

北京市外商投资登记文书

Forms and Documents for Foreign-Invested Entity Registration in Beijing

(2026 年版)

(2026 Edition)

北京市市场监督管理局

Beijing Municipal Administration for Market Regulation

目 录

公司登记（备案）申请书.....	1
Company Registration (Filing) Application Form	
非公司企业改制登记申请书.....	28
Application Form for Non-Corporate Enterprise Restructuring Registration	
合伙企业登记（备案）申请书.....	56
Application Form for Partnership Registration (Filing)	
企业注销登记申请书（普通程序）.....	83
Application Form for Deregistration of Enterprise (Ordinary Procedure)	
企业注销登记申请书（简易程序）.....	90
Application Form for Deregistration of Enterprise (Simplified Procedure)	
分支机构登记（备案）申请书.....	96
Branch Office Registration (Filing) Application Form	
简易注销全体投资人承诺书.....	112
Letter of Commitment of All Investors for Simplified Deregistration	
名称自主申报承诺书.....	114
Letter of Commitment for Name Self-Declaration	
实名登记确认表.....	117
Confirmation Form for Real-Name Registration	
北京市经营主体登记告知承诺制--承诺书.....	119
Notification & Commitment System for Business Entity Registration of Beijing Municipality - Letter of Commitment	

公司登记（备案）申请书

Company Registration (Filing) Application Form

- 适用于申请公司设立、变更登记（备案）
- This form applies to the application for company incorporation and change registration (filing)
- 设立登记：请填写表 1、表 3 至表 11
- For incorporation registration: Please complete Form 1 and Forms 3 to 11
- 变更登记（备案）：请填写表 2，并根据具体事项填写表 3 至表 12 中相关表格
- For change registration (filing): Please complete Form 2, and, depending on the specific items, complete the relevant forms among Forms 3 to 12

表1——公司设立信息

Form 1 - Company Incorporation Information

公司名称 Company Name	☐ 已进行名称自主申报 ☐ Name self-declaration completed
公司住所 Company Domicile	北京市 _____ 区 _____ (门牌号) (House number), _____, _____ District, Beijing
公司类型 Company Type	☐ 有限责任公司/ ☐ 股份有限公司/ ☐ 外资有限责任公司/ ☐ 外资股份有限公司 ☐ Limited liability company/ ☐ Joint stock limited company/ ☐ Foreign-invested limited liability company/ ☐ Foreign-invested joint stock limited company
设立方式 (股份公司填写) Method of Incorporation (for joint stock companies only)	☐ 发起设立 / ☐ 募集设立 ☐ Incorporated by promotion / ☐ Incorporated by <u>share offer</u>
经营期限 Business Term	_____ 年 / ☐ 长期 _____ year(s) / ☐ Perpetual
经营范围 Business Scope	一般经营项目： General Business Items: 许可经营项目： Licensed Business Items:
	请按照登记机关公布的经营项目分类标准办理经营范围登记 Please apply for business scope registration according to the classification standards for business items published by the registration authority
营业执照 申领方式 Business License Collection Method	申领纸质营业执照 其中：副本 _____ 个 Paper business license application Duplicates _____ 电子营业执照自动生成，由公司法定代表人下载使用 The electronic business license is generated automatically and shall be downloaded and used by the legal representative of the company

表2——公司变更信息 Form 2 - Company Change Information		
公司名称 Company Name	集团公司需填写集团名称_____ For a group parent company, please enter the Group name: _____	
统一社会信用代码 Unified Social Credit Identifier	□□□□□□□□ □□□□□□□□□□ □	
变更登记（备案）事项 Change Registration (Filing) Items （请根据实际情况勾选一项或多项） (select one or more based on the actual situation)		
1.□名称 1.□ Name 2.□住所 2.□ Domicile 3.□经营范围 3.□ Business scope 4.□注册资本 4.□ Registered capital 5.□有限责任公司股东 5.□ Shareholders of a limited liability company 6.□有限责任公司股东认缴出资额 6.□ Capital contributions subscribed for by shareholders of a limited liability company 7.□法定代表人 7.□ Legal representative	8.□公司类型 8.□ Company type 9.□经营期限 9.□ Business term 10.□董事、监事、高级管理人员 10.□ Directors, supervisors, and senior executives 11.□登记联络员 11.□ Registration liaison officer 12.□外商投资企业法律文件送达接受人 12.□ Designated recipient for the service of legal documents for foreign-invested enterprises 13.□公司章程（章程修正案） 13.□ Articles of association (amendments to the articles of association) 14.□股东（发起人）、法定代表人、董事、监事、高级管理人员姓名或名称 14.□ Names of shareholders (promoters), legal representative, directors, supervisors, and senior executives	
变更登记（备案）信息 Change Registration (Filing) Information [只填写与本次变更登记（备案）有关的事项] [Enter only those items related to this change registration (filing)]		
事项编号 Item No.	原登记（备案）内容 Previous Registration (Filing) Information	变更登记（备案）内容 Amended Registration (Filing) Information

示例 Examples		
4	100 万元 RMB 1 million	500 万元 RMB 5 million
5	王某某 Wang XX	孙某某 Sun XX
10	董事张某某 Director: Zhang XX	董事李某某 Director: Li XX

说明
Notes

请根据变更登记（备案）情况，填写本表所列“变更登记（备案）事项”对应的编号及具体内容。

Please enter the number(s) and details corresponding to the "Change Registration (Filing) Items" selected on this form.

<p>表3——提交申请材料的人员（经办人）信息</p> <p>Form 3 - Information of the Person Submitting Application Materials (Agent)</p>
<p>人员姓名：_____</p> <p>Name: _____</p> <p>代表或接受委托的有效期限：自□□□□年□□月□□日至 □□□□年□□月□□日</p> <p>Validity period of the representation or authorization: From □□ (month) □□ (day), □□□□ (year) to □□ (month) □□ (day), □□□□ (year)</p>
<p>该人员为（请根据实际情况勾选一项）</p> <p>Identity of the Person (select one based on the actual situation)</p>
<p>☐ 法定代表人 / ☐ 登记联络员 / ☐ 登记注册代理人 *登记注册代理人需填写表3（附）</p> <p>☐ Legal representative / ☐ Registration liaison officer / ☐ Registration agent *For a "registration agent", please complete Form 3 (Appendix)</p>
<p>该人员在办理此次经营主体登记（备案）申请中的权限为</p> <p>Scope of Authorization of the Above-named Person for This Business Entity Registration (Filing) Application</p>
<p>1. ☐ 有权 ☐ 无权 核对登记材料中的复印件并签署核对意见</p> <p>1. ☐ Authorized ☐ Not authorized to verify photocopies of the registration materials and provide verification remarks</p> <p>2. ☐ 有权 ☐ 无权 修改经营主体自备文件的错误</p> <p>2. ☐ Authorized ☐ Not authorized to correct errors in the business entity's self-prepared documents</p> <p>3. ☐ 有权 ☐ 无权 修改有关表格的填写错误</p> <p>3. ☐ Authorized ☐ Not authorized to correct errors in the completion of forms</p> <p>4. ☐ 有权 ☐ 无权 领取营业执照和有关文书</p> <p>4. ☐ Authorized ☐ Not authorized to collect the business license and relevant documents</p>
<p>承诺及签名</p> <p>Undertakings and Signature</p>
<p>本人承诺提交的所有材料真实、完整，本人已尽核实和查验义务，并对最终提交办理登记（备案）的信息和材料进行确认。</p> <p>I hereby undertake that all submitted materials are true and complete. I have fulfilled my duty of verification and inspection, and confirm the final information and materials submitted for this registration (filing) application.</p> <p>此次登记（备案）申请中，本人承诺未伪造、变造或者使用伪造、变造的法律文件、印章、签名，未采取欺诈、诱骗等不正当手段，未教唆、编造或者帮助他人编造、提供虚假信息或者材料，未作出误导性或者欺骗性陈述，不存在以转让牟利为目的、恶意申请登记、损害社会公共利益或者妨碍社会公共秩序等行为。</p> <p>In this registration (filing) application, I hereby undertake that I have not forged, altered, or used forged or altered legal documents, seals, or signatures; have not employed fraudulent, deceptive, or other improper means; have not instigated, fabricated, or assisted others in fabricating or providing false information or materials; have not made misleading or deceptive statements; and have not engaged in any acts that maliciously apply for registration with the intent to transfer for profit, harm the public interest, or disrupt public order.</p>

本人已知晓对提交虚假材料或者采取其他欺诈手段隐瞒重要事实骗取登记的，直接负责的主管人员和其他直接责任人员将被处以 3 万元以上 30 万元以下的罚款；相关责任人自经营主体登记被撤销之日起 3 年内不得再次申请登记注册业务；对于明知或者应当知道申请人提交虚假材料或者采取其他欺诈手段隐瞒重要事实进行登记，仍接受委托代为办理，或者协助其进行虚假登记的人员将被处 10 万元以下的罚款。

I am aware that if false materials are submitted or other fraudulent means are used to conceal material facts in order to obtain registration, the directly responsible person and other directly liable individuals shall be fined not less than RMB 30,000 but not more than RMB 300,000; relevant liable persons shall be prohibited from applying for registration for 3 years from the date the business entity registration is revoked; any person who, while knowing or having reason to know that the applicant has submitted false materials or employed other fraudulent means to conceal material facts, nonetheless accepts entrustment to handle the registration or assists in such false registration, shall be subject to a fine of up to RMB 100,000.

人员签名: [_____]

Signature: [_____]

日期: □□□□/□□/□□ (年/月/日)

Date: □□ □□, □□□□ (MM/DD/YYYY)

**说明
Notes**

登记注册代理人指直接接受经营主体委托，为经营主体提供代理登记注册相关服务的第三方机构或个人（包括代理机构中具体办理登记代理事务的工作人员）。

A "registration agent" refers to a third-party organization or individual that directly accepts entrustment from a business entity to provide agency services for registration (filing). This includes staff members of an agency organization who specifically handle registration agency affairs.

