic guide: At the junction of Xihu Road and Qiyi Road. Qiyi Road Station for public bus, and about 150 meters ahead of Exit J of Gongyuanqian Station for metro.

Website: <http://wsbs.gzmz.gov.cn>



## **(V) Adoption**

### **(1) Registration authority**

The Adoption Registry Center of Guangdong Province, under the entrustment of Department of Civil Affairs of Guangdong Province, is specifically responsible for the registration of inter-country adoption;

Office address: 8/F, Fuhua Business and Trade Mansion, 233 Dade Road, Yuexiu District, Guangzhou

Post code: 510120.

### **(2) Registration procedures for foreigners to apply for adoption in Guangdong**

Making an appointment for registration. After receiving a Notice of Adopting Children in China issued by the China Center for Children's Welfare and Adoption, a foreign adopter should make an appointment about the date of handling adoption registration with the Adoption Registry Center of Guangdong Province ten days before coming to Guangdong for handling the same.

Tel. (fax) for appointment: 020-83318577,

E-mail: gd-syzx@hotmail.com.

The Appointment Form for Adoption Registration in Guangdong can be

downloaded at the official website of Adoption Registry Center of Guangdong Province (<http://www.gdmz.gov.cn/syzx>).

Handover of a child. The adopter meets the adoptee and completes handover formalities at the Adoption Registry Center of Guangdong Province (handover is prohibited in hotels).

Donation. Where a foreign adopter makes donations to a welfare agency, the agency will issue a certificate of donation and special invoice to the adopter.

Conclusion of an integration agreement. The foreign adopter and the adoptee conclude the Agreement on Entrusted Custody in the Integration Period, which specifies an integration period of 48 hours. In case of any abnormal condition during such period, a report should be sent to the Adoption Registry Center of Guangdong Province in a timely manner.

Handling of adoption registration. Upon expiration of the integration period, if neither the adopter nor the adoptee raises any objection, the adopter, adoption agency and adoptee must handle adoption registration in person with the Adoption Registry Center of Guangdong Province. The certificates and materials (all materials are clearly and orderly reproduced in A4 paper and rendered by handwriting with signature pens) of the adoptee are listed as below:

One original of the Notice of Adopting Children in China;

The original and one copy of the passport of the adopter;

The Application for Adoption Registration (attached with one photo (35 mm \* 45 mm) of the adopting husband and wife respectively) completed by the adopter;

One original of the Adoption Agreement, the Agreement on Entrusted Custody in the Integration Period and the Donation Agreement on Inter-country Adoption signed by the adopter and the adoption agency;

For joint adoption of a child, if either the husband or the wife is absent at the site of adoption, one original of the power of attorney on adoption notarized by the public notary office at the country of adopters and authenticated by the Chinese consulate or embassy in the said country shall be presented.

Where the aforesaid certificates and materials are complete and valid

and the adopter complies with the Adoption Law of the People's Republic of China and the Measures for the Registration of Adoption of Children by Foreigners in the People's Republic of China, the registrar will handle adoption registration for the adopter and send registration matters to the Department of Civil Affairs of Guangdong Province for examination and approval. The Certificate of Adoption Registration will be delivered to the adopter within 5 workdays upon approval, and the adoptive relationship is established as from the date of registration.

Handling of adoption notarization. The adopter and the adoptee should handle adoptive relationship notarization with the notary office authorized by the Adoption Registry Center of Guangdong Province after completion of adoption registration, and provide the following certificates and materials:

- One copy of the Certificate of Adoption Registration;

- One copy of the Notice of Adopting Children in China;

- The original and one copy of the passport of the adopter;

- Where either the husband or the wife is absent at the site, one copy of the power of attorney on adoption is required;

- One copy of the Notice of Inter-country Adoption;

- One copy of materials of the adoptee;

- Tel. of the South China Notary Public Office: (020) 83636372

- 83635895 (fax);

- Tel. of the Guangzhou Notary Public Office: (020) 83569571

- 83350742 (fax).

Application for a child's passport. The foreign adopter will be accompanied by an officer of the Adoption Registry Center of Guangdong Province in applying for the child's passport to the Division of Exit & Entry Administration Department of Public Security of Guangdong Province, and then collect the passport within 5 workdays as prescribed by the Guangdong Provincial Public Security Department. The adopter should provide the following certificates and materials:

- The original and one copy of the adopter's passport (with the Chinese name of the adoptee indicated);

- The original and one copy of the Certificate of Adoption Registration;

- Application for an Ordinary Passport of a Chinese Citizen;

- Proof of the consent to the application for exit & entry certificates;

- One copy of the adoptee's household register;

- The receipt of a digital photo taken for exit & entry certificate of Guangdong.

- (3) Charging standards

- Adoption registration fee: RMB 250, approved by the State Price Control Bureau and the Ministry of Finance by the Approval Document [1992] Jia Fei Zi No.349; (if the adopter requests to change the Certificate of Adoption Registration, additional RMB 250 should be paid as if the certificate was handled for the first time);

- Service fee for adoption registration: RMB1,800, approved by the Guangdong Price Bureau by the Approval Document Yue Jia Han [2012] No.585;

- 3. Agency fee for applying for the adoptee's passport: RMB 200.

- (4) Supervision measures

- During adoption registration, an adopter can lodge a complaint with the Social Welfare and Charity Office under the Department of Civil Affairs of Guangdong Province if finding any officer is involved in malpractices for selfish ends or bribes solicitation or acceptance in violation of the relevant laws and regulations of the State.

- Hotline for complaints and supervision: (020) 83318931, 83176892.





## VIII. Religious Activities & Venues

### (I) Regulations on Religious Activities in China

A foreign national entering China may bring a reasonable amount of printed religious materials, religious audiovisual products and other religious articles for personal use. For excess materials, the carrier should complete related formalities with China Customs according to the relevant regulations. Printed religious materials and audiovisual products detrimental to China's public interests are barred from entering China.

A foreign national may take part in religious activities at a temple, monastery, mosque, church or other religious venues in China. At the invitation of a Chinese religious group at or above the level of province, autonomous region or municipality directly under the State Council, a foreign national may preach at a religious venue in China.

At the invitation of a Chinese religious group at or above the level of province, autonomous region or municipality directly under the State Council, a foreign national who has come to China in his or her religious capacity may preach at a duly-registered religious venue in China.

At the invitation of a Chinese religious group at or above the level of province, autonomous region or municipality directly under the State Council, subject to the approval of a government religious affairs department at or above the level of province, foreign religious personnel who have come to China in other capacities may preach at a duly-registered religious venue in China.

Foreign religious personnel preaching at a duly-registered religious venue in China should abide by the venue's rules and regulations and respect the staff's faith and habits.

With the approval of a Chinese religious body, foreign nationals in China may invite Chinese religious personnel to conduct such religious ceremonies as baptism, wedding or funeral services, or Taoist or Buddhist rites. For wedding services, the foreigners must be duly-registered husband and wife.

A foreigner group may conduct religious activities at a duly-registered temple, monastery, mosque or church accredited by a government religious affairs department at or above the county level, or at a venue designated by a government religious affairs department at or above the level of province,

autonomous region or municipality directly under the State Council.

The enrollment to study abroad or funds provided to China by foreign organizations or individuals for the purpose of training religious personnel may be accepted by Chinese national religious bodies on the basis of need, and the personnel for overseas training shall be selected and dispatched by Chinese national religious bodies as a whole plan.

Foreign organizations or individuals may not recruit students in China for study and training abroad as religious personnel without permission.

Foreigners who intend to come to China to study at Chinese religious institutions shall abide by the Provisions on the Administration of Chinese Institutions of Higher-Learning Accepting Foreign Students, obtain approval from Chinese national religious bodies, and file with the State Administration for Religious Affairs.

Foreigners who intend to come to China to teach at Chinese religious institutions shall abide by the Provisions on Recruitment of Foreign Professionals by Religious Institutions.

Foreigners who conduct religious activities in China shall abide by all Chinese laws and regulations. They shall not interfere in the establishment and change of China's religious communities and religious venues. Nor shall they interfere in the appointment, selection and change of clerical personnel by China's religious communities, or interfere in and dominate any other missionary activities.

Foreigners shall not establish any religious organization, set up any religious office or religious venue, found any religious institution, or run religious workshop. Nor shall they recruit adherents from among Chinese citizens, appoint Chinese citizens as religious personnel, or conduct any other missionary activities. They shall not preach or hold religious gatherings outside the religious venues that have been registered and approved according to the law, hold religious activities with Chinese citizens to participate in in the temporary religious places (with the exception of religious personnel invited to host the activity), produce or sell religious articles such as religious books, religious audiovisual products and religious electronic publications, or distribute religious propaganda materials.

## (II) Religious Venues Open to the Public

Guangzhou has a long history of religion. All of the world's five major religions - Buddhism, Taoism, Islam, Catholicism and Christianity – are practiced here. Buddhism, Taoism and Islam spread to Guangzhou more than a thousand years ago, while Catholicism and Christianity were brought to Guangzhou two or three centuries ago. Religious beliefs, traditions, and customs run deep in Guangzhou. Along the central axis of Guangzhou's old town stand 10 magnificent temples, monasteries and churches, forming a unique cultural scene. Of the 84 religious venues in Guangzhou which are open to the public, six are national-level protected heritage sites, two are provincial-level, and 10 are city-level. These sites are the cream of Guangzhou's religious heritage as a famed historical city.

### Religious place

Christian	Address	Tel.
Dongshan Hall	9 Sibeitongjin, Yuexiu District	87776305 87305377
Xi'an Hall	392 Central Renmin Road, Yuexiu District	81889054
Church of Our Savior	184 Wanfu Road, Yuexiu District	83335778
Guangxiao Hall	29 Guangxiao Road, Yuexiu District	81087837
Henan Hall	23 Hongde Lane V, Hongde Road, Haizhu District	84422935

Taoist	Address	Tel.
Sacred Heart Cathedral	56 Jiubujian, Yide Road, Yuexiu District	83304180
Our Lady of Lourdes Church	14 Shamian Street, Liwan District	81217858

Buddhism	Address	Tel.
Liurong Temple	87 Liurong Road, Yuexiu District	83392843 83357754
Guangxiao Temple	109 Guangxiao Road, Yuexiu District	81089169
Great Buddha Temple	21 Central Huixin Street, East Huifu Road, Yuexiu District	83393455
Hualin Temple	31 Hualin Temple Front, Xiajiu Road, Liwan District	81387849
Sea Monastery	188 Central Nanhua Road, Haizhu District	84399172

Taoist	Address	Tel.
Sanyuan Palace	11 Yingyuan Road, Yuexiu District	83544550
Chunyang Monastery	268 Ruikang Road, Haizhu District	84189071
Wong Tai Sin Temple	1 Huangdaxian Avenue, Baihua Road, Liwan District	81561855
Renwei Ancestral Hall	22 Front Renwei Ancestral Hall Street, Pantang Road, Liwan District	81705462
Duchenghuang Temple	48 Zhongyou Avenue, Zhongshan Road IV, Yuexiu District	83378036

Islamic	Address	Tel.
Huasheng Lighthouse Mosque	56 Guangta Road, Yuexiu District	83333593
Haopan Mosque	378 Haopan Street, Yuexiu District	81091123
Mausoleum of Moslem Masters	901 North Jiefang Road, Yuexiu District	86692743

venues normally closed to tourists



## IX. Medical Services

### (I) Diagnosis

Guangzhou has an effective and efficient medical and healthcare network and general and specialized hospitals can be found in all of the city's administrative districts. Foreigners in Guangzhou may go to the hospitals by themselves. If they are unable to make the trip to the hospital, they can dial emergency assistance number 120 or the number of their designated hospital for an ambulance. The ambulance will bring the patient to the nearest hospital for a fee. The fee ranges from RMB one hundred to several hundred, depending on the distance transported and the medicines used.

Hospitals in Guangzhou provide various appointment services (e.g. through official websites, WeChat public accounts and “12320” hotline.). Patients can also proceed to the outpatient department under the following procedure: Registration for corresponding department → Waiting → Consultation with the doctor → Payment and tests (prior appointments required for some tests) → Prescription by doctors or based on the results of examinations and tests → Payment → Collecting medicines.

## Government-run Grade III General Hospitals (As of 31 December, 2015)

1. The First Affiliated Hospital, Sun Yat-sen University

Address: 58 Zhongshan Erlu, Guangzhou

Tel.: (8620) 87755766

2. Sun Yat-Sen Memorial Hospital, Sun Yat-Sen University; Sun Yat-Sen Memorial Hospital, Sun Yat-Sen University (south hospital area)

Address: 107 Yanjiang Xilu, Guangzhou; 33 Yingfeng Road, Haizhu District, Guangzhou

Tel.: (8620) 81332199

3. The Third Affiliated Hospital, Sun Yat-sen University

Address: 600 Tianhe Road, Tianhe District, Guangzhou

Tel.: (8620) 85253333

4. The Sixth Affiliated Hospital of Sun Yat-sen University

Address: 26 Erheng Road, Yuancun Village, Tianhe District, Guangzhou

Tel.: (8620) 38254000

5. Zhongshan Ophthalmic Center, Sun Yat-sen University

Address: 54 Xianlie Nanlu, Guangzhou

Tel.: (8620) 87330000

6. Guanghua School of Stomatology, Hospital of Stomatology, Sun Yat-sen University

Address: 56 Lingyuan Xilu, Guangzhou

Tel.: (8620) 83863002

7. Sun Yat-Sen University Cancer Center

Address: 651 East Dongfeng Road, Guangzhou

Tel.: (8620) 87343058



8. The First Affiliated Hospital of Jinan University  
Address: 613 West Huangpu Avenue, Tianhe District, Guangzhou  
Tel.: (8620) 38688888

9. The First Affiliated Hospital of Guangzhou University of Traditional Chinese Medicine  
Address: 16 Jichang Road, Sanyuanli, Guangzhou  
Tel.: (8620) 36591912

10. The Affiliated Orthopedics Hospital, Guangzhou University of Chinese Medicine  
Address: 22 Qingzhu Street, West Jiangnan Road, Haizhu District  
Tel.: (8620) 84433651

11. Clifford Hospital, Guangzhou University of Chinese Medicine  
Address: Within Qifu New Village, 8 Shiguang Road, Panyu District, Guangzhou  
Tel.: (8620) 84518222

12. Guangdong General Hospital  
Address: 106 Zhongshan Road II, Guangzhou  
Tel.: (8620) 83827812

13. Guangdong No. 2 Provincial People's Hospital  
Address: 466 Central Xingang Road, Haizhu District  
Tel.: (8620) 89168114

14. Guangdong Provincial TCM Hospital, Ershadao Branch of Guangdong Provincial TCM Hospital, University Town Hospital of Guangdong Provincial TCM Hospital  
Address: 111 Dade Road, Guangzhou, 261 Datong Road, Guangzhou, West Inner Ring Road, University Town, Panyu District  
Tel.: (8620) 81887233, (8620) 87351238, (8620) 39318100

15. Guangdong Provincial No. 2 TCM Hospital  
Address: 60 Hengfu Road, Guangzhou  
Tel.: (8620) 83581890

16. Guangdong Provincial Stomatological Hospital, Panyu Branch of Guangdong Provincial Stomatological Hospital  
Address: 366 South Jiangnan Avenue, Haizhu District, Guangzhou, 12 Xinyi Road, Shiqiao, Panyu District  
Tel.: (8620) 84427034, (8620) 84414802

17. The First Affiliated Hospital of Guangdong Pharmaceutical University  
Address: 19 Nonglinxia Road, Yuexiu District, Guangzhou  
Tel.: (8620) 61325537

18. Guangdong Provincial Dermatology Hospital  
Address: 2 Lujing Road, Yuexiu District, Guangzhou  
Tel.: (8620) 87257353

19. Nanfang Hospital of Southern Medical University  
Address: 1838 Guangzhou Dadao Bei, Guangzhou  
Tel.: (8620) 61641888

20. Zhujiang Hospital of Southern Medical University  
Address: 253 Gongye Dadao Middle, Haizhu District, Guangzhou  
Tel.: (8620) 61643114

21. The Third Affiliated Hospital of Southern Medical University  
Address: 183 Zhongshan Dadao West, Tianhe District, Guangzhou  
Tel.: (8620) 38253613