本表不向社会公众公开

This form is not open to the public

表3（附）——登记注册代理人信息

Form 3 (Appendix) - Registration Agent Information

姓 名 Name		移动电话 Contact Number	
身份证件类型 Identity Document Type	☐ 居民身份证 / ☐ 其他_____ ☐ Resident ID card / ☐ Other _____	身份证件号码 ID Number	
代理人员身份 Agent's Identity	☐ 该人员以个人名义代理登记事务 ☐ This person acts as an agent for registration affairs in his/her personal capacity		
	☐ 该人员以代理机构工作人员名义代理登记事务 ☐ This person acts as an agent for registration affairs in his/her capacity as a staff member of an agency organization	代理机构信息（包含个体工商户） Information of Agency Organization (Including Individual Businesses)	
		机构名称： Agency Name:	
		统一社会信用代码： Unified Social Credit Identifier:	
		负责人姓名： Name of Person in Charge:	
		负责人移动电话： Contact Number of Person in Charge:	

表 4——注册资本及股东（发起人）出资情况

Form 4 - Registered Capital and Contributions of Shareholders (Promoters)

注册资本 Registered Capital	_____万元（币种： ☐ 人民币/ ☐ 其他_____ 仅外资公司填写） _____ (in RMB 10,000) (currency: ☐ RMB/ ☐ Other _____ for foreign-invested companies only) 折美元：_____万元（仅外资公司填写） Equivalent to USD: _____ (in USD 10,000) (for foreign-invested companies only)				
投资总额 （外资公司填写） Total Investment (for foreign-invested companies only)	_____万元（币种： ☐ 人民币/ ☐ 其他_____）,折美元：_____万元 _____ (in RMB 10,000) (currency: ☐ RMB/ ☐ Other _____), equivalent to USD: _____ (in USD 10,000)				
股东（发起人）出资情况 Capital Contributions by Individual Shareholder (Promoter)					
序号 No.	姓名或名称 Name	国别 （地区） Country (Region)	出资方式 Method of Capital Contribution	对应出资额 （单位：万元） Contribution Amount (in RMB 10,000)	出资期限 Time Limit for Capital Contribution

- 说明
Notes
- 股东（发起人）：公司股东（发起人）数量较多的，可附多页。
 - Shareholders (Promoters): If the list is lengthy, please attach additional pages as needed.
 - 出资方式：使用货币或实物、知识产权、土地使用权、股权、债权等可以用货币估价并可以依法转让的非货币财产作价出资。法律、行政法规规定不得作为出资的财产除外。
 - Contribution Method: Contributions may be made in the form of cash, tangible assets, intellectual property rights, land use rights, equity interests, claims, or other legally transferable non-monetary assets with a quantifiable monetary value. However, this does not include any property that is explicitly prohibited by laws or administrative regulations from being used as capital contributions.
 - 如公司章程载明同一股东使用不同出资方式出资，应当分笔填写不同的出资方式及对应的出资额。

- If a shareholder contributes capital using different methods as stipulated in the articles of association, each method and its corresponding amount shall be listed separately.
- 对应出资额：股份有限公司填写实缴金额；有限责任公司填写认缴金额；法律、行政法规以及国务院决定对有限责任公司注册资本实缴、注册资本最低限额、股东出资期限另有规定的，从其规定。出资情况应当与股东名册信息保持一致。
- Contribution Amount: For joint stock limited companies, enter the paid-in amount; for limited liability companies, enter the subscribed amount. Where laws, administrative regulations, or State Council's decisions stipulate otherwise regarding the paid-in registered capital, the minimum registered capital, or the contribution deadline for limited liability companies, such provisions shall prevail. The contribution details shall be consistent with the information in the shareholder register.
- 出资期限：有限责任公司，根据公司章程规定和股东名册记载，按照 X 年 X 月 X 日的格式填写，该日期为最晚缴付日期，如分期缴付的，应当分笔填写当期缴付的最晚出资日期；股份有限公司，无需填写“出资期限”。
- Contribution Deadline: For limited liability companies, enter the latest payment date in MM/DD/YYYY format, as stipulated in the articles of association and recorded in the shareholder register. If payment is made in installments, enter the latest payment date for the current installment separately. For joint stock limited companies, do not fill in this column.

本表不向社会公众公开

This form is not open to the public

表 4（附）——股东（发起人）信息

Form 4 - Information of Shareholders (Promoters)

序号 No.	姓名或名称 Name	证件类型 Identity Document Type	证件号码 Identity Document No.	移动电话 Contact Number

- 公司股东（发起人）数量较多的，可附多页。
- If the list is lengthy, please attach additional pages as needed.
- 股东变更登记时，未发生变更的股东无需填写“表 4”及“表 4（附）”。
- For shareholder change registration, shareholders whose details remain unchanged are not required to complete "Form 4" or "Form 4 (Appendix)".
- 证件类型填写参照《经营主体登记注册通用指南》“如何提交投资人（高级管理人员、经办人等）身份证明”。
- For "Identity Document Type", refer to the section titled "How to Submit Proof of Identity for Investors (Senior Executives, Agents, etc.)" in the *General Guidelines for Business Entity Registration*.

说明
Notes

表 5——法定代表人基本信息			
Form 5 - Basic Information of Legal Representative			
姓 名 Name		国别（地区） Country/Region	
职 务 Title	☐ 执行公司事务的董事 / ☐ 经理 ☐ Director executing company affairs / ☐ Manager <div style="text-align: right;">（请根据实际情况勾选一项） (select one based on the actual situation)</div>		
电子邮箱 Email	<div style="text-align: right;">（选填） (optional)</div>		

- 说明**
- Notes**
- 设立登记：填写法定代表人信息。
 - Incorporation Registration: Enter the legal representative's information.
 - 变更登记：填写新任法定代表人信息。
 - Change Registration: Enter the information of the new legal representative.

表 6——登记联络员基本信息			
Form 6 - Basic Information of Registration Liaison Officer(s)			
登记联络员（必填）			
Registration Liaison Officer (Required)			
姓 名 Name		电子邮箱 Email	
登记联络员——人员 2（选填）			
Registration Liaison Officer 2 (Optional)			
姓 名 Name		电子邮箱 Email	
登记联络员——人员 3（选填）			
Registration Liaison Officer 3 (Optional)			
姓 名 Name		电子邮箱 Email	
上述人员中，代表公司登录国家企业信用信息公示系统的为			
Designated person for logging into the National Enterprise Credit Information Publicity System on behalf of the business entity:			
姓 名 Name	(必填，仅填写一人) (Required; list only one person)		

- 说明**
Notes
- 设立登记：填写全体登记联络员信息。
 - Incorporation Registration: Enter the information of all registration liaison officers.
 - 变更登记：只填写新任登记联络员信息。
 - Change Registration: Enter the information of the new registration liaison officer only.
 - 登记联络员：公司可以备案 1-3 名登记联络员。登记联络员可以由公司法定代表人、董事、监事、高级管理人员、股东、员工等担任。
 - Registration Liaison Officer: A business entity may file 1 to 3 registration liaison officers. A registration liaison officer may be the legal representative, director, supervisor, senior executive, shareholder, employee, or other eligible person of the business entity.
 - 按照《公司登记管理实施办法》规定，登记联络员应当进行备案，向登记机关提供登记联络员的电话号码、电子邮箱等常用联系方式。登记联络员变更的，公司应当自变更之日起三十日内向公司登记机关办理备案。
 - According to the *Implementing Measures for the Administration of Company Registration*, the registration liaison officer(s) shall be filed with the registration authority, with the relevant contact information (e.g. telephone number and email address) provided. If the registration liaison officer changes, the business entity shall file the change with the registration authority within thirty days from the date of such change.
 - 登记联络员负责公司与公司登记机关之间的联络工作，代表公司提交登记申请文书材料、登录国家企业信用信息公示系统填报公司信息。请谨慎备案登记联络员。
 - The registration liaison officer is responsible for communication between the company and the registration authority, submitting application documents and materials on behalf of the company, and logging into the National Enterprise Credit Information Publicity System to report business entity

information. Please exercise caution when filing for the registration liaison officer(s).

- 登记联络员应当为持居民身份证、在中国境内有经常居住地的人员。
- The registration liaison officer shall be a person holding a resident identity card and maintaining a habitual residence within the territory of China.

本表不向社会公众公开

This form is not open to the public

表 5（附）——法定代表人详细信息

Form 5 (Appendix) - Details of Legal Representative

姓 名 Name		移动电话 Contact Number	
身份证件类型 Identity Document Type			
身份证件号码 ID Number			
住 所 Address			

本表不向社会公众公开

This form is not open to the public

表 6（附）——登记联络员详细信息

Form 6 (Appendix) - Details of Registration Liaison Officer(s)

登记联络员（必填）

Registration Liaison Officer (Required)

姓 名 Name		移动电话 Contact Number	
身份证件号码 ID Number			
住 所 Address			

登记联络员——人员 2（选填）

Registration Liaison Officer 2 (Optional)

姓 名 Name		移动电话 Contact Number	
身份证件号码 ID Number			
住 所 Address			

登记联络员——人员 3（选填）

Registration Liaison Officer 3 (Optional)

姓 名 Name		移动电话 Contact Number	
身份证件号码 ID Number			
住 所 Address			

表7——董事、监事、高级管理人员基本信息			
Form 7 - Basic Information of Director(s), Supervisor(s), and Senior Executive(s)			
董事会或董事情况 Information of Board of Directors/Directors	☐ 公司设董事会，董事会成员为三人以上 ☐ The company has a board of directors comprising three or more members ☐ 属规模较小或者股东人数较少的公司，不设董事会，设一名董事 ☐ A company of relatively small scale or with a limited number of shareholders, with no board of directors established, and only one director <div style="text-align: right;"> （请根据公司实际情况只勾选一项） (select one based on the actual situation) </div>		
监事会或监事情况 Information of Board of Supervisors/Supervisors	☐ 公司设监事会，监事会成员为三人以上 ☐ The company has a board of supervisors comprising three or more members ☐ 在董事会中设置由董事组成的审计委员会，不设监事会或者监事 ☐ The company has established an audit committee composed of directors within the board of directors, with no board of supervisors or supervisor ☐ 属规模较小或者股东人数较少的公司，不设监事会，设一名监事 ☐ A company of relatively small scale or with a limited number of shareholders, with no board of supervisors established, and only one supervisor ☐ 属规模较小或者股东人数较少的有限责任公司，全体股东一致同意不设监事 ☐ A limited liability company of relatively small scale or with a limited number of shareholders, with no supervisor established through the unanimous consent of all shareholders <div style="text-align: right;"> （请根据公司实际情况只勾选一项） (select one based on the actual situation) </div>		
高级管理人员情况 Information of Senior Executives	☐ 经理 ☐ 副经理 ☐ 财务负责人 ☐ 上市公司董事会秘书 ☐ Manager ☐ Deputy Manager ☐ Financial Officer ☐ Board Secretary of A Listed Company ☐ 公司章程规定的其他人员 ☐ Other personnel as stipulated in the articles of association <div style="text-align: right;"> （请根据公司实际情况勾选一项或多项） (select one based on the actual situation) </div>		
人员信息 Personnel Information			
序号 No.	姓名 Name	国别（地区） Country/Region	职务 Title

示例 Examples	某某某 XXX	中国 China	执行公司事务的董事 Director executing company affairs
	某某某 XXX	中国 China	董事，审计委员会成员 Director and Audit Committee Member

**说明
Notes**

- 执行公司事务的董事，应当在“职务”栏中注明“执行公司事务的董事”字样。
- For directors executing company affairs, please specify "Director executing company affairs" in the "Title" field.
- 设置由董事组成的审计委员会的，应当在相应董事的“职务”栏中额外注明“审计委员会成员”字样。
- If an audit committee composed of directors is established, please additionally specify "Audit Committee Member" in the "Title" field for the corresponding director.

本表不向社会公众公开

This form is not open to the public

表 7（附）——董事、监事、高级管理人员详细信息

Form 7 (Appendix) - Details of Director(s), Supervisor(s), and Senior Executive(s)

序号 No.	姓名 Name	身份证件类型 Identity Document Type	身份证件号码 ID Number	移动电话 Contact Number

说明 人员数量较多的，可附多页。

Notes If the list is lengthy, please attach additional pages as needed.

表8——外商投资企业法律文件送达授权委托书基本信息		(仅外商投资公司填写)
Form 8 - Basic Information of Authorization for Service of Legal Documents (Foreign-Invested Enterprise)		
授权人情况 Authorizer Information		
授权人姓名/名称 Name		
被授权人情况 Authorized Person Information		
被授权人姓名/名称 Name		
被授权人类型 Type	☐ 自然人 ☐ Natural person ☐ 非自然人（各类公司、组织） ☐ Non-natural person (including companies and other organizations) —外国（地区）投资者设立的在中国境内从事生产经营活动的机构 - An entity established by foreign (regional) investors to engage in production and business operations within the territory of China —拟设立的公司 - Company to be established —其他境内有关单位 - Any other related entity within the territory of China	
被授权人为非自然人的 If the Authorized Person is A Non-natural Person		
(注：被授权人为非自然人的需指定一名联系人) (Note: If the authorized person is a non-natural person, a contact person must be designated)		
被授权人法人（组织）证件类型 Identity Document Type of the Authorized Legal Person (Organization)		
被授权人证件号码 Identity Document Number of the Authorized Person	(拟设立的不用填写) (Not applicable to a company to be established)	
被授权人联系人姓名 Name of Contact Person of the Authorized Person		

说明

Notes

- 被授权人可以是外国（地区）投资者设立的在中国境内从事生产经营活动的机构、拟设立的公司（被授权人为拟设立的公司，公司设立后委托生效）或其他境内有关单位或个人。
- The authorized person can be an entity established by foreign (regional) investors to engage in production and business operation activities within the territory of China, a company to be established (if the authorized person is a company to be established, the authorization becomes effective upon the

company's establishment), or any other related entity or individual within China.

- 被授权人（包括被授权人指定的联系人）应当配合登记机关办理实名登记。
- The authorized person (including the designated contact person) shall cooperate with the registration authority in completing real-name registration.
- 被授权人、被授权人地址等事项发生变更的，应当填写新的外商投资企业法律文件送达授权委托信息（填表即可），并提交相关主体资格文件或身份证明文件，及时向公司登记机关备案。
- In the event of any change to the authorized person or its address, the business entity shall submit updated authorization information for the service of legal documents (by completing this form), together with relevant legal entity qualification documents or identity documents, to the registration authority for filing in a timely manner.

本表不向社会公众公开

This form is not open to the public

表8（附）——外商投资企业法律文件送达授权委托详细信息

Form 8 (Appendix) - Details of Authorization for Service of Legal Documents (Foreign-Invested Enterprise)

被授权人信息（仅被授权人为自然人时填写）

Authorized Person Information (complete only if the authorized person is a natural person)

被授权人姓名 Name		被授权人移动电话 Contact Number	
证件类型 Identity Document Type		证件号码 Identity Document No.	
电子邮箱 Email			
住 所 Address			

被授权人联系人信息（仅被授权人为非自然人时填写）

Information on the Contact Person of the Authorized Person (complete only if the authorized person is a non-natural person)

被授权人联系人姓名 Name of Contact Person of the Authorized Person		联系人移动电话 Contact Number	
证件类型 Identity Document Type		证件号码 Identity Document No.	
电子邮箱 Email			
住 所 Address			

表 9——承诺及同意书

Form 9 - Undertaking and Consent Form

本人确认对此次登记（备案）申请信息或个人在公司任职情况知情且同意，本人所提供的相关证件、文件和信息真实、准确、有效、完整。

I hereby confirm that I am aware of and consent to the information provided in this registration (filing) application or my personal appointment status, and that the relevant documents, credentials, and information I have provided are true, accurate, valid, and complete.

本人如在登记中存在使用伪造、变造的法律文件、印章、签名等，或在向登记机关提交登记文件或信息时作出误导性或欺骗性陈述，或存在提交虚假材料或者采取其他欺诈手段骗取登记的行为，将依法承担相应责任。

If I use forged or altered legal documents, seals, signatures, or make misleading or deceptive statements in the application materials or information submitted to the registration authority, or submit false materials or use other fraudulent means to obtain registration, I shall bear corresponding legal liabilities in accordance with the law.

本人承诺未被限制担任公司法定代表人、公司董事、监事、高级管理人员、登记联络员等，未被限制办理登记注册业务。

I hereby undertake that I am not subject to any disqualification from serving as the legal representative, director, supervisor, senior executive, or registration liaison officer of the company, nor am I restricted from handling registration matters.

姓名或名称 Name	职务 Title	自然人签名或非自然人盖章 Signature (for natural person) / Official Seal (for non-natural person)	签署日期 Date

说明

Notes

由公司的法定代表人、董事、监事、高级管理人员、登记联络员，外商投资企业法律文件送达授权人、被授权人及被授权人联系人填写。

To be completed by the company's legal representative, directors, supervisors, senior executives and registration liaison officer, or by the authorizer, the authorized person, and the contact person of the authorized person for the service of legal documents for a foreign-invested enterprise.

表10——申请人合法性承诺

Form 10 - Applicant's Undertaking as to Legality

1.本人（包括各类法人、非法人组织）确认对此次登记（备案）所提交各项信息知情且同意，委托本申请书“表3”所列人员代为办理登记（备案）业务。

1. I (whether as an individual, legal person, or unincorporated organization) hereby confirm that I am aware of and consent to all information submitted in this registration (filing) application, and hereby authorize the individuals listed in Form 3 of this application to handle the registration (filing) on my behalf.

2.本次登记（备案）提交的各项材料和信息均真实、准确、有效、完整。本人作为法定代表人（股东或发起人），对全部申请材料和信息的真实性、合法性、有效性负责。如存在提交虚假材料以及采取其他欺诈手段骗取登记的行为，将依法承担相应责任。

2. All materials and information submitted in this application for registration (filing) are true, accurate, valid and complete. As the legal representative (shareholder/promoter), I assume full responsibility for the authenticity, legality and validity of all application materials and information. In the event that I submit false materials or use other fraudulent means to obtain registration, I shall bear corresponding legal liabilities in accordance with the law.

3.向登记机关提交的材料和信息已获得所涉人员（组织）的同意，所有人员（组织）的签名（盖章）行为均由其本人（组织）完成。

3. The materials and information submitted to the registration authority have been approved by all relevant individuals (organizations), and all signatures (seals) have been affixed by the respective individuals (organizations) themselves.

4.使用的名称符合《企业名称登记管理规定》有关要求，不含有损国家、社会公共利益或违背公序良俗及有其他不良影响的内容；名称与他人使用的名称近似侵犯他人合法权益的，依法承担法律责任；如使用的名称被登记机关认定为不适宜名称，将主动配合登记机关进行纠正。

4. The name used complies with the related requirements of the Provisions on the Administration of Enterprise Name Registration and does not have content that is detrimental to national or public interest contrary to public order or good morals, or has other material adverse effects. If the name infringes upon the legitimate rights and interests of others due to similarity with names used by them, I shall bear legal liability in accordance with the law. If the name used is deemed inappropriate by the registration authority, I will proactively cooperate with the registration authority to rectify the situation.

5.经营范围涉及法律、行政法规、国务院决定、地方性法规和地方政府规章规定，需要办理许可的，在取得批准前，不从事相关经营活动。

5. If the business scope involves items subject to licensing as stipulated by laws, administrative regulations, decisions of the State Council, local regulations, or local government rules, I will not conduct related business activities prior to obtaining the necessary approval.

6.本企业法定代表人不存在《中华人民共和国市场主体登记管理条例》第十二条所规定的不得担任法定代表人的情形。

6. The legal representative of the enterprise does not fall under any of the circumstances prescribed in Article 12 of the *Regulations on the Administration of Market Entity Registration of the People's Republic of China* that would disqualify a person from serving as a legal representative.

7.本企业一经设立将自觉报送年度报告，依法主动公示信息，对报送和公示信息的真实性、及时性负责。

7. Once established, this enterprise will conscientiously submit annual reports, voluntarily publicize information according to law, and take responsibility for the authenticity and timeliness of the submitted and publicized information.

8.本企业依法纳税，依法缴纳社会保险费，自觉履行法定统计义务，严格遵守有关法律法规的规定，诚实守信经营。

8. This enterprise will pay taxes and social insurance expenses according to law, conscientiously fulfill statutory statistical obligations, strictly comply with related laws and regulations, and operate with honesty and integrity.

9.外商投资企业设立、变更或再投资办理登记时，全体投资人已承诺申报内容符合《外商投资法》及《外商投资准入特别管理措施（负面清单）》要求。

9. For the establishment, change, or reinvestment registration of a foreign-invested enterprise, all investors have undertaken that the application complies with the requirements of the Foreign Investment Law of the People's Republic of China and the Special Administrative Measures (Negative List) for the Access of Foreign Investment.

10.在确保相关经营活动已符合关于消防、城市规划、环境、房屋建筑安全等管理要求之前，不在经营场所实际开展经营活动。

10. Any actual business operations will not be carried out at the business premises until all relevant requirements regarding fire safety, urban planning, environmental protection, and building safety have been fully satisfied.

11.本人签名字迹潦草或难以辨认、盖章模糊或存在其他问题的，本人将按登记机关要求重新签名或盖章。

11. If my signature is illegible or difficult to recognize, or if the seal impression is blurred or otherwise defective, I shall re-sign or re-affix the seal as required by the registration authority.