22. TCM-Integrated Hospital of Southern Medical University  
Address: 13 Shiliugang Road, Haizhu District, Guangzhou  
Tel.: (8620) 61650000



23. Guangzhou First People's Hospital, Nansha Hospital of Guangzhou  
First People's Hospital

Address: 1 Panfu Road, Guangzhou, 105 Fengze Donglu, Nansha  
District, Guangzhou

Tel.: (8620) 81048888, (8620) 84943770

24. Guangzhou Hospital of TCM

Address: 16 Zhuji Road, Liwan District, Guangzhou

Tel.: (8620) 81226288

25. Guangzhou Red Cross Hospital

Address: 396 Tongfu Zhonglu, Guangzhou

Tel.: (8620) 84412233

26. Guangzhou Women and Children's Medical Center, Guangzhou  
Maternal and Child Health Hospital, Guangzhou Children's Hospital

Address: 318 and 402, Renmin Zhonglu, or 9 Jinsui Road, Guangzhou

Tel.: (8620) 81886332, (8620) 81886910, (8620) 81330713, (8620)  
81886910

27. Guangzhou Eighth People's Hospital

Address: 627 Dongfeng Donglu, Guangzhou

Tel.: (8620) 83838688

28. Guangzhou Chest Hospital

Address: 62 Hengzhigang Road, Guangzhou

Tel.: (8620) 83595977

29. Guangzhou Huiai Hospital

Address: 36 Mingxin Road, Liwan District, Guangzhou

Tel.: (8620) 81580392

30. Guangzhou Twelfth People's Hospital

Address: 1 Tianqiang Road, Huangpu Dadao West, Guangzhou

Tel.: (8620) 38981288

31. The First Affiliated Hospital of Guangzhou Medical University,  
Haiyin Branch of The First Affiliated Hospital of Guangzhou Medical University

Address: 151 Yanjiang Road, Guangzhou, 1 Kangda Road, Haizhu District

Tel.: (8620) 83062114, (8620) 34294311

32. The Second Affiliated Hospital of Guangzhou Medical University

Address: 250 Changgang Donglu, Haizhu District, Guangzhou

Tel.: (8620) 34152299

33. The Third Affiliated Hospital of Guangzhou Medical University

Address: 63 Duobao Road, Guangzhou

Tel.: (8620) 81292332

34. The Fourth Affiliated Hospital of GZMU

Address: 63 Yayun Nanlu, Shilou Town, Panyu District, Guangzhou

Tel.: (8620) 31160218

35. The Fifth Affiliated Hospital of Guangzhou Medical University

Address: 621 Gangwan Road, Huangpu District, Guangzhou

Tel.: (8620) 82286666

36. Cancer Center of Guangzhou Medical University

Address: 78 Hengzhigang, Luh Road, Guangzhou

Tel.: (8620) 66673666

37. Stomatology/Affiliated Stomatology Hospital

Address: 31, 39 and 59 Huangsha Avenue, Guangzhou

Tel.: (8620) 61359417

38.The Third Affiliated Hospital of Sun Yat-sen University • Lingnan Hospital  
Address: 2693 Kaichuang Avenue, Luogang District, Guangzhou  
Tel.: (8620) 82179000

39. Guangzhou Panyu Central Hospital  
Address: 8 East Fuyu Road, Qiaonan Street, Panyu District; The First Room, 10 Second Xixiang Road, Luopu Street; 80 Haibang Road, Shiqiao Street, Panyu District, Guangzhou  
Tel.: (8620) 34858888

40. Panyu Hospital of Chinese Medicine  
Address: 65 and 93 Qiaodong Road, Shiqiao Street, Panyu District  
Tel.: (8620) 66679242

41. Boji-Affiliated Hospital of Sun Yat-sen University (Zengcheng District People's Hospital of Guangzhou  
Address: 1 East Guangming Road, Zengjiang Street, Zengcheng District  
Tel.: (8620) 62287449

42. Huadu District, Guangzhou City People's Hospital  
Address: 48 Xinhua Road, Xinhua Town, Huadu District, Guangzhou  
Tel.: (8620) 86832256

43. Guangzhou Hospital of Integrated Chinese and Western Medicine  
Address: 67 Xindu Avenue, Xinhua Town, Huadu District, Guangzhou  
Tel.: (8620) 86888120

44. Mental Hospital of Bureau of Civil of Guangzhou Municipality  
Address: 143 Dongxiu Road, Shijing Street, Baiyun District, Guangzhou  
Tel.: (8620) 86441288



45. Guangzhou Charitable Hospital (Fangcun Branch of Guangdong Provincial TCM Hospital)  
Address: 36 Yongan Street, Huadi, Fangcun District, Guangzhou  
Tel.: (8620) 81499194

46. Fuda Cancer Hospital, Guangzhou Fuda Medical Co., Ltd.  
Address: The Second Room, 2 West Tangde Road, Tianhe District, Guangzhou  
Tel.: (8620) 85669999

47. Jinshazhou Hospital of Guangzhou University of Chinese Medicine  
Address: 1 East Lichuan Street, Baiyun District, Guangzhou  
Tel.: (8620) 81330999

48. Guangdong 999 Brain Hospital  
Address: 578 Shatai Nnalu, Guangzhou  
Tel.: (8620) 62323939

### (II) Treatment of Contagious Diseases & Severe Epidemics

If a person is bitten or clawed by an animal (such as a dog, cat or mouse), he or she should immediately have his or her wound scrubbed and treated at the nearest medical institution, and undertake rabies vaccination at Guangzhou Eighth People's Hospital (Dongfeng and Jiahe branches; open 24 hours a day) or at the nearest designated rabies vaccination center. (Log onto the website of Guangzhou Center for Disease Control & Prevention → "Service Guide" → "Immunization" → "Distribution of Outpatient Services for Rabies Vaccination in Guangzhou").

A person who has been confirmed or is suspected of contracting a contagious disease at a medical institution should cooperate with all inspection and quarantine measures implemented by said medical institution; he or she should be transferred to the relevant contagious disease hospital for treatment according to relevant regulations.

Guangzhou Center for Disease Control & Prevention

Address: 1 Qide Road, Baiyun District, Guangzhou

Tel.: (8620)36052333, 83822400

Website: <http://www.gzcdc.org.cn>

Guangzhou Chest Hospital

Address: 62 Hengzhigang Road, Guangzhou

Tel.: (8620) 83595977

Guangzhou Eighth People's Hospital

Address: (Dongfeng hospital area) 627 East Dongfeng Road, Guangzhou

(Jiahe hospital area) 8 Jiaheyinghua Road, Baiyun District, Guangzhou

Tel.: (8620) 83838688, 83800419 (Dongfeng Branch)

36549012 (Jiahe Branch)



### (III) Vaccination of Children

Parents or custodians of children born or residing in Guangzhou should be vaccinated and obtain a vaccination card from the local vaccination service institution (the community health service office or the town hospital). The children should receive vaccinations according to the immunization procedure and at the required time.

Children who have failed to receive required vaccinations as a result of relocation, extended travel or residing in another city may undertake their required vaccinations at the vaccination service institution at their new place of abode by presenting their vaccination cards. Custodians of children should keep vaccination cards in a secure place and in good condition for inspection upon the children's enrollment at a kindergarten or primary school.



## X. Death

The relevant agency should issue a Medical Death Certificate as soon as possible for a foreign national who has died in China. The death certificate should be issued by a hospital if the foreign national has died as a result of a natural cause or, by the Public Security Bureau if he or she has died resulting from an unnatural cause.

The host organization of the foreign national who has died in China should notify his or her family and the embassy, or consulate of his or her country in China, within four days of his or her death. If the deceased foreign national was not hosted by any public organization, the Provincial Public Security Department should be responsible for the notification.

The remains of a foreign national who has died in China may be cremated locally or transported back to his or her home country. The transportation of the remains or ashes of the deceased foreign national should be handled by the carrier designated by the International Body Transportation Network Service Center of the China Funeral Association.

The remains of a foreigner are not allowed to be buried in Guangzhou. However, if the cremains of the deceased needs to be disposed or his/her remains need to be buried in Guangzhou considering his/her significant contributions or for any other special reason, the Department of Civil Affairs of Guangdong Province will negotiate with the Foreign Affairs Office, People's Government of Guangdong Province for decisions.



To receive or transport the remains of a foreign national who has died in China, the following documents should be provided:

- 1.The death certificate and the identity document of the deceased foreign national, and a remains handling permit if the foreign national has died of an unnatural cause;
2. A certificate establishing the relationship of the person requesting transport of the remains of the deceased person or a power of attorney issued by the embassy, consulate or a relevant organization of the home country of the deceased person, and the identity certificate of the person authorized to handle the remains;
3. Other documents required for handling the remains.

Guangzhou Office of the International Cadaver Transportation Network Service Center of China Funeral Association

Address: Business Department, Municipal Morgue, 418 Yanling Road, Tianhe District, Guangzhou

Tel.: (8620) 87087506



# 4



## Chapter IV Safety & Regulations

### I. Safety

#### (I) Public Security Administration

1. Foreign nationals who are seeking accommodation at hotels should present their original identity papers to the hotel staff and complete the temporary accommodation registration formalities as required.
2. Foreign nationals who are visiting their friends or relatives at hotels should complete visitor's registration formalities as required.
3. Use of drugs, prostitution, whoring and fighting are criminal offenses under the Chinese law.

#### (II) Emergency

A foreign national caught in a traffic accident or emergency should immediately call the following numbers for help. The police and the

emergency assistance center are able to respond to calls in English:

Police: 110

Fire: 119

Ambulance: 120

Road accident: 122

Police stations and duty points can be found in all streets and at busy crossroads in Guangzhou. Police stations are open and police vehicles patrol the streets 24 hours a day, promptly responding to citizens' requests for assistance and dispatching officers as instructed by the 110 police service center.

## II. Tax Payment and Tax Exemption

### (I) General Information on Taxation

Guangzhou Municipal Office, SAT and Guangzhou Local Taxation Bureau are the tax authorities of Guangzhou, each responsible for the collection of different types of taxes.

Under the prevailing Chinese laws, there are eight types of taxes applicable to foreign nationals and collected by the local tax authorities, namely business tax, individual income tax, urban land use tax, land value-added tax, urban real estate tax, resources tax, vehicle and vessel tax, and stamp duty. Taxes that should be paid by foreign nationals to national tax authorities include: vehicle purchase tax, individual income tax on savings interest, and individual income tax and value added tax on offshore oil enterprises.

Foreign nationals set up foreign-funded enterprises should complete tax registration formalities with the national and local tax authorities within 30 days after the issuance of the business license or arising of tax liability. Enterprises that have got the Business License loaded with uniform social credit code can replace the tax registration certificate with such Business License, without the need of tax registration again or receiving of tax registration any longer.

Guangzhou Local Taxation Bureau

Tel.: 12366-2

Website: <http://www.gzds.gov.cn>

Guangzhou Municipal Office, SAT

Tel.: 12366-1

Website: <http://www.gzntax.gov.cn>



## III. Individual income tax

An individual who has a residence in China and an individual who has no residence in China but has resided in China for one year or more must pay individual income tax on his or her income obtained both inside and outside China. An individual who has no residence in China and has not resided in China and an individual who has no residence in China but has resided in China for less than one year should pay individual income tax only on the income obtained within China.

The following 11 types of incomes obtained in China are liable to individual income tax: income from wages and salaries; income from production and business operation of individual businesses; income from contracting operation and leasing operation of enterprises and institutions; income from remunerations for personal services; income from author's remunerations; income from royalties; income from interests, dividends and bonuses; income from lease of assets; income from transfer of assets; incidental incomes; other taxable incomes as specified by the financial departments under the State Council.

## 1. Individual Income Tax Rates for Income from Wages & Salaries

Table 1 Individual Income Tax Rates

(Applicable to Income from Wages & Salaries)

Grade	Taxable Monthly Income (before tax)	Tax Rate (%)	Allowable Deduction
1	Below RMB 1,500	3	0
2	The portion of income in excess of RMB 1,500 to RMB 4,500	10	105
3	The portion of income in excess of RMB 4,500 to RMB 9,000	20	555
4	The portion of income in excess of RMB 9,000 to RMB 35,000	25	1005
5	The portion of income in excess of RMB 35,000 to RMB 55,000	30	2755
6	The portion of income in excess of RMB 55,000 to RMB 80,000	35	5505
7	The portion of income in excess of RMB 80,000	45	13505

Note:

(1) A foreigner's monthly taxable income refers to the balance of his or her monthly income after a deduction of RMB 4,800 according to Article 6 of the Individual Income Tax Law and other applicable tax regulations.

(2) Tax Payable = Monthly Taxable Income \* Applicable Tax Rate – Allowable Deduction

## 2. Individual Income Tax Rates for Other Categories

Remunerations for personal services; author's remunerations; royalties; interests; dividends; bonuses; lease of assets; transfer of assets; incidental

incomes and other incomes, are subject to a proportional tax rate of 20%. Exceptionally high one-off income from remunerations for personal services is subject to higher taxes specifically as follows:

Table 2 Individual Income Tax Rates

(Applicable to Incomes from Remunerations for Personal Services)

Grade	Income before Tax (before tax)	Tax Rate (%)	Allowable Deduction
1	Below RMB 20,000	20	0
2	The portion in excess of RMB 20,000 to RMB 50,000	30	2000
3	The portion in excess of RMB 50,000	40	7000

Note:

(1) Income before tax refers to the amount of income after deduction of relevant expenses according to the Individual Income Tax Law.

(2) A 30% concession is applied for taxable income from author's remunerations.

(3) For the remunerations for personal services, author's remunerations, royalties, or lease of assets, RMB 800 will be deducted from the income which is less than RMB 4,000; and 20% will be deducted from the income which exceeds RMB 4,000, with the balance as the taxable income.

## 3. Tax Exemption for Foreigners

The following incomes may be exempted from individual income tax:

(1) Incomes of personnel of foreign diplomatic and consular missions in China and other personnel as specified by national regulations;

(2) Foreign experts' wages and salaries in line with national regulations;

(3) Foreigners' housing allowance, meal allowance, removal expenses

and laundry fees in the form of non-cash or on an actual reimbursement basis; and business travel allowance, home visit allowance, language training expenses and children's tuition fees at a reasonable level;

(4) Dividends and bonuses obtained from foreign-invested enterprises;

(5) Incomes exempted from tax under international conventions and protocols signed by the Chinese government.

#### 4. Methods of Tax Payment and Declaration

Entities and individuals, on behalf of the taxpayers, make the payment for the taxable income.

In any of the following circumstances, a taxpayer shall file or entrust a withholding agent to file with the competent tax authority according to the regulations:

(1) The taxpayer's annual income exceeds RMB 120,000;

(2) The taxpayer obtains wages or salaries from two or more sources in China;

(3) The taxpayer has an income outside China;

(4) The taxpayer has obtained a taxable income but has no withholding agent.

## IV. Vehicle and Vessel Taxes

1. In the People's Republic of China, the owner or manager of vehicles and vessels specified in the Table of Items and Amounts of the Motor Vehicle and Vessel Taxes shall be the taxpayer for the vehicle and vessel thereof, and shall pay the taxes according to law.



### Applicable Amounts of the Vehicle and Vessel Taxes in Guangdong

Passenger car Items	Tax Unit	Annual Benchmark Tax	Remarks
Below 1.0L (including)	Vehicle	RMB 180	Approved passengers ≤9
From above 1.0L to 1.6L (including)	Vehicle	RMB 360	
From above 1.6L to 2.0L (including)	Vehicle	RMB 420	
From above 2.0L to 2.5L (including)	Vehicle	RMB 720	
From above 2.5L to 3.0L (including)	Vehicle	RMB 1800	
From above 3.0L to 4.0L (including)	Vehicle	RMB 3000	
Above 4.0L	Vehicle	RMB 3000	

Note : Passenger car items according to the engine cylinder capacity step

Commercial vehicle Items	Tax Unit	Annual Benchmark Tax	Remarks
Large-sized passenger car	Vehicle (20 or more approved passengers)	RMB 180	Approved passengers >9, including electric car
Medium-sized passenger car	Vehicle (10-19 approved passengers)	RMB 360	
Truck	Ton (machine mass)	RMB 420	Include semitrailer tractor, three-wheeled motor vehicle, low-speed truck



Other vehicles Items	Tax Unit	Annual Benchmark Tax	Remarks
Trailer	Ton (machine mass)	RMB 48	
Special motor vehicle	Ton (machine mass)	RMB 96	Exclude tractor
Wheeled machinery	Ton (machine mass)	RMB 96	Exclude tractor
Motorcycle	Motorcycle	RMB 36	

Items	Tax Unit	Annual Benchmark Tax	Remarks
Power-driven vessel	Ton (net tonnage≤200)	RMB 3	For towboats and Non-motor vehicle barges, their tax amount is calculated based on 50% of motor vehicle barges
	Ton (net tonnage at 201-2,000)	RMB 4	
	Ton (net tonnage at 2,001-10,000)	RMB 5	
	Ton (net tonnage ≥10,001)	RMB 6	
Yacht	Meter (10 or less meters in length)	RMB 600	The length refers to the whole length of yacht
	Meter (11-18 meters in length)	RMB 900	
	Meter (19-30 meters in length)	RMB 1300	
	Meter (31 or more meters in length)	RMB 2000	
Auxiliary power sailing	Meter	RMB 600	



2. Vehicles used by foreign embassies, consulates, the offices of international organizations in China and their diplomatic personnel are exempted from vehicle purchase tax according to the law.

3. The tax concerning vehicles and vessels should be paid at the place where they are registered or where the withholding agents thereof live. The tax concerning the vehicles and vessels that do not need registration should be paid at the place where the owners or managers thereof live according to law.

4. The occurrence time of obligation to pay vehicle and vessel tax is the month in which ownership or management right is obtained.

5. Vehicle and vessel taxes are declared annually, calculated on a monthly basis, and paid by lump sum. The taxable year refers to the calendar year from January 1 to December 31.

## V. Traffic Regulations

(I) Drivers of motor vehicles should comply with the following traffic safety rules:

1. Carry a valid motor vehicle driving license issued by the traffic administration agency of the public security bureau when driving a motor vehicle;
2. Do not use a motor vehicle license plate, driving license, pass or any other traffic document which has been tampered with, forged or illegally acquired or belongs to another person;
3. Do not drive a motor vehicle whose license plate is incomplete, unreadable due to being covered/stained or damaged or otherwise;
4. Do not use a mobile phone or check text messages while driving; do not throw anything out of the vehicle window;
5. Do not use any invalid documents with respect to traffic management;
6. Do not park on a road section with no-parking sign. For temporary stop at a road section without no-parking sign, the driver should stay in the vehicle and must not hinder the traffic or disturb traffic safety. Follow the directions of the civilian police on the spot.
7. Do not make driving training on a road;
8. Give way to public buses entering or exiting a bus station;
9. Carry a working fire extinguisher in the vehicle;
10. Abide by all other traffic safety regulations promulgated by governments at all levels of the PRC.

Motorcycles are banned in downtown Guangzhou. Due to a dramatic increase of the number of other motor vehicles, congested traffic conditions are common from 7 am to 9 am and from 5 pm to 8 pm. Foreigners in Guangzhou should not drive until they have become familiar with the complicated road conditions and are encouraged to use taxis, subway or other public transport means during rush hours.

### (II) Non-Motor Vehicle Safety Rules

1. A non-motor vehicle should operate on non-motor vehicle lanes only. When parked, a non-motor vehicle should not exceed the parking line. On the roadway without a lane for non-motor vehicles, the non-motor vehicle

should keep to the right and must not enter the lanes for motor vehicles.

2. On a roadway with a sign prohibiting the operation of non-motor vehicles, the driver should disembark his or her non-motor vehicle on the sidewalk and push his or her vehicle.

3. While crossing a road, the driver of a non-motor vehicle must stop when the red light on the crosswalk goes on and proceed when the green light goes on. At a crosswalk, the driver must disembark and push his or her non-motor vehicle across the crosswalk.

4. At an intersection without a crosswalk, the driver of a non-motor vehicle should follow traffic signals or other indicators for motor vehicles and keep to the right of the motor vehicle lanes.

5. When turning a corner, slow down, look back, and extend your hand to signal the maneuver. Do not rush or turn the corner abruptly.

6. To cross a roadway which features a divider, a non-motor vehicle operator should follow the traffic signs and push his or her vehicle across the roadway via the pedestrian underpass or overpass.

7. A non-motor vehicle must not carry oversized or overweight goods and passengers on a road downtown. Note: A pedestrian or non-motor vehicle operator violating any traffic safety rule is liable for a fine of up to RMB 50. If such operator refuses to pay the fine, his or her vehicle may be impounded. Obstruction of traffic rule enforcement may lead to administrative detention for up to 15 days according to law. If the case is serious, his or her criminal liability shall be investigated according to law.

### (III) Safety Rules for Pedestrians & Passengers

1. When reaching an intersection with a crosswalk and traffic signals, a pedestrian should stop when the red light is showing and proceed when the green light is illuminated. Crossing the street by jumping over a barrier or fence without using the crosswalk, running a red light and jaywalking are strictly prohibited.

2. When crossing streets, walk quickly across the crosswalk when the light turns green. If the green light flashes before you reach the crosswalk, do not continue crossing; rather, stay at the curb or the safety island.

3. When crossing a street without a crosswalk, look both ways and walk quickly across the street only if it's absolutely safe to do so.

4. If the street has a divider, the pedestrian should follow directional signs and cross via the pedestrian underpass or overpass that is closest.

5. Passengers should stand at the bus stop rather than in the carriageway while waiting for a public bus, and should board the bus in turn after it has completely stopped. Do not hail a taxi while standing at an area or driveway where taxis are prohibited from stopping. Get into the taxi from the right side of the vehicle only after it has completely stopped.

6. Look back and all around before you exit a taxi; do not leave the taxi unless there is no other vehicle immediately behind you. After getting out of the taxi, don't linger in the roadway; rather, walk onto the sidewalk immediately.

7. While riding in a vehicle, buckle up if a safety belt is provided. Do not put your head or arm outside the window; do not throw anything out of the window. Watch for traffic nearby when getting off the vehicle. No vehicle should be parked within 50 meters of an intersection or on any road section where parking is prohibited.

#### (IV) Motor Vehicle Registration

##### 1. Relevant Regulations

(1) The government applies a registration system to all motor vehicles. No vehicle is allowed on the road unless it has been registered by the traffic administration agency of the public security bureau.

(2) When applying for motor vehicle license plate and driving permit for the first time, the vehicle owner should apply with the vehicle administration where its residence is located.

(3) The motor vehicle to be registered must conform to pollutant emission standards for motor vehicle as specified by the national and municipal governments.

(4) License plate numbers can be determined in any of the following five ways: (a) use of a previously issued license plate number; (b) random selection by computer; (c) the owner's choice according to the prescribed numbering system (available for small vehicles only); (d) competitive bidding for numbers of small vehicles; and (e) numbering selection on Internet.

(5) Imported motor vehicles, vehicles designed to transport hazardous

chemicals, school buses, large and medium-sized passenger buses can only be registered with the downtown vehicle sub-administrations of Guangzhou. Small and mini passenger buses can only be registered with the downtown vehicle sub-administrations or vehicle administrations in Zengcheng District, Huadu District or Panyu District of Guangzhou.

(6) A proxy appointed by a vehicle owner to register the vehicle must furnish his or her identify cards and a written authorization issued by the owner.

(7) The registration of medium- and small-sized motor vehicles should also conform to related regulations as specified in the Management Measures for Regulation of the Total Volume of Medium- and Small-Sized Passenger Vehicles.

(8) For registration of medium- and small-sized passenger vehicles, the owners should make an appointment via online vehicle administration ([www.gzjd.gov.cn/cgs](http://www.gzjd.gov.cn/cgs)), mobile APP (for subscribers: China Mobile – GZJMT, China Unicom– WJMT, China Telecom – TYJMT) and customer service phone (China Unicom: 116114, China Mobile: 12580, China Telecom: 114).

2. To register a motor vehicle, the following documents should be provided:

(1) The completed Motor Vehicle Registration, Relocation, Registration Revocation/Transfer Application Form.

(2) The original and one photocopy of the owner's identity papers.

(3) An original certificate identifying the source of the vehicle.

(4) The original third page of compulsory vehicle accident insurance certificate.

If the original third page has been lost, furnish a copy of any other page stamped by the insurance company or provide a new certificate re-issued by the insurance company.

(5) The original factory quality certificate for a domestically-made motor vehicle or the original importation certificate of an imported motor vehicle, as well as the chassis quality certificate if any.

(6) The certificate of payment of vehicle purchase tax or tax exemption.

(7) The original of the Motor Vehicle Inspection Record issued by the traffic officer inspecting the vehicle.

(8) The Small Passenger Vehicle Permit, if the applicant is a government

agency or business enterprise and public institution which has purchased a passenger vehicle with a seating capacity of no more than 19; or the original and one photocopy of the capital verification report if the applicant is a wholly foreign-owned enterprise, sino-foreign equity joint venture (or cooperative enterprise), collective enterprise, or private enterprise having purchased a passenger vehicle with a seating capacity of no more than 19.

(9) The certificate of payment of vehicle and vessel tax or tax exemption.

(10) A quota certificate for small or medium-sized buses in Guangzhou if the vehicle is a small or medium-sized bus.

(11) To register ambulances, fire engines and engineering rescue vehicles, owners should furnish vehicle usage certificates issued by the relevant competent authority. The usage of other motor vehicles shall be reported by the owners as specified.

(12) The originals and photocopies of other certificates required by laws and administrative regulations for motor vehicle registration.

“Identity papers” means:

① The identity certificate of a foreign embassy, consulate and office in China or the representative body of an international organization in China is the certificate issued by such embassy, consulate, office or representative body and the identity documents of relevant persons.

② The identify for a foreigner is the passport or any other travel documents (Chinese translation should be provided if rendered in a foreign language), valid visa or residence permit allowing the holder to reside (stay) in China for at least six months, and a temporary residence registration certificate issued by the public security bureau.

③ A valid identity paper issued by the Ministry of Foreign Affairs for a staff member of a foreign diplomatic mission in China or of the representative office of an international organization in China.

“Certificate for origin of the motor vehicle” refers to the nationally uniform motor-vehicle sales invoice to prove that it is the purchased in China; or sales invoice from the dealer and a translation of the said document if it is purchased out of China. No certificate for origin of the motor vehicle is required if the vehicle is under supervision of Customs.

“Certificate identifying the source of the motor vehicle” means nationally uniform motor-vehicle sales invoice or used-vehicle transaction receipt if the vehicle has been purchased in China; or sales invoice from the dealer and a translation of the said document if the vehicle has been purchased outside China. No certificate identifying the source of the vehicle is required if the vehicle is under supervision by Customs.

General Vehicle Administration

Address: Vehicle Administration Office of Traffic Police Department of Guangzhou Municipal Public Security Bureau (Cencun General Vehicle Administration): 1732 Huaguan Road, Cencun Village, Tianhe District, Guangzhou

Baiyun Vehicle Sub-administration

Address: 1038 Jichang Road, Baiyun District, Guangzhou

Fangcun Vehicle Sub-administration

Address: No.1, 299 Longxi Avenue, Liwan District, Guangzhou

Huangpu Vehicle Sub-administration

Address: 989 Maogang Road, Huangpu District, Guangzhou

Haizhu Vehicle Sub-administration

Address: 29 Yanzigang Road, Haizhu District, Guangzhou

Dongshan Vehicle Sub-administration

Address: 38 Shuiyin Road, Yuexiu District, Guangzhou

Panyu Vehicle Administration

Address: 315-319 Donghuan Road, Shiqiao Street, Panyu District, Guangzhou

Huadu Vehicle Administration

Address: 12 Nongxin Road, Xinhua Street, Huadu District, Guangzhou



Zengcheng Vehicle Administration

Address: 1 East Zhucun Avenue, Zhucun Street, Zengcheng District

Conghua Vehicle Administration

Address: 128 North Hebin Road, Jiekou Street, Conghua District

Inquiries and Complaints

Guangzhou Public Security Bureau: 110

Traffic Police Detachment of Guangzhou Public Security Bureau:

(8620) 37203613

Vehicle Administration of Traffic Police Detachment of Guangzhou

Public Security Bureau:

020-87220001

#### (V) How to Obtain a Motor Vehicle Driving License

A foreign national applying for a motor vehicle driving license in China should satisfy the driver's qualification requirements as prescribed by the public security authority under the State Council. If the applicant has satisfied all these requirements and passed the test, he or she will be awarded a motor vehicle driving license of the corresponding category by the traffic administration agency of the public security bureau. A foreign national who holds a foreign driving license may be awarded a Chinese driving license if he or she has satisfied the driver's qualification requirements prescribed by the public security authority under the State Council and passed the test administered by the traffic administration agency of the public security bureau.

1. A foreign national without a foreign driving license who is applying for a Chinese driving license for the first time should furnish the following documents:

(1) A completed Motor Vehicle Driving License Application Form;

(2) The original and one photocopy of his or her identity papers (for a foreign national, the identity paper refers to the passport or other travel

documents used to enter China (an identity paper written in a foreign language should be accompanied with a certified Chinese translation), and valid visa or residence permit for a residence (stay) period of at least three months, or Foreigner Permanent Residence Permit of the PRC, or the temporary residence registration certificate issued by the public security bureau, or a valid identity paper issued by the Ministry of Foreign Affairs for personnel of a foreign diplomatic mission in China or the representative office of an international organization in China;

(3) The Certificate for Physical Fitness for Motor Vehicle Drivers issued by a medical institution at or above the county or regiment level.

(4) Twelve recent color photos of the applicant showing the front face (the photos should have a white background and the head should occupy two thirds of the length of the photo) and the digital photo collection confirmation slip for the issuance of motor vehicle driving licenses in Guangdong. The applicant will attend a driver's training course via a training course provider. The course provider is responsible for registering the trainees with the Vehicle Administration of the Traffic Police Detachment of the Guangzhou Municipal Public Security Bureau (1732 Huaguan Road, Tianhe District, Guangzhou).

2. A foreign national holding a foreign driving license who is applying for a Chinese driving license should furnish the following documents:

(1) A completed Motor Vehicle Driving License Application Form;

(2) The original and one photocopy of his or her identity papers (for a foreign national, the identity paper refers to the passport or other travel documents which he or she used to enter China (an identity paper written in a foreign language should be accompanied by a certified Chinese translation), valid visa or residence permit for a residence (stay) period of at least three months, or Foreigner Permanent Residence Permit of the PRC, or the temporary residence registration certificate issued by the public security bureau, or a valid identity paper issued by the Ministry of Foreign Affairs for a staff member of a foreign diplomatic mission in China or the representative office of an international organization in China;

(3) The Certificate for Physical Fitness of Motor Vehicle Drivers issued by a medical institution at or above the county or regiment level (this

requirement is waived if the applicant is a staff member of a foreign diplomatic mission in China or the representative office of an international organization in China);

(4) The original and one photocopy of his or her valid foreign driving license (certified Chinese translation is required if the license is issued in a foreign language);

(5) Four color photos of the applicant showing the front face (the photos should have a white background and the head should occupy two thirds of the length of the photo) and the digital photo collection confirmation slip for motor vehicle driving licenses in Guangdong.

(6) If the applicant is a staff member of a foreign consulate in Guangzhou, the original and one photocopy of the certificate of consular or public official shall be provided, and the photocopy of the passport or the certified translation shall be signed by the responsible person of the consulate and stamped with the official seal of the consulate. An applicant who is required to take a test should submit his or her application documents to the Drivers Examination Hall of the Vehicle Administration of the Traffic Police Detachment of Guangzhou Municipal Public Security Bureau (1732 Huaguan Road, Tianhe District). An applicant who is not required to take a test may send his or her application documents to the Integrated Business Acceptance Hall for Motor Vehicles and Drivers of the Vehicle Administration of the Traffic Police Detachment of Guangzhou Municipal Public Security Bureau (1732 Huaguan Road, Tianhe District).