设立登记，由全体股东（发起人）签署 [位置不够的，请使用表10（附）填写]

For incorporation registration, this form must be signed by all shareholders (promoters) [If space is insufficient, please use Form 10 (Appendix)]

变更登记（备案），由法定代表人签名 [签字要求见说明，位置不够的，请使用表10（附）填写]

For change registration (filing), this form must be signed by the legal representative [Refer to the "Notes" for signature requirements. If space is insufficient, please use Form 10 (Appendix)]

法定代表人签名：

Signature of the Legal Representative:

[_____]

日期： □□□□/□□/□□（年/月/日）

Date: □□ □□, □□□□ (MM/DD/YYYY)

其他需要签署的人员 [人员范围见说明，位置不够的，请使用表 10（附）填写]

Other required signatories [Refer to the "Notes" for the scope of personnel. If space is insufficient, please use Form 10 (Appendix)]

签署：

Signature:

[_____]

日期： □□□□/□□/□□（年/月/日）

Date: □□ □□, □□□□ (MM/DD/YYYY)

变更法定代表人的，由新任法定代表人签名。

In the event of a change to the legal representative, the newly appointed legal representative shall sign this form.

有限责任公司股东变更的，还需出让方股东、受让方股东在“其他需要签署的人员”处签署。

说明

In the event of a change to shareholders of a limited liability company, the transferor(s) and transferee(s) are also required to sign in the "Other required signatories" section.

Notes

有限公司股东非等比例增加（减少）注册资本的，还需表决通过公司非等比例增资（减资）股东会决议的股东在“其他需要签署的人员”处签署。

In the event of a non-proportional increase (or decrease) in registered capital by a limited liability company, the shareholders who voted in favor of the non-proportional capital increase (or decrease) resolution must also sign in the "Other required signatories" section.

办理董事、监事、高级管理人员备案，依据法律法规、公司章程等规定享有相应任免权限的股东、董事等人员，已在“其他需要签署的人员”栏目签署确认的，可免于提交任职文件。

For the filing of directors, supervisors, and senior executives, if the shareholders or directors who possess the authority to appoint or remove such personnel (as stipulated by laws, regulations, and the articles of association) have already signed in the "Other required signatories" section, the submission of separate appointment documents may be exempted.

表 10（附）——全体股东（发起人）合法性承诺签署表 Form 10 (Appendix) - Signature Form for All Shareholders' (Promoters') Undertaking as to Legality		
股东（发起人）姓名或名称 Name of Shareholder (Promoter)	股东（发起人）签署 Signature of Shareholder (Promoter)	签署日期 Date

说明
Notes

- 股东（发起人）为自然人的，由本人签名。
- If the shareholder (promoter) is a natural person, the shareholder (promoter) must sign the form.
- 股东（发起人）为法人（组织）的，由该法人（组织）的法定代表人、负责人或有权签字人签名，并加盖法人（组织）公章。
- If the shareholder (promoter) is a legal person (or other organization), the form must be signed by the legal representative, person in charge, or authorized signatory of such entity, and must be affixed with its official seal.

表 11

Form 11 -

经营场所（住所）使用证明
Proof of Use of Business Premises (Domicile)

本表适用于设立及变更住所填写

This form applies to establishment and domicile change.

名 称 Name	
住 所 Domicile	北京市 区 (门牌号) (House number), _____, District, Beijing
产权人证明 Property Owner Certification	<p>该地址房屋已取得相关规划，不属于违法建设，属于下列情况之一，同意将其提供给经营主体使用。</p> <p>The premises at the above address have received the related planning permit, are not an illegal construction, fall under one of the following circumstances, and are agreed to be provided to the business entity for use:</p> <p>☐ 已取得不动产权属证明。</p> <p>☐ Having received the real estate ownership certificate.</p> <p>☐ 已取得房屋安全鉴定合格报告的经营性自建房。</p> <p>☐ Self-built housing for business purposes with a Building Safety Appraisal Qualification Report.</p> <p>☐ 已取得房屋验收合格手续。</p> <p>☐ Having received documents certifying housing acceptance.</p> <p>☐ 其他符合住所出证的情形。</p> <p>☐ Other circumstances where the domicile use certificate can be issued.</p> <p>产权人盖章（签字）： Seal (signature) of property owner: 年 月 日</p> <p>MM/DD/YYYY</p>
需 要 证 明 情 况 Circumstances Requiring Certification	<p>上述地址房屋情况属实，产权人为_____，房屋用途为_____。</p> <p>This is to certify that the information on the premises at the above address is true, that the premises are owned by _____ and that they are used for _____.</p> <p>特此证明。</p> <p>It is hereby certified.</p>

	<p style="text-align: right;">证明单位公章：</p> <p style="text-align: right;">Official seal of certifying entity:</p> <p style="text-align: right;">证明单位负责人签字：</p> <p style="text-align: right;">Signature of the person in charge of certifying entity:</p> <p style="text-align: right;">年 月 日</p> <p style="text-align: right;">MM/DD/YYYY</p>
--	---

注：1.可参照《经营主体登记注册通用指南》中的“如何提交经营场所（住所）使用文件”出具经营场所（住所）证明。

Notes: 1. The proof of use of business premises (domicile) may be prepared by referring to the section titled "How to submit proof of use of business premises (domicile)" in the *General Guidelines for Business Entity Registration*.

2.其他符合住所出证的情形包含利用宾馆、市场、地下空间、电子商务平台等场所开展经营活动的，符合本市有关住所相关规定的情形。

2. Other circumstances under which a domicile use certificate can be issued include cases where business activities are carried out in venues such as hotels, markets, underground spaces, or e-commerce platforms, and such activities comply with the relevant provisions of this municipality on domiciles.

表 12

Form 12 -

“一照多址”信息登记表

Registration Form for "One Business License with Multiple Addresses"

名 称 Name		统一社会信用代码 Unified Social Credit Identifier	
序 号 S/N	分支机构名称 Branch Name	经营场所 Business Premises	业务类型 Business Type

注： 1、本表为公司制企业、个人独资企业、合伙企业以及个体工商户涉及申请“一照多址”业务时填写提交。

Notes: 1. This form is applicable to and must be submitted by corporate enterprises, sole proprietorships, partnerships, and individual businesses applying for the "one business license with multiple addresses" registration.

2、“分支机构名称”栏应填写“经营主体名称+分支机构”，分支机构名称可以使用区划或街道，例如“北京***有限公司朝阳分公司”或“北京***店有限公司朝阳门店”。

2. In the "Branch Name" field, enter the "Business Entity Name + Branch Name". The branch name may include the administrative region name or subdistrict name, e.g., "Beijing *** Co., Ltd. Chaoyang Branch" or "Beijing *** Store Co., Ltd. Chaoyang Branch".

3、“经营场所”须具体写到门牌号，例如“北京市朝阳区**路**号**室”。每一个分支机构经营场所应附“经营场所使用说明”和经营场所使用相关文件。个体网店（仅通过网络开展经营活动的平台内经营者申请登记为个体工商户）应逐一填写电子商务平台提供的网络地址。

3. The "Business Premises" must specify the exact house number, e.g., "Room **, No. ** ** Road, Chaoyang District, Beijing". For each branch, the "Proof of Use of Business Premises" and relevant supporting documents must be attached. For individual online stores (individual businesses registering as platform operators conducting exclusively online business activities), the web addresses provided by the e-commerce platform must be listed one by one.

4、增加、变更、减少一照多址经营场所的，“业务类型”栏请分别填写“增加”“变更”“减少”。

4. For the addition, change, or removal of business premises under the "one business license with multiple addresses" scheme, please select "Addition", "Change", or "Removal" respectively in the "Business Type" field.

5、“一照多址”信息可通过扫描营业执照企业码查询。

5. Information regarding "one business license with multiple addresses" can be obtained by scanning the enterprise QR code present on the business license.

6、本页如不够可复印使用。

6. This page may be copied if additional space is needed.

非公司企业改制登记申请书

Application Form for Non-Corporate Enterprise Restructuring Registration

- 适用于申请非公司企业法人、非公司制外资企业改制为公司的改制登记
- This form applies to the application for restructuring registration of a non-corporate enterprise legal person or a non-corporate foreign-invested enterprise into a company
- 请结合实际情况如实填写表 1，并逐项填报涉及变更的相关事项内容。
- Please complete Form 1 based on the actual situation and provide details of all relevant change items as required.

表 1——非公司企业信息	
Form 1 - Non-Corporate Enterprise Information	
名 称 Name	
统一社会信用代码 Unified Social Credit Identifier	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
改制后公司登记信息	
Restructured Company Registration Information	
公司名称 Company Name	☐ 已进行名称自主申报 ☐ Name self-declaration completed <input type="text"/>
公司住所 Company Domicile	北京市 _____ 区 _____ (门牌号) (House number), _____, _____ District, Beijing
公司类型 Company Type	☐ 有限责任公司/ ☐ 股份有限公司/ ☐ 外资有限责任公司/ ☐ 外资股份有限公司 ☐ Limited liability company/ ☐ Joint stock limited company/ ☐ Foreign-invested limited liability company/ ☐ Foreign-invested joint stock limited company
设立方式 (股份公司填写) Method of Incorporation (for joint stock companies only)	☐ 发起设立 / ☐ 募集设立 ☐ Incorporated by promotion / ☐ Incorporated by share offer
经营期限 Business Term	_____ 年 / ☐ 长期 _____ year(s) / ☐ Perpetual
经营范围 Business Scope	一般经营项目: General Business Items:

	许可经营项目： Licensed Business Items:
	请按照登记机关公布的经营项目分类标准办理经营范围登记 Please apply for business scope registration according to the classification standards for business items published by the registration authority
营业执照 申领方式 Business License Collection Method	申领纸质营业执照 其中：副本____个 Paper business license application Duplicates _____ 电子营业执照自动生成，由公司法定代表人下载使用 The electronic business license is generated automatically and shall be downloaded and used by the legal representative of the company