### 3. Other Provisions:

(1) A foreign national holding a foreign driving license who is applying for a Chinese driving license should take the Test Subject 1. An applicant applying for a license for driving large-sized buses, trailers, medium-sized buses or large-sized trucks should take the Test Subject 3 as well. A staff member of a foreign diplomatic mission in China or the representative office of an international organization in China who is applying for a Chinese driving license may be issued a license according to relevant diplomatic reciprocity principles.

(2) In any of the following circumstances, the application for a motor vehicle driving license will be rejected:

① The applicant suffers from an organic heart disease, epilepsy, Meniere disease, disabling giddiness, hysteria, Parkinson's disease, psychosis, dementia, a nervous system disease that affects limb movements, and any other diseases which may cause the driving by the applicant to be a source of danger to the public;

② The applicant has used drugs by inhalation or injection in the last three years, or less than three years have elapsed since the applicant was released from mandatory isolation for drug rehabilitation, or the applicant has yet to break his or her addiction to psychotropic drugs.

③ The applicant has committed the criminal offense of fleeing away from the scene of a traffic accident for which he or she was judged responsible;

④ The applicant has committed the criminal offense of driving drunk or driving after drinking and causing a serious traffic accident;

⑤ Less than five years have elapsed since the applicant's previous driving license was revoked for driving drunk a motor vehicle or driving a commercial motor vehicle after drinking;

⑥ Less than ten years have elapsed since the applicant's previous driving license was revoked for driving a commercial motor vehicle drunk;

⑦ Less than three years have elapsed since the applicant's driving permit was revoked;

⑧ Less than three years have elapsed since the applicant's driving permit was revoked;

⑨ Any other circumstances as prescribed by laws or administrative regulations. If the applicant has driven a motor vehicle without a driving license, or if the applicant has engaged in any of the behaviors as specified in Items 5 to 7, he or she cannot apply for a driving license for a specified period of time.

### (3) Age Requirements:

① An applicant seeking a driving license for light vehicles, small automatic cars or small automatic passenger cars for the disabled only, or light-duty motorcycles must be between 18 and 70 years of age;

② An applicant seeking a driving license for low-speed trucks, three-wheel trucks, regular three or two-wheel motorcycles or self-propelled

wheeled mechanical mobiles must be between 18 and 60 years of age;

③ An applicant seeking a driving license for public buses, heavy-duty trucks, trackless trolleys or tramcars must be between 20 and 50 years of age.

④ An applicant seeking a driving license for medium-sized passenger cars must be between 21 and 50 years of age;

⑤ An applicant seeking a driving license for trailers must be between 24 and 50 years of age;

⑥ An applicant seeking a driving license for large-sized passenger cars must be between 26 and 50 years of age;

#### (4) Physical Requirements:

① Height: An applicant seeking a driving license for large-sized passenger cars, trailers, public buses, heavy-duty trucks or trackless trolleys must be more than 155 cm tall; while an applicant seeking a driving license for medium-sized passenger cars must be more than 150 cm tall.

② Eyesight: The applicant's naked or corrected vision must be greater than 5.0 on the standard logarithmic visual acuity chart if he or she is applying for a driving license for large-sized passenger cars, trailers, public buses, medium-sized passenger cars, heavy-duty trucks, trackless trolleys or tramcars, and must be greater than 4.9 if he or she is applying for a driving license for any other type of vehicles.

③ Color Vision: The applicant must have no red and green color blindness.

④ Hearing: Both the applicant's ears must be able to distinguish the source of sound when the tuning fork is held 50 cm from the ears. A hearing-impaired applicant who is able to do so with a hearing aid may apply for a driving license for small-sized vehicles or small-sized automatic cars.

⑤ Upper Limbs: Both the applicant's thumbs and at least three other fingers on each hand must be healthy and fully functional, and all limbs and fingers must function properly. People without the right thumb or distal finger joints are also allowed to apply for driving licenses for small-sized vehicles, small-sized automatic cars, low-speed trucks, or three-wheel vehicles.

⑥ Lower Limbs: The applicant's two lower limbs must be healthy and

fully functional, and his or her two legs must not have a length difference of more than 5cm. However, people whose left lower limb has been amputated or has lost its movement function may apply for a driving license for small-sized automatic cars. People, whose right lower limb or both lower limbs has been amputated or lost its movement function and who are able to sit up without assistance, may apply for a driving license for small-sized automatic passenger cars for the disabled only.

⑦ Torso and Neck: Free of movement dysfunction.

#### (VI) Motor Vehicle Insurance

Owners or operators of motor vehicles on roads in China should purchase compulsory traffic accident insurance according to the law. The vehicle administration will not register vehicles or issue conformance labels to vehicles without such insurance.

#### (VII) Handling of Traffic Accidents

1. A driver involved in a traffic accident that causes a casualty or damages to road, power supply, communication and other facilities should immediately stop the car and protect the scene.

2. In case of any casualty, the driver should immediately try to rescue the injured person. Any change to the scene of the accident due to the rescue of injured must be clearly marked.

3. For any accident without personal injury, where no dispute is raised about the details and liability, either party can record the time and location of the accident and the other party's name, contact information, vehicle license plate number, driving license number, insurance policy number, and the location of impact on the vehicle and sign the record for confirmation. Afterwards, both parties may leave the scene and negotiate about the compensations. In case of any dispute regarding the details and liability of the accident, the parties involved must immediately report the accident to a traffic police officer on duty or the traffic administration agency of the public security bureau.

### (VIII) Traffic Violations

A foreign national on a short-term stay in China who intends to drive a vehicle should apply for a temporary Chinese driving license with the vehicle administration of the public security bureau at the port of entry or city of departure, and should carry the license, if granted, at all times and drive safely.

A foreign driver in Guangzhou who has been warned or fined by a traffic police officer for a traffic violation has the right to defend himself. The interpreter of the foreign driver should interpret the officer's statement to the foreign driver on the spot. If the foreign driver does not agree with the administrative penalty, he or she may request an administrative review or file an administrative suit according to the law. A foreign vehicle on a temporary trip to China should obtain a temporary Chinese license plate and driving license from the public security bureau at the port of entry or city of departure as specified and correctly file his or her postal address and telephone number in Guangzhou with the competent authorities. A foreign driver in Guangzhou with a traffic violation captured by a surveillance camera should respond to the traffic violation notice that he or she has received in person or by post.



## VI. Legal Disputes

### (I) Legal Services

Foreign nationals, enterprises and organizations requesting non-litigation legal services in Guangzhou should hire the lawyers holding a PRC lawyer practice license. Guangzhou-based representative offices of foreign law firms and their staff are allowed to provide relevant services not relating to Chinese laws. Foreign nationals, enterprises and organizations filing a lawsuit or responding to a lawsuit at the people's court may hire a person from their own country as the agent ad litem or engage a lawyer from their own country as the agent ad litem in an advisory or non-lawyer capacity. If they need to engage a lawyer as the agent ad litem for the lawsuit, they must also hire a PRC lawyer as the primary active legal representative.

Guangzhou Lawyers Association

Address: 9/F, South Tower, Yuexiu City Plaza, 437 Central Dongfeng Road, Guangzhou

Tel.: 83550600

Website: <http://www.gzlawyer.org>

### (II) Legal Aid

According to the Criminal Procedure Law of the People's Republic of China, the People's Court, the People's Procuratorate and the Public Security Bureau may ask a legal aid organization to appoint a lawyer to provide criminal defense for the following persons if they have not hired a defense lawyer: criminal suspects and defendants who are of foreign nationality or stateless and who are blind, deaf or mute; who are mental patients and who have not completely lost capacity to distinguish or restrain their own behaviors; criminal suspects and defendants who are of foreign nationality or stateless and who are likely to receive life imprisonment or death penalty. Upon receipt of the request, the legal aid organization will appoint a lawyer to provide free-of-charge criminal defense for suspects and defendants who are of foreign nationality or stateless. The following documents should be furnished:

1. Passport or other valid identity papers, and the power of attorney of the agent ad litem if any;



2. Documentary proof of financial difficulty;
3. Documents about the case for which legal aid is sought.

Guangzhou Legal Aid Office  
Address: 42 Cangbian Road, Guangzhou  
Tel.: (8620) 83562631  
Website: <http://www.gzsfyc.cn>  
WeChat: gzfy951109

### (III) Resolution of Commercial and Maritime Disputes through Mediation

A dispute in trade, investment, finance, securities, intellectual property rights, technology transfer, properties, construction contracting, transport, insurance, commercial and maritime fields and other areas can be resolved through mediation by both parties on a voluntary basis. Such mediation should be conducted following the principles of objectivity, impartiality and equality according to the provisions of the contract involved and applicable laws and in line with international practices, and with the aim to assist the disputing parties in reaching an agreement on the basis of mutual understanding. Disputing parties may pick mediators from the list of mediators provided by the mediation centers of the China Council for the Promotion of International Trade (CCPIT) and/or from the China Chamber of International Commerce (CCOIC) and their branches.

CCOIC Guangdong Mediation Center  
Address: Room 919, Office Building, Central Hotel, Jichang Road, Guangzhou  
Tel.: (8620) 86578331-1919/1920  
Fax: (8620) 86581343

### (IV) Resolution of Commercial and Maritime Disputes through Arbitration

A foreign national may file for arbitration proceedings a dispute arising out of, or in connection with, a contract or over property rights, a foreign trade deal, freight or shipment which has occurred in China. In contrast,

disputes over marriage, adoption, custody, maintenance and heritage should be brought to administrative authorities for resolution. In order for an arbitration to proceed, the consent of all disputing parties involved is required. Any arbitral award is final. After an arbitral award has been given, no disputing party may request re-arbitration of the same dispute or bring the dispute to the people's court. Such request will not be accepted by the arbitration committee or the people's court.

For the arbitral award that has been nullified or judged as unenforceable by the People's Court according to the law, the disputing parties may file for arbitration according to the arbitration agreement newly reached, or file a lawsuit to the People's Court.

Guangzhou Arbitration Committee  
Address: 12-4/F, Tower C, GITIC Riverside Hotel, 298 Central Yanjiang Road, Guangzhou  
Tel.: (8620) 83287919  
Website: <http://www.gzac.org>



# 5



## Chapter V Guide to Business & Investment

### I. Development Objectives and Investment Policies of Guangzhou

#### (I) Development Strategies and Objectives during the 13<sup>th</sup> Five-Year Plan

General Objective: To build a national important central city

Guide to Achieve General Objective: To build “Three Centers & One System” (international shipping center, international logistics center, international trade center & modern financial service system)

To Build a National Innovative Central City Major Strategic Deployment:  
To build Three Key Strategic Hubs (international shipping hub, international airline hub and international scientific and technological innovation hub),  
One River, Two Banks & Three Belts (economic, innovative and landscape

belts on both banks of the Zhujiang River), and large comprehensive traffic hubs, so as to form a multi-point supporting pattern, and create a premium, high-quality and hi-tech modern industrial system and a high-level, open economic system.

Development Objective of the 13<sup>th</sup> Five-Year Plan: By 2020, the regional GDP reaches RMB 2.8 trillion, with annual average growth of 7.5%; GDP per capita reaches RMB 180,000; the income of urban and rural residents grows in pace with economic development, so as to achieve doubled city-wide GDP and per capita income of urban and rural residents in 2010 in advance.

Development Objectives and Strategies in 2016:

INDICATOR	EXPECTED OBJECTIVE
Regional GDP	Up 8% or so
Fixed Asset Investment	Up 12%
Total Social Retail Sales	Up 10% or so
Total Merchandise Exports	Up 8%
Actual Use of Foreign Capital	Up 10%

#### 1.To Promote the Construction of Three Key Strategic Hubs

Promotion of the Construction of International Shipping Hub: To accelerate the construction of such projects as deep-water channel broadening of Guangzhou Port, Phase IV of Nansha Port district, and river-sea intermodal terminal, optimize port layout, improve modern collection and distribution system, perfect modern shipping service system, to facilitate the construction of cruise home-port, and to build a port city alliance together with the countries in EU and along the Maritime Silk Road.

Promotion of the Construction of International Airline Hub: To promote the construction of infrastructures including Baiyun Airport Expansion, and comprehensive transportation network of air-rail intermodality; to speed up

the declaration of state-level airport economic demonstration area, fuel the construction of aviation industry base, aircraft maintenance base, and Guangzhou Terminal Center of the Civil Aviation Authority in Guangzhou, and to form an industrial cluster of aviation servicing & manufacturing, aviation logistics, aviation finance, corporate aircrafts and general aviation, among others.

Facilitation of the Construction of International Science and Technology Innovation Hub: to focus on the construction of Guangzhou's scientific and technological innovation corridor; to enhance connections among innovative sections like Guangzhou High-Tech Industry Development Zone, China-Singapore Knowledge City, Sci-tech City, International Bio-island, International Innovation City, Non-Governmental High-tech Park, Nansha Pearl Sci-Tech City, Nanshawan Technological Innovation Agglomeration, etc.; to quicken the construction of national independent innovation demonstration area in the Pearl River Delta; to emphasize the development of a total of 120 professional incubators including biological medicine, computer science and applications, and intelligent manufacturing, with an area of 8 million square meters and 1,000 newly added graduate enterprises; to establish a system of risk compensation and sharing of government loans for science and technology; to explore the set-up of seed fund and venture fund; to encourage technology-based enterprises to go to the capital market; to fuel the use of intellectual property rights and the work of comprehensive reform pilot protection; and to expand international innovative platforms of cooperation between China and the UK, China and Singapore, China and Europe, etc.

#### 2.To Optimize and Perfect the Strategy of “One River, Two Banks & Three Belts”

Building of a Golden Delta Area: To focus on promoting integrated development of Pazhou Internet Innovation Agglomeration, International Financial City and Zhujiang New Town, and constituting a “Gold Delta” integrated with premium elements in central urban area. In specific, the Pazhou Internet Innovation Agglomeration highlights the promotion of a legion of enterprises with investment intentions to settle down, and the cultivation of local leading enterprises in Internet economy. The International Financial City

mainly aims to drive the starting areas to attract and introduce more financial institutions and corporate headquarters. Zhujiang New Town puts emphasis on improving management service quality, developing headquarters economy, and driving Tianhe CBD to obtain an overall optimization and improvement.

**Formation of A Multi-point Supporting Pattern:** The central urban area attaches great importance to optimization and upgrading and focuses on the development of modern services. The cities around pay a high priority to feature-oriented development and give great impetus to the combination of advanced manufacturing with modern services. All the efforts are being paid to build three key national development zones in Guangzhou, Nansha and Zengcheng, so as to make steady headway in the construction of functional areas such as Tianhe Smart City, CBD of Guangzhou South Railway Station, CBD of Guangzhou North Railway Station, Wanbo Business District, Baietan Economic Circle, Baiyun New Town, Cultural Tourism Core Zone in Beijing Road, CBD in the south section of new central axis, Conghua Economic Development Zone, etc., speed up the renovation of Luochongwei, Datansha Island, area of Guangzhou Paper Group and Yuzhu Old Town with overall coverage, and advance the upgrading and renovation of old workshops in central urban area as well as the minor renovation of old communities and villages.

### 3. To Create a New High-End, High-Quality, High-Tech Modern Industry System

**Expansion of Modern Services:** To focus on the development of the services on finance, commerce, science and technology service, information and other manufacturing-related industries, create a modern financial service system, strive to build a great number of new trade platforms and financial institutions, and make great efforts to develop feature-oriented finance. An emphasis should be put on the development of 170 rural financial service stations, establishment of over 10 public companies at home and abroad, and rapid growth of NEEQ listed companies. Besides, the cultural and tourism industry should be ascended to the strategic pillar industry; more international brand exhibitions should be cultivated and introduced; the domestic trading system and modern logistics system shall be improved; and the logistic

standard pilots shall be set up.

**Cultivation of a New Growth Pole of Advanced Manufacturing:** To implement the strategic plan of Made in Guangzhou 2025, boost three major traditional pillar industries of automotive, electronics and petrochemical, strive to develop intelligent devices and robotics, energy-saving and new energy automobiles, new generation of information-based technology and new materials, as well as fine chemicals, biomedicine and health, energy and environmental protection equipment, rail transit, high-end shipping and maritime engineering equipment, aviation and satellite applications, urban consumer industry, and other advanced manufacturing industries, thus promoting the moving of traditional industry into a high-end level.