表2——公司变更信息 Form 2 - Company Change Information		
公司名称 Company Name		
	集团母公司需填写集团名称_____ For a group parent company, please enter the Group name: _____	
统一社会信用代码 Unified Social Credit Identifier	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
变更登记（备案）事项 Change Registration (Filing) Items （请根据实际情况勾选一项或多项） (select one or more based on the actual situation)		
1. ☐ 名称 1. ☐ Name 2. ☐ 住所 2. ☐ Domicile 3. ☐ 经营范围 3. ☐ Business scope 4. ☐ 注册资本 4. ☐ Registered capital 5. ☐ 有限责任公司股东 5. ☐ Shareholders of a limited liability company 6. ☐ 有限责任公司股东认缴出资额 6. ☐ Capital contributions subscribed for by shareholders of a limited liability company 7. ☐ 法定代表人 7. ☐ Legal representative	8. ☐ 公司类型 8. ☐ Company type 9. ☐ 经营期限 9. ☐ Business term 10. ☐ 董事、监事、高级管理人员 10. ☐ Directors, supervisors, and senior executives 11. ☐ 登记联络员 11. ☐ Registration liaison officer 12. ☐ 外商投资企业法律文件送达接受人 12. ☐ Designated recipient for the service of legal documents for foreign-invested enterprises 13. ☐ 公司章程（章程修正案） 13. ☐ Articles of association (amendments to the articles of association) 14. ☐ 股东（发起人）、法定代表人、董事、监事、高级管理人员姓名或名称 14. ☐ Names of shareholders (promoters), legal representative, directors, supervisors, and senior executives	
变更登记（备案）信息 Change Registration (Filing) Information [只填写与本次变更登记（备案）有关的事项] [Enter only those items related to this change registration (filing)]		
事项编号 Item No.	原登记（备案）内容 Previous Registration (Filing) Information	变更登记（备案）内容 Amended Registration (Filing) Information

示例 Examples		
4	100 万元 RMB 1 million	500 万元 RMB 5 million
5	王某某 Wang XX	孙某某 Sun XX
10	董事张某某 Director: Zhang XX	董事李某某 Director: Li XX

说明
Notes

请根据变更登记（备案）情况，填写本表所列“变更登记（备案）事项”对应的编号及具体内容。
 Please enter the number(s) and details corresponding to the "Change Registration (Filing) Items" selected on this form.

<p>表3——提交申请材料的人员（经办人）信息</p> <p>Form 3 - Information of the Person Submitting Application Materials (Agent)</p>
<p>人员姓名：_____</p> <p>Name: _____</p> <p>代表或接受委托的有效期限：自□□□□年□□月□□日至 □□□□年□□月□□日</p> <p>Validity period of the representation or authorization: From □□ (month) □□ (day), □□□□ (year) to □□ (month) □□ (day), □□□□ (year)</p>
<p>该人员为（请根据实际情况勾选一项）</p> <p>Identity of the Person (select one based on the actual situation)</p>
<p>☐ 法定代表人 / ☐ 登记联络员 / ☐ 登记注册代理人 *登记注册代理人需填写表3（附）</p> <p>☐ Legal representative / ☐ Registration liaison officer / ☐ Registration agent *For a "registration agent", please complete Form 3 (Appendix)</p>
<p>该人员在办理此次经营主体登记（备案）申请中的权限为</p> <p>Scope of Authorization of the Above-named Person for This Business Entity Registration (Filing) Application</p>
<p>1. ☐ 有权 ☐ 无权 核对登记材料中的复印件并签署核对意见</p> <p>1. ☐ Authorized ☐ Not authorized to verify photocopies of the registration materials and provide verification remarks</p> <p>2. ☐ 有权 ☐ 无权 修改经营主体自备文件的错误</p> <p>2. ☐ Authorized ☐ Not authorized to correct errors in the business entity's self-prepared documents</p> <p>3. ☐ 有权 ☐ 无权 修改有关表格的填写错误</p> <p>3. ☐ Authorized ☐ Not authorized to correct errors in the completion of forms</p> <p>4. ☐ 有权 ☐ 无权 领取营业执照和有关文书</p> <p>4. ☐ Authorized ☐ Not authorized to collect the business license and relevant documents</p>
<p>承诺及签名</p> <p>Undertakings and Signature</p>
<p>本人承诺提交的所有材料真实、完整，本人已尽核实和查验义务，并对最终提交办理登记（备案）的信息和材料进行确认。</p> <p>I hereby undertake that all submitted materials are true and complete. I have fulfilled my duty of verification and inspection, and confirm the final information and materials submitted for this registration (filing) application.</p> <p>此次登记（备案）申请中，本人承诺未伪造、变造或者使用伪造、变造的法律文件、印章、签名，未采取欺诈、诱骗等不正当手段，未教唆、编造或者帮助他人编造、提供虚假信息或者材料，未作出误导性或者欺骗性陈述，不存在以转让牟利为目的、恶意申请登记、损害社会公共利益或者妨碍社会公共秩序等行为。</p> <p>In this registration (filing) application, I hereby undertake that I have not forged, altered, or used forged or altered legal documents, seals, or signatures; have not employed fraudulent, deceptive, or other improper means; have not instigated, fabricated, or assisted others in fabricating or providing false information or materials; have not made misleading or deceptive statements; and have not engaged in any acts that maliciously apply for registration with the intent to transfer for profit, harm the public interest, or disrupt public order.</p> <p>本人已知晓对提交虚假材料或者采取其他欺诈手段隐瞒重要事实骗取登记的，直接负责的主管人员和其他直接责任人员将被处以 3 万元以上 30 万元以下的罚款；相关责任人自经营主体登记被撤销之日起 3 年内不得再次申请登记注册业务；对于明知或者应当知道申请人提交虚假材料或者采取其他欺诈手段隐瞒重要事实进</p>

行登记，仍接受委托代为办理，或者协助其进行虚假登记的人员将被处 10 万元以下的罚款。

I am aware that if false materials are submitted or other fraudulent means are used to conceal material facts in order to obtain registration, the directly responsible person and other directly liable individuals shall be fined not less than RMB 30,000 but not more than RMB 300,000; relevant liable persons shall be prohibited from applying for registration for 3 years from the date the business entity registration is revoked; any person who, while knowing or having reason to know that the applicant has submitted false materials or employed other fraudulent means to conceal material facts, nonetheless accepts entrustment to handle the registration or assists in such false registration, shall be subject to a fine of up to RMB 100,000.

人员签名: [_____]

Signature: [_____]

日期: □□□□/□□/□□ (年/月/日)

Date: □□ □□, □□□□ (MM/DD/YYYY)

说明
Notes

登记注册代理人指直接接受经营主体委托，为经营主体提供代理登记注册相关服务的第三方机构或个人（包括代理机构中具体办理登记代理事务的工作人员）。

A "registration agent" refers to a third-party organization or individual that directly accepts entrustment from a business entity to provide agency services for registration (filing). This includes staff members of an agency organization who specifically handle registration agency affairs.

本表不向社会公众公开

This form is not open to the public

表3（附）——登记注册代理人信息

Form 3 (Appendix) - Registration Agent Information

姓 名 Name		移动电话 Contact Number	
身份证件类型 Identity Document Type	☐ 居民身份证 / ☐ 其他_____ ☐ Resident ID card / ☐ Other _____	身份证件号码 ID Number	
代理人员身份 Agent's Identity	☐ 该人员以个人名义代理登记事务 ☐ This person acts as an agent for registration affairs in his/her personal capacity		
	☐ 该人员以代理机构工作人员名义代理登记事务 ☐ This person handles registration affairs as a staff member of an agency organization	代理机构信息（包含个体工商户） Information of Agency Organization (Including Individual Businesses)	
		机构名称： Agency Name:	
		统一社会信用代码： Unified Social Credit Identifier:	
		负责人姓名： Name of Person in Charge:	
		负责人移动电话： Contact Number of Person in Charge:	

表 4——注册资本及股东（发起人）出资情况					
Form 4 - Registered Capital and Contributions of Shareholders (Promoters)					
注册资本 Registered Capital	_____万元（币种： ☐ 人民币/ ☐ 其他_____ 仅外资公司填写） _____ (in RMB 10,000) (currency: ☐ RMB/ ☐ Other _____ for <u>foreign-invested companies only</u>) 折美元：_____万元（仅外资公司填写） Equivalent to USD: _____ (in USD 10,000) (for foreign-invested companies only)				
投资总额 （外资公司填写） Total Investment (for foreign-invested companies only)	_____万元（币种： ☐ 人民币/ ☐ 其他_____）,折美元：_____万元 _____ (in RMB 10,000) (currency: ☐ RMB/ ☐ Other _____), equivalent to USD: _____ (in USD 10,000)				
股东（发起人）出资情况					
Capital Contributions by Individual Shareholder (Promoter)					
序号 No.	姓名或名称 Name	国别 （地区） Country (Region)	出资方式 Method of Capital Contribution	对应出资额 （单位：万元） Contribution Amount (in RMB 10,000)	出资期限 Time Limit for Capital Contribution

说明
Notes

- 股东（发起人）：公司股东（发起人）数量较多的，可附多页。
- Shareholders (Promoters): If the list is lengthy, please attach additional pages as needed.
- 出资方式：使用货币或实物、知识产权、土地使用权、股权、债权等可以用货币估价并可以依法转让的非货币财产作价出资。法律、行政法规规定不得作为出资的财产除外。
- Contribution Method: Contributions may be made in the form of cash, tangible assets, intellectual property rights, land use rights, equity interests, claims, or other legally transferable non-monetary assets with a quantifiable monetary value. However, this does not include any property that is explicitly prohibited by laws or administrative regulations from being used as capital contributions.

- 如公司章程载明同一股东使用不同出资方式出资，应当分笔填写不同的出资方式及对应的出资额。
- If a shareholder contributes capital using different methods as stipulated in the articles of association, each method and its corresponding amount shall be listed separately.
- 对应出资额：股份有限公司填写实缴金额；有限责任公司填写认缴金额；法律、行政法规以及国务院决定对有限责任公司注册资本实缴、注册资本最低限额、股东出资期限另有规定的，从其规定。出资情况应当与股东名册信息保持一致。
- Contribution Amount: For joint stock limited companies, enter the paid-in amount; for limited liability companies, enter the subscribed amount. Where laws, administrative regulations, or State Council's decisions stipulate otherwise regarding the paid-in registered capital, the minimum registered capital, or the contribution deadline for limited liability companies, such provisions shall prevail. The contribution details shall be consistent with the information in the shareholder register.
- 出资期限：有限责任公司，根据公司章程规定和股东名册记载，按照 X 年 X 月 X 日的格式填写，该日期为最晚缴付日期，如分期缴付的，应当分笔填写当期缴付的最晚出资日期；股份有限公司，无需填写“出资期限”。
- Contribution Deadline: For limited liability companies, enter the latest payment date in MM/DD/YYYY format, as stipulated in the articles of association and recorded in the shareholder register. If payment is made in installments, enter the latest payment date for the current installment separately. For joint stock limited companies, do not fill in this column.