**Development of Strategic Emerging Industries and New Types of Business:** To devote major efforts to developing 3D printing, precise medicine, wearable and other segments; to implement the action plan of “Internet+”, and provide support for the development of enterprises based on Internet and mobile Internet; to develop and expand maritime economy; and to develop complete type of agriculture and urban type modern agriculture.

### 4. To Create a New High-level and Open Economic System

**Facilitation of the Construction of Nansha New District and Nansha Pilot Free Trade Zone:** To strive to introduce a number of new policies for supporting the construction of pilot free trade zone as soon as possible, and proper innovative policies that are reproducible and promotional; to fasten the agglomeration of modern industries like producer services and high-end manufacturing and introduce massive large and great projects in the pursuit of becoming new growth poles of Guangzhou economy; and to focus on functional zone construction, plan and build rapid rail transit from Nansha to central urban area, and implement big data-based urban governance framework pilots.

**Building of a strategic hub city along the “One Belt and One Road”:** To implement three-year action plan of building the 21st Maritime Silk Road, step up the construction of China-Singapore Knowledge City, take an active part in the upgrading of China-ASEAN Free Trade Area, actively open new airway and sea routes, enhance substantive cooperation with important ports in the countries along the Maritime Silk Road, accelerate the opening



of Guangzhou-Singapore-Europe international trains, implement the strategies of setting up sister city relations with countries along the Maritime Silk Road, and give great impetus to industrial, trade, and tourism cooperation as well as cultural exchanges.

**More Efforts to Introduce Investment, Skills and Talents:** To leverage the investment attraction role of major platforms like Davos forum, Boao Forum for Asia, China Development Forum, and Guangzhou Annual Investment Conference; to advance investment promotion through commerce, industrial cluster and intermediaries; to attract Fortune Global 500 companies, central enterprises and industry leaders to make investment and set up relevant headquarters, transnational operation centers, sales centers, settlement centers, shared service centers in Guangzhou; and to create a better investment environment for innovation, and protect legal rights and interests of enterprise investing in Guangzhou.

**Promotion of the Optimization and Upgrading of Foreign Trade:** To stabilize export of traditional superior products and intensify the driving function of import; to perfect service trade system, facilitate the construction of comprehensive cross-border e-commerce pilot area, energetically develop tourism and shopping, bonded logistics, market procurement trading and new types of foreign trades and foster a myriad of new trade service businesses; and to make great endeavour to help Guangzhou-based enterprise “go out” and strive to cultivate local multinational companies and industry’s leading enterprises.

**Active Lead in Regional Cooperation:** To promote the coordination and development of the Pearl River Delta region, further advance the integration of Guangzhou with Foshan and Qingyuan, step up the construction of Guangzhou-Foshan-Zhaoqing-Qingyuan-Yunfu-Shaoguan economic circle, intensify the cooperation and development of Shenzhen-Dongguan-Huizhou as well as Zhuhai-Zhongshan-Jiangmen regions, and strengthen the economic coordination with the northwest regions of Eastern Guangzhou; and to fuel liberalization of service trade among Guangzhou, Hong Kong and Macao, and enhance exchanges and cooperation between Guangzhou and Taiwan in economy, trade and culture.

## **(II) Business Development Planning for the 13<sup>th</sup> Five-Year Plan**

During the 13<sup>th</sup> Five-Year Plan, under the general objective of building an international trade center, Guangzhou will follow the vision of “adhering to five key development ideas, setting a development goal, defining five major development orientations, doing ten major development tasks well, creating five major development platforms, and implementing eight key projects”, so as to promote the transformation from a “great trade city” to a “powerful trade city”, from a medium and low-end player in value chain to an innovative leader featuring global high-end elements, and from centering on policy guidance and support to focusing on creating an market-oriented, international and legal business environment across the city. Meanwhile, with an aim to build a high-level, open economic system, Guangzhou will bring a new pattern of innovation-driven business development with an integrated domestic and foreign trade and the opening up to the outside world in an all-around manner.

**Adherence to Five Key Development Ideas:** To insist on innovative development to play a leading and driving role of business, on coordinative development to deepen business structural reform at supply side, on green development to intensify business sustainability, on opening development to improve integrated capacity of global value chain, and on shared development to improve the commercial service for the livelihood.

**Establishment of a Development Goal:** To build a competitive and high-reputation international business city by 2020, featuring dual functions as both domestic trade center and foreign trade center, two-way configuration of international resources during “bringing in” and “going out”, being driven by emerging and traditional types of businesses, coordinative development of trading in services and goods, and high radiation, competitiveness and reputation in connection with South China, the whole China, “One Belt and One Road” and even the world. Specifically, Guangzhou aims to record RMB 1.16 trillion of social consumer sales by 2020, with an annual growth of 8%; to double e-commerce transactions in 2015 to RMB 3 trillion; to achieve an average annual growth of about 7% in foreign trade export; to generate USD 44 billion in service trade import and export; and to secure more than USD 30 billion of actual use of foreign investment in five years.

Specification of Five Major Development Orientations: Guided by the focus on building an international business center, Guangzhou will define its position in five aspects, namely, to build an international consumer city, build an international commodity trade distribution and operation center, occupy a commanding height in the integration of global high-end resources and elements, create a world-class service trade city, and forge an “Internet plus city of business”.

Completion of Ten Major Development Tasks: Guangzhou will gather global high-end elements, accelerate the development of e-commerce industry, improve urban consumption capability, promote the transformation and upgrading of commercial circulation industry, foster new strengths in foreign trade competitiveness, step up the development of service trade, raise the international level of the convention and exhibition industry, uphold the strategy of enterprises “going global”, extend the space of opening to the outside world and economic cooperation, and create an international, legal, and convenient business environment.

Building of Five Major Development Platforms: To set up five platforms with high standards, namely the open economy platform of Nansha New District Region of China (Guangdong) Pilot Free Trade Zone, the headquarters economic agglomeration and development platform, the trading platform of international shipping hub, a commodity trading and pricing platform, and the economic and trade cooperation platform geared toward the “One Belt and One Road”.

Implementation of Eight Key Projects: Domestic trade circulation system reform, development of financing and leasing with great strides, cultivation of new foreign trading types, construction of standard logistics, building of international brands, demonstration of Guangzhou-Hong Kong-Macao service trade liberalization, fostering of multinational corporations, and building “Food in Guangzhou” as a city card, all of which would be implemented with the examination and approval of municipal government in June 2016.

### **(III) Enhanced IPR Protection**

1. Promotion of IPR Protection: Centering on the core task for the development of new urbanization, Guangzhou takes stronger steps in implementing IPR strategy and becoming a national demonstration city for

IPR and a knowledge powerhouse. To strengthen IPR creation, application, protection and administration, Guangzhou has issued the Opinion of Guangzhou Municipal Government on Patent Invention Work and started patent filing work of IPR tribunals. Guangzhou Development Zone is currently bidding for the title of a national demonstration park for IPR protection. Huadu and Yuexiu Districts have been designated as national demonstration districts for IPR protection, while Luogang District has been included into a national pilot program for IPR protection. In addition, a Guide to Financing with Patent Rights as Pledges has been formulated, to promote the financing with patent rights as pledges help small and medium-sized enterprises to obtain funding.

2. Perfection of Rules and Regulations: Guangzhou authorities issued Incentive Methods for Reporting Counterfeiting Patents Behavior to encourage an orderly participation in IPR protection, and enacted the China's first government regulations for normative enforcement, Methods for Patent Administrative Enforcement. Municipal officials have also recruited volunteers for IPR protection and taken steps to promote joint IPR protection with the government, the Association of the Convention and Exhibition Industry and relevant enterprises with an aim to create a favorable circumstance for IPR protection of exhibitions.

3. Crackdown on Trademark Infringement and Counterfeiting: A work coordination mechanism covering all districts and counties in Guangzhou has been set up to tackle trademark infringement and counterfeiting. The IPR protection agency works closely with the criminal justice agency to coordinate and guide in combating trademark infringement and counterfeiting in the whole city. Meanwhile, all the efforts have been paid to enforce IPR laws in major sectors relating to public livelihood and for key projects and competitive enterprises.

### **(IV) Further Optimization of IPR Environment**

1. Promotion of the Implementation of IPR Strategy: In 2015, Guangzhou passed the annual assessment and three-year review of the first batch of national intellectual property demonstration cities at the first place and got the approval to carry out a new round of demonstration city construction. Under the approval of the State Council, Guangzhou set up a

comprehensive reform experimental unit of intellectual property use and protection for China-Singapore Knowledge City so as to promote the construction of reform and innovation pilot of intelligent property system and mechanism in Nansha New District of Guangdong Pilot Free Trade Zone. In the same year, Yuexiu District and Huangpu District were awarded the “Strong National Intelligent Property Counties as An Engineering Demonstration Area 2015”; GDD and Zengcheng Development Zone were approved as the Investment and Financing Pilot of National Intelligent Property; and GDD was approved as the National Development Experiment Zone of Patent Navigation Industry, Provincial Agglomeration and Development Experiment Zone of Intelligent Property Service Industry, and Provincial Patent Intensive Industrial Agglomeration.

2. Improvement of IPR Laws and Regulations: The Measures of the Administration of Special Fund for Patent Work was promulgated in a bid to comprehensively extend the supporting scope and amount of patent work, and increase the fund for patent protection assistance. Guangzhou also set up and selected the municipal “Patent Award” and “Mayor Award for Intelligent Property Protection”, and enacted the Measures for Enforcing the Administration of Patent in Guangzhou (the first local government regulations to standardize patent administrative law enforcement in China), formulated and issued the Incentive Methods for Reporting Counterfeit Patent Behavior in Guangzhou to encourage citizens to participate in IPR protection in an orderly way, built volunteer ranks of IPR protection, and promoted government, associations of convention and exhibition industry and enterprises to achieve organic combination of intelligent property protection work, thus creating favourable conditions for IPR of conventions and exhibitions.

3. Reinforcement of Administrative Law Enforcement Protection of Intelligent Property Rights: Every year, Guangzhou's caseload of patent administrative law enforcement exceeds that of tier-1 cities like Beijing and Shanghai, and large exhibitions such as China Canton Fair have an important influence in IPR at home and abroad. Guangzhou was granted the “Advanced Collective of National Intelligent Property Right System in Special Action to Fight against Right Infringement and Counterfeit Goods”, “Advanced Collective of National Intelligent Property Right System and

Public Security Organs in Law Enforcement Protection of Intelligent Property Rights” and other honors. In promoting the work of fighting against right infringement and counterfeit goods, Guangzhou set up a coordination mechanism of fighting against right infringement and counterfeit goods in all districts across the city. The intellectual property department strengthened its connection with the criminal justice department in the planning and guidance for cracking down on right infringement and fake goods in Guangzhou. To carry out special actions of cracking down on right infringement and fake goods, take a strong stance against imitated patents, and strike a severe blow for right infringement and counterfeit behaviors in the e-commerce field, Guangzhou government has strengthened the cooperation with e-commerce platforms like Alibaba and Vipshop, and formulated the Work Guidelines of Guangzhou Intellectual Property Office in Internet Patent Protection. With the approval of the State Intellectual Property Office of the PRC, Guangzhou government has set up the “Rapid Intellectual Property Right Protection Center (for Leathers) of Huadu District, Guangzhou, China” and promoted the construction of intelligent property right protection assistance center for Nansha Pilot Free Trade Zone.

4. Enhancement of Juridical Protection on Intelligent Property Rights: Guangzhou Intelligent Property Right Court, one of the first three national intelligent property right courts was established to create a lofty position of intelligent property right protection in South China. Guangzhou promulgated the Opinions on Enhancing Juridical Protection to Provide Juridical Support for Innovation-driven Development, Guiding Opinions on Civil Proceedings and Mediation (for Trial Implementation), Specifications for Job Responsibilities of Judicial Administrative Personnel and other policies and regulations to earnestly implement judicial functions, give full play to the judicial protection in intellectual property rights, and provide strong judicial assurance for the implementation of innovation-driven development strategies and the promotion of “public innovation from entrepreneurship”.

5. Building of Diversified Intelligent Property Protection System: In addition to administrative and juridical measures in intelligent property right protection, Guangzhou also widened IPR channels and enriched the

dispute settlement mechanism on the establishment of diversified intelligent property rights. In 2015, Guangzhou Court of Arbitration of Intelligent Property Rights accepted 148 disputes on intellectual property rights, covering contract objects of RMB 130 million. Guangzhou Customs Office discovered 411 alleged infringement cases, up by 16.8% YoY, with the coverage of 1.1618 million goods totaling RMB 17.8832 million, in an effort to safeguard lawful rights and interests of nearly 100 obligees from 14 countries and regions. Huangpu Customs Office took 220 measures on intelligent property right protection, suspended the release of about 5.41 million goods totaling about RMB 6.93 million. Guangzhou Intelligent Property Right Office, Municipal Justice Bureau, Guangzhou Court of Arbitration of Intelligent Property Rights, Guangzhou Customs District People's Republic of China and Huangpu Customs of People's Republic of China jointly signed the Cooperative Agreements on Jointly Promoting the Construction of the People's Organizations for Industrial Intelligent Property Right Disputes, playing a leading and exploratory role in the promotion of mediation of the disputes on intelligent property right.

6. Enhancement of the Publicity on Intelligent Property Right Protection: To carry out featured publicity via press conferences, public service advertising on buses, WeChat public accounts and other methods under "4.26" World Intellectual Property Day and the issuing of major supportive policies, etc.; to make public service advertising about intelligent property rights in 1,200 buses on 56 bus routes of the city, which are to be forwarded by citizens on WeChat and Weibo. Meanwhile, Guangzhou provides support and guide to the intelligent property education pilot schools and intelligent property legal popularization bases in order to promote the publicity and education on intelligent property rights.

## II. Industry Support Policy

### (I) Service Outsourcing Policy

1. Introduction of Incentives to Companies. To offer one-off financial

rewards to five categories of enterprises (including Fortune 500 companies, world's top 100 outsourcing companies compiled by the International Association of Outsourcing Professionals (IAOP), China's leading service outsourcing firms, foreign outsourcing service providers operating in China, and China's top 100 growth enterprises in service outsourcing) and to international procurement centers, financial sharing centers, IT sharing centers and technical backup centers which have been set up by multinational companies, which own the sharing centers with qualification of independent legal person and engaged in service outsourcing.

2. Implementation of Headquarter Policy. Service outsourcing firms that have set up headquarters or regional headquarters and meet the requirements set forth in the city's Conditions and Criteria for Recognition of Corporate Headquarters are entitled to the headquarters policy.

3. Tax Preference. (1) From 2014 to late 2018, service outsourcing firms based in Guangzhou and specialized in offshore service outsourcing business are exempted from value-added tax on offshore service outsourcing. (2) From January 1, 2009 to December 31, 2018, service firms that have been accredited as technologically advanced are entitled to a reduction of 15% corporate income tax. Staff education expenses up to 8% of the firm's total payroll are tax deductible in the first year, with the remaining expenses tax deductible in subsequent years. (3) Tariffs on imported equipment will be exempted for IT and service outsourcing firms engaged in system management and maintenance, information technical support management, bank back-office services, financial settlement, human resources services, software development, offshore calling centers, data processing or other encouraged items listed in the Catalogue for the Guidance of Foreign Investment Industries issued by the National Development and Reform Commission and the Ministry of Commerce. (4) Tariffs are exempted for technologically advanced service firms which have brought in free equipment with overseas clients for the performance of international outsourcing contracts.

4. Talent-related Policies. To introduce top-notch professionals experienced in leading international service outsourcing through Guangzhou Convention of Overseas Chinese Scholars in Science and Technology and other platforms.



According to Notice of the Municipal Organization Department on the 10 Sets of Supporting Measures for Implementing the “Opinions of the CPC Guangzhou Municipal Committee and Guangzhou Municipal Government on Accelerating the Recruitment and Nurturing of High-level Professionals” (GZOD [2010] No. 46), the high-end outsourcing talents will be provided with allowances, priority in residency application, housing allowance and children schooling, and will be recommended with application for incentives offered by provincial authorities.

5. Preferential Entry and Exit Policy. Qualified Chinese employees of service outsourcing firms can apply for visa-free APEC business travel cards valid for three years. Qualified foreign high-end talents and investors who need enter and exit China for multiple times in a short period may apply for multi-entry business (F) visa. Qualified expatriate executives and investors who need to work and stay in Guangzhou may apply for residence permits with a validity of two to five years.

6. Implementation of Special Man-Hour Working System. Technologically advanced service outsourcing enterprises are entitled to enjoy the special man-hour working system.

—Several Opinions of the General Office of Guangzhou Municipal People's Government on Accelerating the Development of Service Outsourcing (GOGMG [2014] No.1).

## **(II) Foreign Investment Policy**

### **1. Record of Foreign Investment in Pilot Free Trade Zone**

If a foreign investor invests the sectors not specified in the Special Management Measures of Pilot Free Trade Zone on Foreign Investment Access (Negative List Approach), the record of establishment, change (hereinafter referred to as Investment Implementation) and contracts and articles shall be subject to the measures. If in the laws, administrative regulations and the State Council have other provisions, such provisions shall prevail.

Where the establishment of an enterprise invested by an investor in the pilot free trade zone falls under the scope of record-keeping specified in the measures, after obtaining the prior notice on business name, the investor may log in the one-stop acceptance platform of the pilot free trade zone and

complete and submit the Record Filing Form for the Establishment of Foreign-funded Enterprises in the Pilot Free Trade Zone online before investment implementation or within 30 days after the date of investment implementation.

In case of the following changes, a foreign-funded enterprise within to the scope of record filing in these measures can complete and submit the Record Filing Form for Changes of Foreign-funded Enterprises in the Pilot Free Trade Zone online before investment implementation or within 30 days after the date of investment implementation to complete the formalities of change filing.

- (I) Gross investment change;
- (II) Registered capital change;
- (III) Change or transfer of stock rights and cooperative interests;
- (IV) Pledge of stock right;
- (V) Merger and division;
- (VI) Change of business scope
- (VII) Change of business term;
- (VIII) Early termination;
- (IX) Change of methods & time limit of capital contribution;
- (X) Recovery investment ahead of time of foreign partners among Sino-foreign contractual enterprises;
- (XI) Change of enterprise name;
- (XII) Change of registered address.

Wherein, if the changes shall be announced in accordance with relevant laws and regulations, announcement on handling procedures according to law shall be specified when going through change filing procedures.

—Measures for the Administration of Foreign Investment Registration in Pilot Free Trade Zone (for trial implementation) ([2015] No.12 Announcement of the Ministry of Commerce)

### **2. Filing of Hong Kong and Macao Service Providers' Investment in Mainland China**

Hong Kong service providers shall only invest in the trading sectors that are open to Hong Kong as specified in the Agreement between Mainland China and Hong Kong in mainland China, and Macao service providers

shall only invest in the trading sectors that are open to Macao as specified in the Agreement between Mainland China and Macao in mainland China. The establishment and filing of changes to such agreements and articles of associations of the said providers' companies (hereinafter referred to as the "Hong Kong and Macao investment enterprises") shall be subject to these measures, with the exception of the following circumstances:

(I) Restrictive measure and the establishment and change of companies in telecommunication and culture sectors and financial institutions involved in the reservation according to Article 9 of Chapter IV in the Agreement between Mainland China and Hong Kong;

(II) Restrictive measure and the establishment and change of companies in telecommunication and culture sectors and financial institutions involved in the reservation according to Article 9 of Chapter IV in the Agreement between Mainland China and Macao;

(III) The establishment and change of commercial presence in other forms other than company.

Hong Kong and Macao service providers or Hong Kong and Macao investment enterprises complete record filing formalities through the Investment Registration Information System of the Ministry of Commerce for Foreign Merchants (Hong Kong, Macao, Taiwan and overseas Chinese) online.

—Administrative Measures of Investment of Hong Kong and Macao Service Providers in Mainland China (Provisional) ([2016] No.20 Announcement of the Ministry of Commerce)

3.Support to Foreign-Funded Enterprises. The supportive policies on priority to the supply of land are implemented to foreign-funded projects with intensive land use under state encouragement. For industrial projects that comply with the Catalogue of the Highest Priority Industries of Guangdong Province under the industries supported by Guangdong for development and with intensive land use, the bottom price of land transfer is subject to related policies of Guangdong province. Foreign-funded project companies are allowed to participate in activities of assignment of the right to the use of the state-owned land.

—Implementation Opinions on Further Facilitating the Use of Foreign Investment (GZ Gov. [2011] No.7)

Support for the Construction of Headquarters Buildings. To support in building corporate headquarters or those of the same class and with close industrial relations to jointly build headquarters building. If the new headquarters building is built in the key headquarters functional area as specified in the Implementation Opinions on Headquarters Economy, the construction land will be included in the annual implementation plan of recent construction planning and the annual land supply plan first. In the annual land supply plan, a certain proportion of the land is used as office premises of corporate headquarters in Guangzhou by public means like auction and listing. The starting price of industrial land for office premises of corporate headquarters is determined in combination with restrictive conditions such as market evaluating price, overall confirming right and restriction of transfer.

—Notice of the Guangzhou Municipal People's Government on the Release of Several Measures to Further Accelerate the Development of the Headquarters Economy (GOGMG [2015] No.8)

4. Provision of Entry and Exit Conditions for Large Foreign-Funded Enterprises. Foreign nationals who need multiple temporary entries from foreign-funded headquarter enterprises accredited by Guangzhou government and their affiliates with a registered capital in excess of USD 30 million in Guangzhou, and key foreign-funded enterprises can apply for valid visit-visa for multiple entries annually by issuing related supporting documents; among them, foreign senior executives and hi-tech talents who need multiple temporary entries can apply for valid visit-visa for multiple entries in 2-5 years with related supporting documents; their legal representative, general manager, deputy general manager and financial director can apply for residence permit with a valid period of 2-5 years with related supporting documents; and Chinese employees from Hong Kong and Macao can apply for Current Hong Kong and Macao Pass and multiple valid entry-exit business visas for business purposes.

—Opinions on Further Facilitation of the Use of Foreign Investment (GZ Gov. [2011] No.7)

Long-term Residence Permit of Foreign Talents from Headquarter Enterprises: The application of the staff in headquarter enterprises of

Guangzhou for going abroad on business can be handled first. According to related regulations, convenience can be provided to foreign senior executives, professionals and their family members to handle issues such as foreigner residence permit valid for 1-5 years.

Convenience of Entry and Exit: A quota of application for Guangzhou, Hong Kong and Macao plate number will be given to headquarter enterprises every year according to regulations.

——Notice of the Guangzhou Municipal People's Government on the Release of Several Measures to Further Accelerate the Development of the Headquarters Economy (GOGMG [2015] No.8)

5. To encourage and guide processing trade enterprises to set up various R&D centers, make full use of Chinese and foreign R&D funds and technical resources, and accelerate the improvement of self-innovation ability. Processing trade enterprises that meet the conditions of Guangzhou encouraging the development of foreign-invested enterprises' R&D center can enjoy the supportive policies such as financial incentives, household registration of talents, import tariff exemption, IPR and convenient customs clearance.

### (III) Policy for Foreign-Funded Enterprise Headquarters

1. Rewards for the Land of Headquarter Enterprises. Headquarter enterprises which have been relocated to or registered in Guangzhou in or after 2010 and which have recognized as general headquarters (including integrated headquarters, regional headquarters or functional headquarters), are eligible for a one-off financial subsidy in the year of recognition (the subsidy is paid in a proportion of 40%, 30% and 30% for three years, respectively).

The subsidies will be paid as follows: RMB 1 million for enterprises with a registered capital of US\$ 15 million (inclusive) to US\$ 30 million; RMB 3 million for enterprises with a registered capital of US\$ 30 million (inclusive) to US\$ 50 million; RMB 5 million for enterprises with a registered capital of US\$ 50 million (inclusive) to US\$ 100 million; and RMB 8 million for enterprises with a registered capital of more than US\$ 100 million. The functional headquarters of foreign-invested enterprises are eligible for the following subsidies: RMB 500,000 for enterprises with a registered capital of

US\$ 2 million (inclusive) to US\$ 5 million, and RMB 800,000 for enterprises with a registered capital of US\$ 5 million (inclusive) to US\$ 15 million.

2. Rewards for Contribution of Headquarter Enterprises to Socio-economic Development. The recognized corporate headquarters may receive rewards of up to RMB 5 million for the contribution to local socio-economic development in the previous year. Headquarter enterprises which have received rewards of RMB 5 million for five consecutive years will be given another one-off reward of RMB 10 million. For the headquarter enterprises ranking the top ten in terms of number of size of workforce, annual pay rise for employees, charitable giveaways, and fulfillment of social responsibility, the municipal government will give one of the principals of the enterprise a reward (capped at RMB 1 million after tax) in cash or in kind equal to 1% of the value of the enterprise's contribution to the local economy.

3. Rewards for Key Enterprise Headquarters. A headquarter enterprise will be given a one-off reward of RMB 2 million, RMB 5 million or RMB 20 million respectively if it is recognized among China's top 500 service companies, China's top 500 companies or the world's top 500 companies for the first time since 2012. Those obtaining the rewards for three consecutive years will be given another reward equal to 50% of the value of the original reward.

4. Subsidies for Office Rents of Headquarter Enterprises. The headquarters, which were relocated to or established in Guangzhou in or after 2010 and which have been recognized as integrated or regional headquarters and have launched operations in the major functional zone for the headquarters-related economy specified in Article III of the Implementation Measures, are eligible for office rent subsidies for three years at 30% of the benchmark rents published by the city's Property Leasing Administration Center and capped at RMB 2 million per annum for renting the office premises (excluding accessory and supporting premises, the same below) for self use. For newly built or purchased office premises located in the metropolitan area, a new town, or a sub-center of the city, corporate headquarters will be given a one-off subsidy of RMB 1,000, RMB 750 or RMB 500 per square meter, respectively, with the total subsidy capped at

RMB 10 million, RMB 7.5 million, or RMB 5 million. Integrated headquarters which have been registered and recognized in Guangzhou before 2010 are also eligible for subsidies for newly built, purchased or leased office premises at 30% of the subsidy rates for corporate headquarters which were relocated to or established in Guangzhou in or after 2010. Recognized functional headquarters are eligible for subsidies for office premises at 30% of the subsidy rates for integrated headquarters.

Headquarter enterprises with newly built, purchased and leased office premises are eligible for all the subsidies described above, provided that the subsidized office premises are not sold or sublet or devoted to any other purposes. Corporate headquarters which violate this provision should return the subsidies.

5. Main Purposes of Rewards and Subsidies to Headquarters. Rewards and subsidies to headquarters can be used for indigenous innovation, technical renovation, branding, functional enhancement, marketing, talent nurturing and other productive activities or to their management or other related employees. Proceeds of subsidies for office premises can only be spent on the construction, purchase or lease of office premises.

—Circular of the Guangzhou Municipal People's Government on the Release of the Implementation Measures to Accelerate the Development of the Headquarters Economy and Supporting Documents (GZ Gov. [2013] No.14)

Rewards to Outstanding Corporate Enterprise Talents: 20% of the proceeds derived from the rewards to headquarters (except office premises and top 10 individuals contribution award in contribution of enterprises to local economic and social development, the same below) specified in the Implementation Opinion on Headquarters Economy must be granted to senior management (i.e. chairman, vice chairman, general manager, deputy general manager, finance chief, secretary of the board of listed companies, other administrative staff specified by corporate regulations) by enterprises, while 10% of the proceeds must be granted to professionals (i.e. professional backbones holding vice-senior or higher technical qualification, occupational qualification of senior technician, and doctoral degree or higher, or other talents with higher professional qualities and outstanding contributions) by enterprises. Rewards for talents are mainly used for the

expenditures in individual business innovation, rent subsidies and learning and training, etc.

—Notice of the Guangzhou Municipal People's Government on the Release of Several Measures to Further Accelerate the Development of the Headquarters Economy (GOGMG [2015] No.8)

### III. Profile of Major Economic Development Districts

#### (I) Guangzhou Development District

Guangzhou Development District (GDD) is among China's first batch of state-level development districts, implementing the unique management mode of integrating five state-level economic functional districts – Guangzhou Economic and Technological Development Zone, Guangzhou High-Tech Industry Development Zone, Guangzhou Bonded Area, Guangzhou Export Processing Zone, and China-Singapore Knowledge City. It boasts multiple policy advantages, higher administration authority, and more effective government affairs service, creating a good business environment for enterprises settling down in these districts. There have so far been 10 state-level industrial bases and 4 Guangdong provincial strategic emerging industrial bases, attracting more than 3,100 foreign-funded enterprises in this district, with an aggregate contractual foreign investment of USD 32.364 billion and an actual use of foreign investment of USD 19.181 billion, which houses 135 investment projects from Global 500 companies, 37 public companies, 63 NEEQ listed companies, and 521 hi-tech enterprises that represent 25 percent of those across Guangzhou city. It has also been among China's first batch of China-Europe and China-Israel cooperative experimental areas. Guangzhou Science City has been listed as one of the first 17 state-level regional demonstration bases in mass entrepreneurship and innovation. In the first half of 2016, GDD achieved a GDP of RMB 127.4 billion, up 7.5%; a large-scale industrial output value of RMB 271.9 billion, up 3.6%; a contractual foreign investment of USD 3.94 billion, grew by 5.6 times; and an actual use of foreign investment of USD 1.55 billion, up 203%, making it be an important growth pole of economic development across the city.



## (II) Nansha New District

Nansha was approved as the National New District and the Pilot Free Trade Zone by the State Council in 2012 and 2014 respectively, contributing to the “two-zone” edges and thus bringing the development and construction of Nansha to the level of national strategy. In 2015, driven by the effect of the pilot free trade zone, GDP, fixed asset investment, and general public budget income of Nansha reached RMB 113.3 billion, 62.06 billion and 7.13 billion respectively, up by 13.3%, 54% and 13.3% YoY, respectively; its total export-import volume reached RMB 152.6 billion, up by 18.2% YoY, accounting for 82.4% in the foreign trading volume of Guangdong; wherein, the amount of export totaled RMB 102.8 billion, up by 37.5%. Its contractual foreign investment recorded USD 2.79 billion, up by 64.7% YoY; 10,802 new enterprises were established, greater than the sum of registered enterprises before the approval of the pilot free trade zone over the years, with a total newly registered capital of RMB 111.3 billion. Backed up by the preferential policies of the pilot free trade zone, Nansha has introduced a myriad of world-leading projects including international headquarters of China Communications Construction, headquarters of China Railway Construction Corporation Limited in southern China, regional headquarters of Sinochem Group, headquarters for bulk of China Cosco Shipping Corporation Limited, International R&D Center of France-based L'OREAL. For now, Nansha houses 50 Global Top 500 companies and more than 50 various corporate headquarters, and forms a situation of industrial agglomeration in shipping logistics, innovative finance, financing and leasing, cross-border e-commerce and other sectors. In the first half of 2016, the whole district achieved a GDP of RMB 57.464 billion, up by 13.8% YoY, industrial output above the designated scale of RMB 145.714 billion, up by 10.2% YoY, fixed asset investment of RMB 32.318 billion, up by 51.6% YoY, general public budget income of RMB 3.23 billion, up by 11.8% YoY, gross merchandise sales of RMB 59.635 billion, up by 120% YoY, and total social retail sales of RMB 8.948 billion, up by 18.3% YoY, all of which ranked the top in Guangzhou with the exception of the growth rate of industrial output that secured the third place in the city.