本表不向社会公众公开

This form is not open to the public

表 4（附）——股东（发起人）信息

Form 4 (Appendix) - Information of Shareholders (Promoters)

序号 No.	姓名或名称 Name	证件类型 Identity Document Type	证件号码 Identity Document No.	移动电话 Contact Number

- 公司股东（发起人）数量较多的，可附多页。
 - If the list is lengthy, please attach additional pages as needed.
 - 股东变更登记时，未发生变更的股东无需填写“表 4”及“表 4（附）”。
 - For shareholder change registration, shareholders whose details remain unchanged are not required to complete "Form 4" or "Form 4 (Appendix)".
- 说明**
- Notes**
- 证件类型填写参照《经营主体登记注册通用指南》“如何提交投资人（高级管理人员、经办人等）身份证明”。。
 - For "Identity Document Type", refer to the section titled "How to Submit Proof of Identity for Investors (Senior Executives, Agents, etc.)" in the *General Guidelines for Business Entity Registration*.

表 5——法定代表人基本信息			
Form 5 - Basic Information of Legal Representative			
姓 名 Name		国别（地区） Country/Region	
职 务 Title	☐ 执行公司事务的董事 / ☐ 经理 ☐ Director executing company affairs / ☐ Manager <div style="text-align: right;">（请根据实际情况勾选一项） (select one based on the actual situation)</div>		
电子邮箱 Email	<div style="text-align: right;">（选填） (optional)</div>		

- 设立登记：填写法定代表人信息。
- Incorporation Registration: Enter the legal representative's information.
- 变更登记：填写新任法定代表人信息。
- Change Registration: Enter the information of the new legal representative.

表 6——登记联络员基本信息			
Form 6 - Basic Information of Registration Liaison Officer(s)			
登记联络员（必填）			
Registration Liaison Officer (Required)			
姓 名 Name		电子邮箱 Email	
登记联络员——人员 2（选填）			
Registration Liaison Officer 2 (Optional)			
姓 名 Name		电子邮箱 Email	
登记联络员——人员 3（选填）			
Registration Liaison Officer 3 (Optional)			
姓 名 Name		电子邮箱 Email	
上述人员中，代表公司登录国家企业信用信息公示系统的为			
Designated person for logging into the National Enterprise Credit Information Publicity System on behalf of the business entity:			
姓 名 Name	(必填，仅填写一人) (Required; list only one person)		

- | | |
|--|--|
| 说明
Notes | • 设立登记：填写全体登记联络员信息。 |
| | • Incorporation Registration: Enter the information of all registration liaison officers. |
| | • 变更登记：只填写新任登记联络员信息。 |
| | • Change Registration: Enter the information of the new registration liaison officer only. |
| | • 登记联络员：公司可以备案 1-3 名登记联络员。登记联络员可以由公司法定代表人、董事、监事、高级管理人员、股东、员工等担任。 |
| | • Registration Liaison Officer: A business entity may file 1 to 3 registration liaison officers. A registration liaison officer may be the legal representative, director, supervisor, senior executive, shareholder, employee, or other eligible person of the business entity. |
| | • 按照《公司登记管理实施办法》规定，登记联络员应当进行备案，向登记机关提供登记联络员的电话号码、电子邮箱等常用联系方式。登记联络员变更的，公司应当自变更之日起三十日内向公司登记机关办理备案。 |
| • According to the <i>Implementing Measures for the Administration of Company Registration</i> , the registration liaison officer(s) shall be filed with the registration authority, with the relevant contact information (e.g. telephone number and email address) provided. If the registration liaison officer changes, the business entity shall file the change with the registration authority within thirty days from the date of such change. | |
| • 登记联络员负责公司与公司登记机关之间的联络工作，代表公司提交登记申请文书材料、登录国家企业信用信息公示系统填报公司信息。请谨慎备案登记联络员。 | |
| • The registration liaison officer is responsible for communication between the company and the registration authority, submitting application documents and materials on behalf of the company, and logging into the National Enterprise Credit Information Publicity System to report business entity | |

information. Please exercise caution when filing for the registration liaison officer(s).

- 登记联络员应当为持居民身份证、在中国境内有经常居住地的人员。
- The registration liaison officer shall be a person holding a resident identity card and maintaining a habitual residence within the territory of China.

本表不向社会公众公开

This form is not open to the public

表 5（附）——法定代表人详细信息

Form 5 (Appendix) - Details of Legal Representative

姓 名 Name		移动电话 Contact Number	
身份证件类型 Identity Document Type			
身份证件号码 ID Number			
住 所 Domicile			

本表不向社会公众公开

This form is not open to the public

表 6（附）——登记联络员详细信息

Form 6 (Appendix) - Details of Registration Liaison Officer(s)

登记联络员（必填）

Registration Liaison Officer (Required)

姓 名 Name		移动电话 Contact Number	
身份证件号码 ID Number			
住 所 Address			

登记联络员——人员 2（选填）

Registration Liaison Officer 2 (Optional)

姓 名 Name		移动电话 Contact Number	
身份证件号码 ID Number			
住 所 Address			

登记联络员——人员 3（选填）

Registration Liaison Officer 3 (Optional)

姓 名 Name		移动电话 Contact Number	
身份证件号码 ID Number			
住 所 Address			

表7——董事、监事、高级管理人员基本信息			
Form 7 - Basic Information of Director(s), Supervisor(s), and Senior Executive(s)			
<div>董事会或董事情况</div> <div>Information of Board of Directors/Directors</div>	☐ 公司设董事会，董事会成员为三人以上 ☐ The company has a board of directors comprising three or more members ☐ 属规模较小或者股东人数较少的公司，不设董事会，设一名董事 ☐ A company of relatively small scale or with a limited number of shareholders, with no board of directors established, and only one director <div>(请根据公司实际情况只勾选一项)</div> <div>(select one based on the actual situation)</div>		
<div>监事会或监事情况</div> <div>Information of Board of Supervisors/Supervisors</div>	☐ 公司设监事会，监事会成员为三人以上 ☐ The company has a board of supervisors comprising three or more members ☐ 在董事会中设置由董事组成的审计委员会，不设监事会或者监事 ☐ The company has established an audit committee composed of directors within the board of directors, with no board of supervisors or supervisor ☐ 属规模较小或者股东人数较少的公司，不设监事会，设一名监事 ☐ A company of relatively small scale or with a limited number of shareholders, with no board of supervisors established, and only one supervisor ☐ 属规模较小或者股东人数较少的有限责任公司，全体股东一致同意不设监事 ☐ A limited liability company of relatively small scale or with a limited number of shareholders, with no supervisor established through the unanimous consent of all shareholders <div>(请根据公司实际情况只勾选一项)</div> <div>(select one based on the actual situation)</div>		
<div>高级管理人员情况</div> <div>Information of Senior Executives</div>	☐ 经理 ☐ 副经理 ☐ 财务负责人 ☐ 上市公司董事会秘书 ☐ Manager ☐ Deputy Manager ☐ Financial Officer ☐ Board Secretary of A Listed Company ☐ 公司章程规定的其他人员 ☐ Other personnel as stipulated in the articles of association <div>(请根据公司实际情况勾选一项或多项)</div> <div>(select one or more based on the actual situation)</div>		
<div>人员信息</div> <div>Personnel Information</div>			
序号 No.	姓名 Name	国别（地区） Country/Region	职务 Title

示例 Examples	某某某 XXX	中国 China	执行公司事务的董事 Director executing company affairs
	某某某 XXX	中国 China	董事，审计委员会成员 Director and Audit Committee Member

**说明
Notes**

- 执行公司事务的董事，应当在“职务”栏中注明“执行公司事务的董事”字样。
- For directors executing company affairs, please specify "Director executing company affairs" in the "Title" field.
- 设置由董事组成的审计委员会的，应当在相应董事的“职务”栏中额外注明“审计委员会成员”字样。
- If an audit committee composed of directors is established, please additionally specify "Audit Committee Member" in the "Title" field for the corresponding director.

本表不向社会公众公开
This form is not open to the public

表 7（附）——董事、监事、高级管理人员详细信息
Form 7 (Appendix) - Details of Director(s), Supervisor(s), and Senior Executive(s)

序号 No.	姓名 Name	身份证件类型 Identity Document Type	身份证件号码 ID Number	移动电话 Contact Number

说明 人员数量较多的，可附多页。
Notes If the list is lengthy, please attach additional pages as needed.

表8——外商投资企业法律文件送达授权委托书基本信息 Form 8 - Basic Information of Authorization for Service of Legal Documents (Foreign-Invested Enterprise)		(仅外商投资公司填写)
授权人情况 Authorizer Information		
授权人姓名/名称 Name		
被授权人情况 Authorized Person Information		
被授权人姓名/名称 Name		
被授权人类型 Type	☐ 自然人 ☐ Natural person ☐ 非自然人（各类公司、组织） ☐ Non-natural person (including companies and other organizations) —外国（地区）投资者设立的在中国境内从事生产经营活动的机构 - An entity established by foreign (regional) investors to engage in production and business operations within the territory of China —拟设立的公司 - Company to be established —其他境内有关单位 - Any other related entity within the territory of China	
被授权人为非自然人的 (注：被授权人为非自然人的需指定一名联系人) If the Authorized Person is A Non-natural Person (Note: If the authorized person is a non-natural person, a contact person must be designated)		
被授权人法人（组织）证件类型 Identity Document Type of the Authorized Legal Person (Organization)		
被授权人证件号码 Identity Document Number of the Authorized Person	(拟设立的不用填写) (Not applicable to a company to be established)	
被授权人联系人姓名 Name of Contact Person of the Authorized Person		

- 说明**
- 被授权人可以是外国（地区）投资者设立的在中国境内从事生产经营活动的机构、拟设立的公司（被授权人为拟设立的公司，公司设立后委托生效）或其他境内有关单位或个人。
- Notes**
- The authorized person can be an entity established by foreign (regional) investors to engage in production and business operation activities within the territory of China, a company to be established (if the authorized person is a company to be established, the authorization becomes effective upon the

company's establishment), or any other related entity or individual within China.

- 被授权人（包括被授权人指定的联系人）应当配合登记机关办理实名登记。
- The authorized person (including the designated contact person) shall cooperate with the registration authority in completing real-name registration.
- 被授权人、被授权人地址等事项发生变更的，应当填写新的外商投资企业法律文件送达授权委托书信息（填表即可），并提交相关主体资格文件或身份证明文件，及时向公司登记机关备案。
- In the event of any change to the authorized person or its address, the business entity shall submit updated authorization information for the service of legal documents (by completing this form), together with relevant legal entity qualification documents or identity documents, to the registration authority for filing in a timely manner.

本表不向社会公众公开

This form is not open to the public

表8（附）——外商投资企业法律文件送达授权委托书详细信息

Form 8 (Appendix) - Details of Authorization for Service of Legal Documents (Foreign-Invested Enterprise)

被授权人信息（仅被授权人为自然人时填写）

Authorized Person Information (complete only if the authorized person is a natural person)

被授权人姓名 Name		被授权人移动电话 Contact Number	
证件类型 Identity Document Type		证件号码 Identity Document No.	
电子邮箱 Email			
住 所 Address			

被授权人联系人信息（仅被授权人为非自然人时填写）

Information on the Contact Person of the Authorized Person (complete only if the authorized person is a non-natural person)

被授权人联系人姓名 Name of Contact Person of the Authorized Person		联系人移动电话 Contact Number	
证件类型 Identity Document Type		证件号码 Identity Document No.	
电子邮箱 Email			
住 所 Address			

表 9——承诺及同意书

Form 9 - Undertaking and Consent Form

本人确认对此次登记（备案）申请信息或个人在公司任职情况知情且同意，本人所提供的相关证件、文件和信息真实、准确、有效、完整。

I hereby confirm that I am aware of and consent to the information provided in this registration (filing) application or my personal appointment status, and that the relevant documents, credentials, and information I have provided are true, accurate, valid, and complete.

本人如在登记中存在使用伪造、变造的法律文件、印章、签名等，或在向登记机关提交登记文件或信息时作出误导性或欺骗性陈述，或存在提交虚假材料或者采取其他欺诈手段骗取登记的行为，将依法承担相应责任。

If I use forged or altered legal documents, seals, signatures, or make misleading or deceptive statements in the application materials or information submitted to the registration authority, or submit false materials or use other fraudulent means to obtain registration, I shall bear corresponding legal liabilities in accordance with the law.

本人承诺未被限制担任公司法定代表人、公司董事、监事、高级管理人员、登记联络员等，未被限制办理登记注册业务。

I hereby undertake that I am not subject to any disqualification from serving as the legal representative, director, supervisor, senior executive, or registration liaison officer of the company, nor am I restricted from handling registration matters.

姓名或名称 Name	职务 Title	自然人签名或非自然人盖章 Signature (for natural person) / Official Seal (for non-natural person)	签署日期 Date

说明
Notes

由公司的法定代表人、董事、监事、高级管理人员、登记联络员，外商投资企业法律文件送达授权人、被授权人及被授权人联系人填写。

To be completed by the company's legal representative, directors, supervisors, senior executives and registration liaison officer, or by the authorizer, the authorized person, and the contact person of the authorized person for the service of legal documents for a foreign-invested enterprise.

表10——申请人合法性承诺

Form 10 - Applicant's Undertaking as to Legality

1.本人（包括各类法人、非法人组织）确认对此次登记（备案）所提交各项信息知情且同意，委托本申请书“表3”所列人员代为办理登记（备案）业务。

1. I (whether as an individual, legal person, or unincorporated organization) hereby confirm that I am aware of and consent to all information submitted in this registration (filing) application, and hereby authorize the individuals listed in Form 3 of this application to handle the registration (filing) on my behalf.

2.本次登记（备案）提交的各项材料和信息均真实、准确、有效、完整。本人作为法定代表人（股东或发起人），对全部申请材料和信息的真实性、合法性、有效性负责。如存在提交虚假材料以及采取其他欺诈手段骗取登记的行为，将依法承担相应责任。

2. All materials and information submitted in this application for registration (filing) are true, accurate, valid and complete. As the legal representative (shareholder/promoter), I assume full responsibility for the authenticity, legality and validity of all application materials and information. In the event that I submit false materials or use other fraudulent means to obtain registration, I shall bear corresponding legal liabilities in accordance with the law.

3.向登记机关提交的材料和信息已获得所涉人员（组织）的同意，所有人员（组织）的签名（盖章）行为均由其本人（组织）完成。

3. The materials and information submitted to the registration authority have been approved by all relevant individuals (organizations), and all signatures (seals) have been affixed by the respective individuals (organizations) themselves.

4.使用的名称符合《企业名称登记管理规定》有关要求，不含有损国家、社会公共利益或违背公序良俗及有其他不良影响的内容；名称与他人使用的名称近似侵犯他人合法权益的，依法承担法律责任；如使用的名称被登记机关认定为不适宜名称，将主动配合登记机关进行纠正。

4. The name used complies with the related requirements of the Provisions on the Administration of Enterprise Name Registration and does not have content that is detrimental to national or public interest contrary to public order or good morals, or has other material adverse effects. If the name infringes upon the legitimate rights and interests of others due to similarity with names used by them, I shall bear legal liability in accordance with the law. If the name used is deemed inappropriate by the registration authority, I will proactively cooperate with the registration authority to rectify the situation.

5.经营范围涉及法律、行政法规、国务院决定、地方性法规和地方政府规章规定，需要办理许可的，在取得批准前，不从事相关经营活动。

5. If the business scope involves items subject to licensing as stipulated by laws, administrative regulations, decisions of the State Council, local regulations, or local government rules, I will not conduct related business activities prior to obtaining the necessary approval.

6.本企业法定代表人不存在《中华人民共和国市场主体登记管理条例》第十二条所规定的不得担任法定代表人的情形。

6. The legal representative of the enterprise does not fall under any of the circumstances prescribed in Article 12 of the *Regulations on the Administration of Market Entity Registration of the People's Republic of China* that would disqualify a person from serving as a legal representative.

7.本企业一经设立将自觉报送年度报告，依法主动公示信息，对报送和公示信息的真实性、及时性负责。

7. Once established, this enterprise will conscientiously submit annual reports, voluntarily publicize information according to law, and take responsibility for the authenticity and timeliness of the submitted and publicized information.

8.本企业依法纳税，依法缴纳社会保险费，自觉履行法定统计义务，严格遵守有关法律法规的规定，诚实守信经营。

8. This enterprise will pay taxes and social insurance expenses according to law, conscientiously fulfill statutory statistical obligations, strictly comply with related laws and regulations, and operate with honesty and integrity.

9.外商投资企业设立、变更或再投资办理登记时，全体投资人已承诺申报内容符合《外商投资法》及《外商投资准入特别管理措施（负面清单）》要求。

9. For the establishment, change, or reinvestment registration of a foreign-invested enterprise, all investors have undertaken that the application complies with the requirements of the Foreign Investment Law of the People's Republic of China and the Special Administrative Measures (Negative List) for the Access of Foreign Investment.

10.在确保相关经营活动已符合关于消防、城市规划、环境、房屋建筑安全等管理要求之前，不在经营场所实际开展经营活动。

10. Any actual business operations will not be carried out at the business premises until all relevant requirements regarding fire safety, urban planning, environmental protection, and building safety have been fully satisfied.

11.本人签名字迹潦草或难以辨认、盖章模糊或存在其他问题的，本人将按登记机关要求重新签名或盖章。

11. If my signature is illegible or difficult to recognize, or if the seal impression is blurred or otherwise defective, I shall re-sign or re-affix the seal as required by the registration authority.

设立登记，由全体股东（发起人）签署 [位置不够的，请使用表10（附）填写]

For incorporation registration, this form must be signed by all shareholders (promoters) [If space is insufficient, please use Form 10 (Appendix)]

变更登记（备案），由法定代表人签名 [签字要求见说明，位置不够的，请使用表10（附）填写]

For change registration (filing), this form must be signed by the legal representative [Refer to the "Notes" for signature requirements. If space is insufficient, please use Form 10 (Appendix)]

法定代表人签名：

Signature of the Legal Representative:

[_____]

日期： □□□□/□□/□□（年/月/日）

Date: □□ □□, □□□□ (MM/DD/YYYY)

其他需要签署的人员 [人员范围见说明，位置不够的，请使用表 10（附）填写]

Other required signatories [Refer to the "Notes" for the scope of personnel. If space is insufficient, please use Form 10 (Appendix)]

签署：

Signature:

[_____]

日期： □□□□/□□/□□（年/月/日）

Date: □□ □□, □□□□ (MM/DD/YYYY)

说明 Notes

变更法定代表人的，由新任法定代表人签名。

In the event of a change to the legal representative, the newly appointed legal representative shall sign this form.

有限责任公司股东变更的，还需出让方股东、受让方股东在“其他需要签署的人员”处签署。

In the event of a change to shareholders of a limited liability company, the transferor(s) and transferee(s) are also required to sign in the "Other required signatories" section.

有限公司股东非等比例增加（减少）注册资本的，还需表决通过公司非等比例增资（减资）股东会决议的股东在“其他需要签署的人员”处签署。

In the event of a non-proportional increase (or decrease) in registered capital by a limited liability company, the shareholders who voted in favor of the non-proportional capital increase (or decrease) resolution must

also sign in the "Other required signatories" section.

办理董事、监事、高级管理人员备案，依据法律法规、公司章程等规定享有相应任免权限的股东、董事等人员，已在“其他需要签署的人员”栏目签署确认的，可免于提交任职文件。

For the filing of directors, supervisors, and senior executives, if the shareholders or directors who possess the authority to appoint or remove such personnel (as stipulated by laws, regulations, and the articles of association) have already signed in the "Other required signatories" section, the submission of separate appointment documents may be exempted.

表 10（附）——全体股东（发起人）合法性承诺签署表 Form 10 (Appendix) - Signature Form for All Shareholders' (Promoters') Undertaking as to Legality		
股东（发起人）姓名或名称 Name of Shareholder (Promoter)	股东（发起人）签署 Signature of Shareholder (Promoter)	签署日期 Date

说明
Notes

- 股东（发起人）为自然人的，由本人签名。
- If the shareholder (promoter) is a natural person, the shareholder (promoter) must sign the form.
- 股东（发起人）为法人（组织）的，由该法人（组织）的法定代表人、负责人或有权签字人签名，并加盖法人（组织）公章。
- If the shareholder (promoter) is a legal person (or other organization), the form must be signed by the legal representative, person in charge, or authorized signatory of such entity, and must be affixed with its official seal.

表 11

Form 11 -

经营场所（住所）使用证明
Proof of Use of Business Premises (Domicile)

本表适用于设立及变更住所填写

This form applies to establishment and domicile change.