Availing itself of the reform, innovation and leading role as a pilot free trade zone, Nansha has accelerated the opening to the outside world in a high level. In a bid to facilitate the investment and trade, Nansha has actively

adopted the general rules for international investment and trade, and made substantial progresses in key fields and sections in terms of reform and opening up, accumulating massive new and reproducible experience and promoting the implementation of many policies. At the state level, Nansha achieved a basic success in implementing the 15 Policies of the State Council's Joint Inter-Ministerial Meeting for Nansha, 15 policies of 10 ministries and commissions like the People's Bank of China on supporting financial reform and renovation at Nansha New District, supporting policies of 9 ministries and commissions like the Ministry of Finance for supporting the pilot free trade zone, and pilot policies for parallel import cars. At the provincial and municipal level, Nansha is actively responding to the provincial government and the municipal people's government on 60 and 58 administration privileges to the lower levels respectively, and accelerating the implementation of 64 policies on the provincial support of the development and construction of Nansha Pilot Free Trade Zone, and 82 new policies on the support of the construction of Nansha Pilot Free Trade Zone from central units in Guangdong and units of Guangdong. At the district level, Nansha has introduced 22 supporting policies related to implementation of innovation driving, attraction of top-level talents, promotion of headquarters' economic agglomeration, encouragement of financing and leasing, development of cross-border e-commerce, etc. All of those policies have basically taken into effects in the synergy of the national new district and pilot free trade zone.



## Enclosure

### 1. Reward for project settlement

Reward descriptions	A lump-sum reward of RMB 2,000,000
Reward conditions	<p>The independent legal entity of Global Top 500 enterprises with registered capital of wholly-owned investment in the Knowledge City equal to above USD 20,000,000/foreign-funded enterprises with registered capital of investment in the Knowledge City equal to above USD 30,000,000/Global Top 500 enterprises with registered capital of wholly-owned investment in the district equal to USD 30,000,000;</p> <p>The independent legal entity of central large enterprises (groups), China Top 500 enterprises or China Top 500 privately operated enterprises with registered capital of wholly-owned investment in the Knowledge City equal to above RMB 100 million; domestic enterprises with registered capital reaching above RMB150 million/central large enterprises (groups), China Top 500 enterprises or China Top 500 privately operated enterprises with registered capital of wholly-owned investment in the district equal to RMB 100 million.</p>
Reward descriptions	A lump-sum reward of RMB 1,000,000
Reward conditions	<p>The independent legal entity of Global Top 500 enterprises with registered capital of wholly-owned investment in the Knowledge City equal to above USD 20,000,000/foreign-funded enterprises with registered capital of investment in the Knowledge City equal to above USD 30,000,000/Global Top 500 enterprises with registered capital of wholly-owned investment in the district equal to USD 30,000,000;</p>

	<p>The independent legal entity of central large enterprises (groups), China Top 500 enterprises or China Top 500 privately operated enterprises with registered capital of wholly-owned investment in the Knowledge City equal to above RMB 100 million; domestic enterprises with registered capital reaching above RMB150 million/central large enterprises (groups), China Top 500 enterprises or China Top 500 privately operated enterprises with registered capital of wholly-owned investment in the district equal to RMB 100 million.</p>
Reward basis	<p>Interim Measures for Key Industrial Projects Development Supported by Sino-Singapore Guangzhou Knowledge City (Sui Zhi Guan Ban [2014] No. 3)</p> <p>Tentative Measures for Key Industrial Projects Encouraged and Introduced by Guangzhou Development District and Luogang District (Sui Kai Guan Ban [2014] No. 32)</p>
Implementer	Guangzhou Development District

### 2. Reward for management contributions

Reward descriptions	<p>The enterprise or agency applying for land use may apply for a reward for management contributions from the next year after settlement, provided that the local ratat of the previous financial year (corporate income tax, added-value tax and business tax in total) reaches RMB 30,000,000.</p>
Reward conditions	<p>1. High-end manufacturing enterprises or agencies: reward standards subject to 2‰ of sales income in a standard year;</p> <p>2. Modern service industry enterprises or agencies: reward standards subject to 1‰ of sales income in a standard year;</p>

	3. Comprehensive enterprises or agencies: reward standards subject to 3% of sales income in a standard year.
Reward basis	Tentative Measures for Key Industrial Projects Encouraged and Introduced by Guangzhou Development District and Luogang District (Sui Kai Guan Ban [2014] No. 32)
Implementer	Guangzhou Development District

### 3. Reward for senior executives

Reward descriptions	<p>1. Any enterprise that has been established for more than 5 years in the district shall follow the operating income index. The operating income of above RMB 10 billion in the previous year (currency: RMB, the same below) will get 10 points, 8 points for income of RMB 5-10 billion, 6 points for income of RMB 2-5 billion, and 4 points for income of RMB 0.5-2 billion. As for operating income of RMB 0.3-0.5 billion, year-on-year growth of above 60% will get 10 points, 8 points for 45%-60%, 6 points for 30%-45%, and 4 points for 15%-30%. economic contribution indicator: the local economic contribution of RMB 50,000,000 in the previous year will get 10 points, 8 points for economic contribution of RMB 20,000,000-50,000,000, 6 points for economic contribution of RMB 10,000,000-20,000,000, and 4 points for RMB 2,500,000-10,000,000.</p> <p>The integrate score shall be calculated by the total of 50% weight of operating income index and economic contribution indicator. The integrate score of 10 points will get 5 places of reward for excellent senior management personnel and 1 place of reward for outstanding senior management personnel. The integrate score of 8-9 points will get 4 places of reward for excellent senior management personnel. The integrate score of 6-7 points will get 2 places of reward for</p>
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	<p>excellent senior management personnel.</p> <p>2. As for the enterprise that has been established for less than 5 years, the integrate score will be calculated by paid-in registered capital (actual foreign capital in place) and local economic contribution. Paid-in registered capital (actual foreign capital in place) indicator: the foreign-funded enterprise with actual foreign capital in place of above USD 50,000,000 will get 10 points, 8 points for USD 30,000,000-50,000,000, 6 points for USD 10,000,000-30,000,000 and 4 points for USD 1,000,000-10,000,000. Economic contribution indicator: the local economic contribution of above RMB 5,000,000 in the previous year will get 10 points, 8 points for RMB 2,000,000-5,000,000, 6 points for RMB 1,000,000-2,000,000 and 4 points for RMB 500,000-1,000,000.</p> <p>The integrate score shall be calculated by paid-in registered capital (actual foreign capital in place) and local economic contribution. The integrate score of 10 points will get 6 places of reward for excellent senior management personnel. The integrate score of 8-9 points will get 5 places of reward for excellent senior management personnel. The integrate score of 6-7 points will get 3 places of reward for excellent senior management personnel.</p> <p>3. The reward for excellent senior management personnel will be 20% of taxable wages and salaries in the previous year of the rewarded object, and RMB 500,000 (after tax) at maximum. The reward for outstanding senior management personnel will be 30% of taxable wages and salaries in the previous year of the rewarded object, and RMB 1,000,000 (after tax) at maximum.</p> <p>An annual growth reward for senior management personnel of enterprises will be set. The chairman or general manager of registered enterprises below designated size and growing enterprises above designated size will be rewarded, with 1 place granted to each enterprise and a lump-sum</p>
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	reward of RMB 50,000 (after tax).
Reward conditions	The enterprise talent with taxable salary income of above RMB 300,000 (before tax) in the district in the previous year who take the positions of management, R&D, production, finance, sales and other senior positions, work in the enterprise for more than one year, and play an important role in innovation development and benefit improvement, including chairman, vice chairman, general manager (president), vice general manager (vice president), chief supervisor, chief economist, chief accountant and other senior management personnel of the corresponding levels of the enterprise.
Reward basis	Incentive Measures for Senior Management Personnel of Guangzhou Development District (Sui Kai Zu Tong [2016] No. 32)
Implementer	Guangzhou Development District

#### 4. High-level talent supportive policies

Reward descriptions	<ol style="list-style-type: none"> <li>1. Subsidy of house purchase: subsidy of RMB 1,000,000(after tax) at maximum;</li> <li>2. Subsidy of house lease: subsidy for rental for 150 m2 at maximum;</li> <li>3. Travel allowance: subsidy of RMB 2,000 every month;</li> <li>4. Subsidy of academic exchange: subsidy of RMB 40,000 at maximum will be granted every year, lasting for 5 years;</li> <li>5. Subsidy of house entry: subsidy of RMB 20,000 will be granted in a lump sum. Subsidy of RMB 10,000 will be granted in a lump sum per person in case of any house entry of immediate relatives of high-level talent;</li> <li>6. Enterprise training service: subsidy of RMB 20,000</li> </ol>
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	<p>at maximum will be granted every year, lasting for 3 years;</p> <ol style="list-style-type: none"> <li>7. Entrepreneurial assistant service: issue innovation and entrepreneurship service vouchers, lasting for 3 years;</li> <li>8. Culture and sports activities: provide culture and sports services and provide free fixed exercise and fitness sites within the district;</li> <li>9. Health care service: provide health care service for local high-level talent, with one free physical examination every year;</li> <li>10. Relative employment service: recommend employment for spouse and children, with living allowance of RMB 2,000 per month granted to the spouse who has not been employed, lasting for 1 year at maximum;</li> <li>11. Children school-entry service: coordinate to put academic degree into practice and assist children of high-level talent in attending school in middle schools, primary schools and kindergartens in Huangpu District;</li> <li>12. Convenient life service: provide “green passage” of administrative approval for high-level talent and convenience of immigration, stay and residence for foreign high-level talent;</li> <li>13. Create business start-up atmosphere: publicize advanced deeds and great contribution of high-level talent through media.</li> </ol>
Reward conditions	1.Talent of national “1000-people plan”, heads and leading talent of the innovation or entrepreneurship leading team in Guangdong “Zhujiang Talent Plan”, elitists, leading talent of technical innovation and leading talent of high-tech new ventures of Guangdong “Tezhi Plan”, heads of Guangzhou innovation or entrepreneurship leading team and leading talent of innovation, talent of Guangzhou “100-people plan” and leading talent of innovation or entrepreneurship and science and technology approved in the district;



	2. Academicians of Chinese Academy of Sciences, the CAE, academicians of foreign academy of sciences, academicians of foreign academy of engineering and winners of Nobel prize who sign working agreements for above 3 years with the enterprises and institutions in the district, and undertake to work in the district for 3 months at minimum every year.
Reward basis	Supporting Measures for High-level Talent in Guangzhou Development District (Sui Kai Zu Tong [2016] No. 29)
Implementer	Guangzhou Development District

## 5. Reward for post-doctoral talent

Reward descriptions	<p>1. Financing aid for newly established stations (bases): a subsidy of RMB 200,000 will be granted for every station in a lump sum in terms of moving stations and working stations newly established in the district; a subsidy of RMB 100,000 will be granted for every base in a lump sum with respect to post-doctoral innovation practice bases newly established in the district.</p> <p>2. Funding for the setup of post-doctoral innovation centers: An enterprise that has not established a post-doctoral working station or base will cooperate with moving stations of colleges and universities and institutes to carry out post-doctoral cultivation, with a subsidy of RMB 50,000 to be granted in a lump sum after successful recruitment of post-doctoral researchers. Among enterprises that independently recruits post doctors, 5 to 10 enterprises with strong R&amp;D ability and development potential will be preferentially selected to implement the pilot program, and a subsidy of RMB 50,000 will be granted in a lump sum after successful recruitment of post-doctoral researchers.</p> <p>3. Funding for international post-doctoral cultivation: A subsidy of RMB 50,000 will be granted in a lump sum for</p>
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	<p>each doctor who graduates from overseas top 200 world universities and does some research in entities establishing sites (bases or centers) in the district.</p> <p>4.Funding for the initiation of scientific research projects: RMB 100,000 will be granted in a lump sum for each post-doctoral researcher who carries out post-doctoral research (excluding those jointly recruited by moving stations in the district and working stations or bases outside the district).</p> <p>5.Living subsidy: A living subsidy of RMB 100,000 will be granted to each post-doctoral researcher doing post-doctoral research (excluding those jointly recruited by moving stations in the district and working stations or bases outside the district) and granted over 2 years, with RMB 50,000 each year.</p>
Reward conditions	Moving stations for post-doctoral studies (the “moving stations”) of enterprises and public institutions, post-doctoral research stations and sub-stations (the “working stations”), post-doctoral innovation practice bases (the “bases”) and post-doctoral innovation centers (the “centers”)
Reward basis	Measures for the Implementation of Post-doctoral Management in Guangzhou Development District (Sui Kai Zu Tong [2016] No. 30)
Implementer	Guangzhou Development District

## 6. Incentive policies on innovation and entrepreneurship talent

Reward descriptions	1.Reward for leading talent of entrepreneurship: a lump-sum subsidy of RMB 1,000,000 for entrepreneurship; entrepreneurship investment support of RMB 20,000,000 at maximum; entrepreneurship project support of RMB 10,000,000 at maximum; entrepreneurship carrier support
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	<p>of RMB 500,000 at maximum every year; financing credit support of RMB 3,000,000 at maximum; project loan with discounted interest of RMB 2,000,000 at maximum; a growth reward of RMB 2,000,000; a scientific project mating reward of RMB 5,000,000 at maximum; the district has the priority to provide land in case of any project with land demand; a subsidy of RMB 100,000 every year for market expansion.</p> <p>2.Reward for leading talent of innovation: a lump-sum subsidy of RMB 1,000,000 for entrepreneurship; a subsidy of RMB 10,000,000 at maximum for achievement transformation; a growth reward of RMB 2,000,000 at maximum; a scientific project mating reward of RMB 5,000,000 at maximum; the district has the priority to provide land in case of any project with land demand; a subsidy of RMB 100,000 for market expansion every year, with the funding period lasting for 3 years.</p> <p>3.Reward for investors: Where the investment institution in which an investor works pays tax in the district and the tax has been included in statistics, and the economic contribution to the district in the previous year exceeds 10% of average value in the last three years, not higher than 30% of the investor' s salary in the previous year will be granted to the investor, to the extent of RMB 1,000,000 (after tax).</p>
Reward conditions	Three categories, namely the entrepreneurship leading talent, innovation leading talent and investors recognized by the organization and personnel department of the

	development district.
Reward basis	Measures for the Implementation of Leading Innovation and Entrepreneurship Talent Gathering Project in Guangzhou Development District (Sui Kai Zu Tong [2016] No. 31)
Implementer	Guangzhou Development District

## 7. Supporting measures for sci-tech enterprises set up by undergraduates

Reward descriptions	<p>1.Where a regional incubator accepts more than 5 sci-tech enterprises set up by undergraduates, a subsidy of RMB 15,000 will be granted to each enterprise, and will be specially used to provide entrepreneurship guidance services for entrepreneurship of undergraduates, with the total annual subsidy of RMB 500,000 at maximum for each incubator;</p> <p>2.An entrepreneurship project subsidy of RMB 30,000 to RMB 100,000 will be granted in a lump sum for qualified sci-tech enterprises set up by undergraduates;</p> <p>3.For sci-tech enterprises set up by undergraduates entering into regional incubators, a rent subsidy of RMB 12.5/m<sup>2</sup> per month will be granted, to the extent of RMB 2,500 each month for not longer than 2 years. The lease period less than 2 years shall be subject to actual lease time.</p>
Reward conditions	High-tech new ventures training for undergraduates (junior college students, undergraduates and postgraduates who are studying in domestic colleges and universities or who have graduated for no more than 2 years) in

	Guangzhou Development District and parks under its trustee management and administration and Huangpu District, high-tech new ventures services for undergraduates, funding for high-tech new ventures projects of undergraduates, subsidies for site rental and production-teaching-research collaboration and exchanges with colleges.
Reward conditions	Three categories, namely the entrepreneurship leading talent, innovation leading talent and investors recognized by the organization and personnel department of the
Reward basis	Supporting Measures for Sci-Tech Enterprises Set up by Undergraduates in Guangzhou Development District and Huangpu District (Sui Kai Guan Ban [2016] No. 32)
Implementer	Guangzhou Development District and Huangpu District

## 8. Incentive policies for venture capital fund investing in talent innovation and entrepreneurship

Reward descriptions	<p>1. For venture capital fund investing in talent innovation and entrepreneurship projects, 5% of accumulative investment amount shall be granted by project, with a reward of RMB 1,000,000 at maximum for the same project investment and a reward of RMB 2,000,000 at maximum for one entrepreneurship investment fund every year.</p> <p>2. For venture capital fund investing in talent innovation and entrepreneurship projects, 30% of investment loss shall be compensated in case of any investment loss due to investment failure, with compensation for each project of RMB 2,000,000 at maximum.</p>
Reward conditions	The equity investment enterprises established in the district in accordance with the law, with taxation collection relationships placed in the district and included in the statistics of the district.

Reward basis	Measures for Encouraging Venture Capital Fund to Invest in Innovation and Entrepreneurship Projects in Guangzhou Development District and Huangpu District (Sui Kai Guan Ban [2016] No. 27)
Implementer	Guangzhou Development District and Huangpu District

## 9. Methods of reward for encouraging industrial enterprises to transform and upgrade and expand production

Reward descriptions	<p>1. In case of the year-on-year growth of above 8% in output value, output-sale ratio of above 80% or growth of above 1% in operation revenue of an enterprise in 2016, the reward shall be subject to 0.5% of the enterprise's performance indicator in 2016;</p> <p>2. In case of any newly added equipment for production in the amount of RMB 3,000,000 in 2016, the reward shall be subject to 10-15% of the invoice value of the equipment so purchased, to the extent of RMB 4,000,000 for each enterprise;</p> <p>3. In case of the year-on-year growth of above 12% in output value, output-sale ratio of above 80% or growth of above 1% in operation revenue of an enterprise in 2016, and the positive growth in the economic contribution of the enterprise, the reward shall be subject to 1% of the enterprise's performance indicator in 2016;</p> <p>4. If an enterprise's output value in 2016 is above RMB 300 million, indicating the year-on-year growth of above 1%, and its output-sale ratio is above 80% or growth in operation revenue above 1%, the reward shall be subject to 0.1% of the enterprise's performance indicator in 2016, to the extent of RMB 3 million for each enterprise;</p> <p>5. The reward of RMB 1 million at maximum may be granted to industrial enterprises according to regional performance indicators or output value ranking;</p>
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	6. As for industrial enterprises with output value of above RMB 10 billion in 2016, the reward of RMB 1 million at maximum may be granted for employee training of enterprises.
Reward conditions	1. Industrial enterprises that handle industry and commerce and tax registration in Guangzhou Development District and parks under its commissioned management and administration and Huangpu District, carry out business operation and tax payment according to the law, have the qualification of an independent legal person, implement independent accounting and report statistical data in Guangzhou Development District and Huangpu District (the "District"); 2. Unincorporated industrial enterprises in the District with tax payment of above RMB 20,000,000 in 2016.
Reward basis	Incentive Measures for Encouraging the Transformation and Upgrading and Production Expansion of Industrial Enterprises in Guangzhou Development District and Huangpu District in 2016 (Sui Kai Guan Ban [2016] No.44)
Implementer	Guangzhou Development District and Huangpu District

## 10. Reward for listing

Reward descriptions	The fund support of RMB 3 million at maximum will be granted to listed enterprises in the District.
Reward conditions	Listing on capital markets at home and abroad.
Reward basis	Implementing Measures for Promoting the Integrated Development of Science and Technology, Finance and Industries in Guangzhou Development District and Huangpu District (Sui Kai Guan Ban [2016] No.26)
Implementer	Guangzhou Development District

## 11. Science and technology policies

Reward descriptions	<p>1. As for major technical innovation and achievement transformation projects, the fund support of RMB 100 million at maximum will be granted through equity investment, loan with discounted interest and other ways;</p> <p>2. 100% fund support shall be granted for national-level sci-tech projects, to the extent of RMB 5 million; 70% fund support shall be granted for provincial-level sci-tech projects, to the extent of RMB 3 million; and 50% fund support shall be granted for city-level sci-tech projects, to the extent of RMB 1 million;</p> <p>3. Where enterprises and public institutions in the District engage in key international scientific and technological cooperation plans advanced by the administrative committee and district government, upon project approval, the fund support of RMB 2 million at maximum will be granted by means of ex-post subsidy;</p> <p>4. As for national engineering and technological research center, national engineering research center, national engineering lab and other research and development institutions approved by national sci-tech departments alone or in combination, the fund support of RMB 3 million will be granted by means of ex-post subsidy;</p> <p>5. The lump-sum reward of not less than RMB 100,000 but not more than RMB 500,000 will be granted in case of any approval for a clinical study on medicine obtained; the lump-sum reward of not less than RMB 500,000 but not more than RMB 2,000,000 will be granted in case of any new medicine certificate obtained; the lump-sum reward of not less than RMB 100,000 but not more than RMB 500,000 will be granted in case of both registration certificate for medical devices and patent for invention obtained simultaneously;</p>
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Reward conditions	6. The matching reward will be granted if enterprises and public institutions in the District obtain rewards from superior sci-tech departments and intellectual property departments. 100% matching reward will be granted to those obtaining national-level rewards, to the extent of RMB 5 million; 70% matching reward will be granted to those obtaining provincial-level rewards, to the extent of RMB 3 million; 50% matching reward will be granted to those obtaining city-level rewards, to the extent of RMB 1 million;
Reward conditions	1. Grant rewards to enterprises, public institutions and individuals that make outstanding contributions to technical innovation and high-tech industries in the District in respects such as R&D of science and technology and transformation of scientific and technological achievements and patents; 2. Major project proposals for investment, major sci-tech innovation platforms, major sci-tech innovation and achievement transformation projects, public service platforms, new-type R&D agencies, international cooperation, industry-university-research cooperation and other projects approved by the administrative committee and district government.
Reward basis	Administrative Measures for Scientific and Technological Development Funds of Guangzhou Development District and Huangpu District (Sui Kai Guan Ban [2016] No.28)
Implementer	Guangzhou Development District and Huangpu District

## 12. Policies for promoting the development of automobile industry

Reward descriptions	1. As for approved gazelle enterprises, the extra reward equal to 20% of total R&D costs approved for this year will be granted, to the extent of RMB 500,000;
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	2. In case of any bank loan granted, 5% loan with discounted interest approved in the current year will be granted separately, to the extent of RMB 500,000 for a single loan; 3. As for the approved and cultured gazelle enterprises invested by investment agencies recorded in the District, the subsidy in the amount of 10% of the investment amount will be granted to such enterprises, to the extent of RMB 500,000, and each enterprise may enjoy subsidy for one time every year. As for any enterprise invested and introduced by gazelle enterprises, the subsidy equal to 10% of the investment amount of gazelle enterprises will be granted, to the extent of RMB 500,000, and the subsidy for each gazelle enterprise shall not be more than RMB 2 million; 4. As for the approved and cultured gazelle enterprises, the lump-sum reward of RMB 200,000 will be granted to them if they are identified as high-tech enterprises for the first time within two years; as for newly introduced high-tech enterprises, the lump-sum reward of RMB 200,000 will be granted to them if they are identified as gazelle enterprises in the District within two years, and the lump-sum reward of RMB 200,000 will be granted to those cultured gazelle enterprises that are approved as gazelle enterprises within three years.
Reward conditions	The enterprise satisfying any one condition or more included in the innovation capacity index and industry influence index will have the priority to be selected on the premise that scale and performance indicators are satisfied.
Reward basis	Measures for the Determination of and Supporting for Gazelle Enterprises in Guangzhou Development District (Sui Kai Guan Ban [2015] No.18)
Implementer	Guangzhou Development District

### 13. Entrepreneurship and development

Reward descriptions	<p>1. As for newly built, rebuilt and improved maker space or introduced international maker experiment, the subsidy of RMB 5 million at maximum in total will be granted upon research and approval by the administrative committee;</p> <p>2. As for the regional maker space with the status of an independent legal person that passes the assessment, namely, the maker space whose subject is not the regional incubator, the subsidy will be granted according to assessment results every year. The subsidy of RMB 300,000 will be granted to the maker space identified as Class I upon assessment, RMB 150,000 to that identified as Class II upon assessment and RMB 50,000 to that identified as Class III upon assessment;</p> <p>3. The rental subsidy will be granted to maker space passing the assessment at the standard of not more than RMB 35 per m2 per month and the area enjoying subsidy shall not be more than 1,000 m2, and the period for subsidy not more than 3 years;</p> <p>4. Increase credit support for business start-up and for bank loans applied for maker space or enterprises registered in the pilot maker space, the interest subsidy shall be granted according to the annual benchmark interest rate in the current period, to the extent of RMB 180,000 per year for each enterprise;</p> <p>5. As for any maker space or pilot maker space or incubator that cultivates gazelle enterprises, the reward will be granted at the standard of RMB 200,000 for each gazelle enterprise;</p> <p>6. The subsidy of not more than RMB 100,000 every year will be granted to each maker space that employs entrepreneurship mentors;</p> <p>7. The subsidy for living and housing lease will be</p>
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	granted to any maker team that settles in the maker space or pilot maker space. 80% rent subsidy will be granted according to the lease contract of the maker team, to the extent of RMB 3,000 for each team every month.
Reward conditions	New-type pioneering incubator service platforms approved by the competent sci-tech department of the District that provide open-type community, lab space and infrastructure for various groups of invention, innovation and creativity and provide knowledge sharing room such as linkage between investment and financing, lecture and workshop within the scope of Guangzhou Development District and parks under its commissioned management and administration and Huangpu District.
Reward basis	Measures for the Determination of and Supporting for Maker Space in Guangzhou Development District and Huangpu District (Sui Kai Guan Ban [2016] No.31)
Implementer	Guangzhou Development District

### 14. Intellectual property policies

Reward descriptions	<p>1. The fund support for service invention patents shall be subject to standard of not less than RMB 500 but not more than RMB 40,000 per patent;</p> <p>2. The fund support for non-service invention patents shall be subject to the standard of not less than RMB 400 but not more than RMB 40,000 per patent;</p> <p>3. Where returned personnel studying abroad apply for domestic invention patents, the subsidy for agency costs may also be available in addition to the corresponding subsidies for application and authorization costs, to the extent of RMB 2,500 for each item;</p> <p>4. As for enterprises in the District that never obtain the authorization for invention patent, the extra subsidy of</p>
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	<p>RMB 10,000 per patent will be granted if the authorization for the first five invention patents is obtained; for those with the copyright, registration of layout design of integrated circuit and protection of geographical indication products, the reward will be granted at the standard of not less than RMB 300 but not more than RMB 100,000;</p> <p>5. The lump-sum subsidy of RMB 100,000 will be granted to enterprises that pass the certification under the standards for standardized management of national intellectual property; the subsidy of not less than RMB 300 but not more than RMB 100,000 will be granted to patent agencies or branches;</p> <p>6. Where enterprises settled in the incubator apply for 20 invention patents in total annually, the incubator management agency will receive the reward of RMB 50,000, with an increase of RMB 10,000 for every newly increased 5 patents, and the maximum reward is RMB 200,000 every year; the reward of RMB 300,000 at maximum will be granted to enterprises with the number of invention patents ranking in the top;</p> <p>7. For any project with funding from the national, provincial or municipal intellectual property department, matching funds of not less than RMB 1 million but not more than RMB 5 million will be granted by means of ex-post subsidy;</p> <p>8. As for any enterprise or individual winning the national, provincial or municipal patent prize, mayor protection prize for intellectual property in Guangzhou or any other relevant prize, the reward will be granted by 100% national-level matching standard, 70% provincial-level matching standard and 50% municipal-level matching standard; as for any approved enterprise dominant in intellectual property in the District, the title will be granted</p>
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	<p>in the name of the administrative committee and district government, and the reward of RMB 100,000 will also be granted in a lump sum; as for any enterprise with advantages obtaining the authorization for invention patents in the mainland or in Hong Kong, Macao or Taiwan, the extra subsidy of RMB 1,000 per patent will be granted;</p> <p>9. As for any approved intellectual property demonstration enterprise in the District, the title will be granted in the name of the administrative committee and district government, and the reward of RMB 200,000 will also be granted in a lump sum; as for any demonstration enterprise obtaining the authorization for invention patents in the mainland or in Hong Kong, Macao or Taiwan, the extra subsidy of RMB 3,000 per patent will be granted; the subsidies of RMB 300,000, RMB 250,000 and RMB 200,000 will be granted to approved national, provincial and municipal intellectual property demonstration enterprises respectively;</p> <p>10. As for any association registered and established in the District according to the law for the purpose of promoting the development of intellectual property, the support of RMB 100,000 will be granted in a lump sum upon review by the competent administrative department of intellectual property of the District;</p> <p>11. Where a small or medium-sized technology-based enterprise pledges the property right of inventions, utility model and design patents it possesses according to the law and then obtains credit funds from the banking financial institution or the intellectual property trading platform in the District, the interest subsidy will be granted, and each enterprise may apply for the subsidy of a loan with discounted interest each year, and may enjoy the</p>
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	<p>interest subsidy for 3 years at maximum, to the extent of the amount of interest subsidy of RMB 500,000 every year;</p> <p>12. Where an enterprise in the District successfully carries out the action of safeguarding rights when its intellectual property rights are illegally infringed upon or falsely accused of infringement, the subsidy for right protection fees in the amount of RMB 5,000 will be granted for each case according to the relevant effective legal document, and each enterprise will receive such subsidy of RMB 100,000 at maximum each year.</p>
Reward conditions	For any patent application, the production or operation site or habitual residence in the District shall be taken as the address for patent application. Organs within the jurisdiction of the District and enterprises, public institutions and individuals with registration and tax registration in the District that apply for patent, registration of software copyright, registration of layout design of integrated circuit and obtain the protection for geographical indication, as well as legal aid and law enforcement protection for intellectual property.
Reward basis	Administrative Measures for Special Funds for Intellectual Property Rights in Guangzhou Development District and Huangpu District (Sui Kai Guan Ban [2016] No.30)
Implementer	Guangzhou Development District

## 15. Policies for promoting the development of automobile industry

Reward descriptions	<p>1. Encourage finished-automobile manufacturers to increase capacity, purchase new production equipment, improve automobile R&amp;D, develop new energy automobiles, and raise the production value of automobile manufacturing industry, and grant the reward of not less than RMB 800,000</p>
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but not more than RMB 3,000,000 based on concrete situations.

2. Encourage the development of automobile import business, and grant rewards to enterprises whose import and sale are included in the statistical scope of the District according to the CIF unit price and quantity of imported automobiles. The reward of RMB 2 million at maximum will be granted to each enterprise every year.

3. Encourage the development of automobile sale enterprises, and grant the reward of RMB 6 million at maximum to those automobile (including finished automobile and spare parts) sale enterprises that sell automobile products in the District via 4S shop, automobile supermarket, chain store and other physical stores or e-commerce platforms; encourage the introduction of new projects of automobile sale, and grant the reward of RMB 5 million at maximum to those automobile sale enterprises included in the statistical scope of the District (including physical stores and e-commerce enterprises) for the first time; encourage the development of automobile trade markets, and grant the reward of RMB 2 million at maximum for each automobile trade market every year.

4. Encourage the development of automobile (including finished automobiles and key spare parts) inspection and detection, testing and other automobile service industries, and grant the reward of RMB 6 million at maximum to the relevant enterprises; encourage the development of automobile repair, maintenance, beautifying and other after-sale service industries, and grant the reward of RMB 3 million at maximum to the relevant enterprises; grant rewards to enterprises engaging in automobile lease platforms (including platforms of car-rental firms for self-use) based on their annual operation revenue. Each enterprise



	<p>will obtain the reward of RMB 5 million at maximum every year; and each enterprise will obtain the reward of RMB 500,000 at maximum if it installs supporting battery charging facilities of new energy automobiles in the commercial complex or public large-scale parking lot within the District; encourage the introduction of automobile (including finished automobiles and key spare parts) inspection and detection, testing and other key automobile service projects, and grant the reward of RMB 6 million at maximum to the relevant enterprises every year; as for newly introduced projects of automobile lease platforms (including platforms of car-rental firms for self-use), grant the reward of RMB 6 million at maximum to each enterprise.</p> <p>5. Encourage enterprises in the District to take the lead in establishing associations of automobile industry in accordance with the law. Where an industry association registered and established according to the law carries out activities in accordance with its articles of association, the subsidy for operation funds in the amount of RMB 100,000 will be granted to it every year.</p>
Reward conditions	Enterprises that handle industry and commerce and tax registration within the scope of Guangzhou Development District and parks under its commissioned management and administration and Huangpu District, carry out business operation and tax payment according to the law, have the qualification of an independent legal person, implement independent accounting, and report statistical data.
Reward basis	Interim Measures for Promoting the Development of Automobile Industry in Guangzhou Development District and Huangpu District about to be implemented
Implementer	Guangzhou Development District and Huangpu District