名 称 Name	
住 所 Domicile	北京市 区 (门牌号) (House number), _____, District, Beijing
产权人证明 Property Owner Certification	<p>该地址房屋已取得相关规划，不属于违法建设，属于下列情况之一，同意将其提供给经营主体使用。</p> <p>The premises at the above address have received the related planning permit, are not an illegal construction, fall under one of the following circumstances, and are agreed to be provided to the business entity for use:</p> <p>☐ 已取得不动产权属证明。</p> <p>☐ Having received the real estate ownership certificate.</p> <p>☐ 已取得房屋安全鉴定合格报告的经营性自建房。</p> <p>☐ Self-built housing for business purposes with a Building Safety Appraisal Qualification Report.</p> <p>☐ 已取得房屋验收合格手续。</p> <p>☐ Having received documents certifying housing acceptance..</p> <p>☐ 其他符合住所出证的情形。</p> <p>☐ Other circumstances where the domicile use certificate can be issued.</p> <p>产权人盖章（签字）： Seal (signature) of property owner: 年 月 日 MM/DD/YYYY</p>
需 要 证 明 情 况 Circumstances Requiring Certification	<p>上述地址房屋情况属实，产权人为_____，房屋用途为_____。</p> <p>This is to certify that the information on the premises at the above address is true, that the premises are owned by _____ and that they are used for _____.</p> <p>特此证明。</p> <p>It is hereby certified.</p> <p>证明单位公章：</p>

	<p style="text-align: right;">Official seal of certifying entity:</p> <p style="text-align: center;">证明单位负责人签字:</p> <p style="text-align: center;">Signature of the person in charge of certifying entity:</p> <p style="text-align: right;">年 月 日</p> <p style="text-align: right;">MM/DD/YYYY</p>
--	---

注：1.可参照《经营主体登记注册通用指南》中的“如何提交经营场所（住所）使用文件”出具经营场所（住所）证明。

Notes: 1. The proof of use of business premises (domicile) may be prepared by referring to the section titled "How to submit proof of use of business premises (domicile)" in the *General Guidelines for Business Entity Registration*.

2.其他符合住所出证的情形包含利用宾馆、市场、地下空间、电子商务平台等场所开展经营活动的，符合本市有关住所相关规定的情形。

2. Other circumstances under which a domicile use certificate can be issued include cases where business activities are carried out in venues such as hotels, markets, underground spaces, or e-commerce platforms, and such activities comply with the relevant provisions of this municipality on domiciles.

合伙企业登记（备案）申请书

Application Form for Partnership Registration (Filing)

- 适用于申请合伙企业设立、变更登记（备案）
- This form applies to the application for the establishment, change registration (or filing) of a partnership
- 设立登记：请填写表 1、表 3 至表 10
- For establishment registration: Please complete Form 1 and Forms 3 to 10
- 变更登记（备案）：请填写表 2，并根据具体事项填写表 3 至表 11 中相关表格
- For change registration (filing): Please complete Form 2, and, depending on the specific items, complete the relevant forms among Forms 3 to 11

表1——合伙企业设立信息

Form 1 - Partnership Establishment Information

企业名称 Partnership Name	☐ 已进行名称自主申报 ☐ Name self-declaration completed	
主要经营场所 Principal Premises for Business	北京市_____区_____（门牌号） (House number), _____, <u>District, Beijing</u>	
合伙企业类型 Partnership Type	☐ 内 资 ☐ Domestically-funded ☐ 外商投资 ☐ Foreign-invested	☐ 普通合伙 ☐ 特殊普通合伙 ☐ 有限合伙 ☐ General Partnership ☐ Special General Partnership ☐ Limited Partnership
合伙期限 Term of Partnership	☐ 长期 / ☐ _____ 年 ☐ Perpetual / ☐ _____ year(s)	
经营范围 Business Scope	一般经营项目： General Business Items: 许可经营项目： Licensed Business Items: 请按照登记机关公布的经营项目分类标准办理经营范围登记 The registration of business scope shall be conducted in accordance with the classification standards for business items as published by the registration authority	
营业执照申领方式 Business License Collection Method	申领纸质营业执照 其中：副本_____个 Paper business license application Duplicates _____ 电子营业执照自动生成，由合伙企业一名执行事务合伙人下载使用 The electronic business license is generated automatically and shall be downloaded and used by one managing partner of the partnership	

表2——合伙企业变更信息		
Form 2 - Partnership Change Information		
企业名称 Partnership Name		
统一社会信用代码 Unified Social Credit Identifier	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
变更登记（备案）事项 Change Registration (Filing) Items		
<p>登记事项包括：企业名称、企业类型、经营范围、主要经营场所、出资额、合伙人退伙、新合伙人入伙、执行事务合伙人名称或姓名、合伙人名称或姓名、合伙人住所、合伙人承担责任方式，法人或其他组织的执行事务合伙人委派代表；</p> <p>Registration items include: Partnership name, partnership type, business scope, principal premises for business , amount of capital contribution, withdrawal of partners, admission of new partners, name(s) of the managing partner(s), names of the partners, domicile of the partners, liability of the partners, and representatives designated by managing partners who are legal persons or other organizations;</p> <p>备案事项包括：合伙协议或补充合伙协议 、合伙期限、合伙人认缴或实际缴付的出资数额、缴付期限和出资方式、登记联络员、外商投资企业法律文件送达接受人。</p> <p>Filing items include: Partnership agreement or supplemental partnership agreement, partnership term, amount of capital contributions subscribed or actually paid by the partners, time limit and method of contribution, registration liaison officer, and designated recipient for the service of legal documents for foreign-invested enterprises.</p>		
变更登记（备案）信息 Change Registration (Filing) Information		[只填写与本次变更登记（备案）有关的事项] [Enter only those items related to this change registration (filing)]
变更事项 Change Item	原登记（备案）内容 Previous Registration (Filing) Information	变更登记（备案）内容 Amended Registration (Filing) Information

表3——提交申请材料的人员（经办人）信息

Form 3 - Information of the Person Submitting Application Materials (Agent)

人员姓名：_____

Name: _____

代表或接受委托的有效期限：自□□□□年□□月□□日至 □□□□年□□月□□日

Validity period of the representation or authorization: From □□ (month) □□ (day), □□□□ (year) to □□ (month) □□ (day), □□□□ (year)

该人员为（请根据实际情况勾选一项）

Identity of the Person (select one based on the actual situation)

☐ 执行事务合伙人或委派代表 / ☐ 登记联络员

☐ Managing partner or designated representative / ☐ Registration liaison officer

☐ 登记注册代理人 *登记注册代理人需填写表3（附）

☐ Registration agent *For a "registration agent", please complete Form 3 (Appendix)

该人员在办理此次经营主体登记（备案）申请中的权限为

Scope of Authorization of the Above-named Person for This Business Entity Registration (Filing) Application

1. ☐ 有权 ☐ 无权 核对登记材料中的复印件并签署核对意见

1. ☐ Authorized ☐ Not authorized to verify photocopies of the registration materials and provide verification remarks

2. ☐ 有权 ☐ 无权 修改经营主体自备文件的错误

2. ☐ Authorized ☐ Not authorized to correct errors in the business entity's self-prepared documents

3. ☐ 有权 ☐ 无权 修改有关表格的填写错误

3. ☐ Authorized ☐ Not authorized to correct errors in the completion of forms

4. ☐ 有权 ☐ 无权 领取营业执照和有关文书

4. ☐ Authorized ☐ Not authorized to collect the business license and relevant documents

承诺及签名

Undertakings and Signature

本人承诺提交的所有材料真实、完整，本人已尽核实和查验义务，并对最终提交办理登记（备案）的信息和材料进行确认。

I hereby undertake that all submitted materials are true and complete. I have fulfilled my duty of verification and inspection, and confirm the final information and materials submitted for this registration (filing) application.

此次登记（备案）申请中，本人承诺未伪造、变造或者使用伪造、变造的法律文件、印章、签名，未采取欺诈、诱骗等不正当手段，未教唆、编造或者帮助他人编造、提供虚假信息或者材料，未作出误导性或者欺骗

性陈述，不存在以转让牟利为目的、恶意申请登记、损害社会公共利益或者妨碍社会公共秩序等行为。

In this registration (filing) application, I hereby undertake that I have not forged, altered, or used forged or altered legal documents, seals, or signatures; have not employed fraudulent, deceptive, or other improper means; have not instigated, fabricated, or assisted others in fabricating or providing false information or materials; have not made misleading or deceptive statements; and have not engaged in any acts that maliciously apply for registration with the intent to transfer for profit, harm the public interest, or disrupt public order.

本人已知晓对提交虚假材料或者采取其他欺诈手段隐瞒重要事实骗取登记的，直接负责的主管人员和其他直接责任人员将被处以 3 万元以上 30 万元以下的罚款；相关责任人自经营主体登记被撤销之日起 3 年内不得再次申请登记注册业务；对于明知或者应当知道申请人提交虚假材料或者采取其他欺诈手段隐瞒重要事实进行登记，仍接受委托代为办理，或者协助其进行虚假登记的人员将被处 10 万元以下的罚款。

I am aware that if false materials are submitted or other fraudulent means are used to conceal material facts in order to obtain registration, the directly responsible person and other directly liable individuals shall be fined not less than RMB 30,000 but not more than RMB 300,000; relevant liable persons shall be prohibited from applying for registration for 3 years from the date the business entity registration is revoked; any person who, while knowing or having reason to know that the applicant has submitted false materials or employed other fraudulent means to conceal material facts, nonetheless accepts entrustment to handle the registration or assists in such false registration, shall be subject to a fine of up to RMB 100,000.

人员签名: [_____]

Signature: [_____]

日期: □□□□/□□/□□ (年/月/日)

Date: □□ □□, □□□□ (MM/DD/YYYY)

说明

Notes

登记注册代理人指直接接受经营主体委托，为经营主体提供代理登记注册相关服务的第三方机构或个人（包括代理机构中具体办理登记代理事务的工作人员）。

A "registration agent" refers to a third-party organization or individual that directly accepts entrustment from a business entity to provide agency services for registration (filing). This includes staff members of an agency organization who specifically handle registration agency affairs.

本表不向社会公众公开

This form is not open to the public

表3（附）——登记注册代理人信息

Form 3 (Appendix) - Registration Agent Information

姓 名 Name		移动电话 Contact Number	
身份证件类型 Identity Document Type	☐ 居民身份证 / ☐ 其他 _____ ☐ Resident ID card / ☐ Other _____	身份证件号码 ID Number	
代理人员身份 Agent's Identity	☐ 该人员以个人名义代理登记事务 ☐ This person acts as an agent for registration affairs in his/her personal capacity		
	☐ 该人员以代理机构工作人员名义代理登记事务 ☐ This person acts as an agent for registration affairs in his/her capacity as a staff member of an agency organization	代理机构信息（包含个体工商户） Information of Agency Organization (Including Individual Businesses)	
		机构名称： Agency Name:	
		统一社会信用代码： Unified Social Credit Identifier:	
		负责人姓名： Name of Person in Charge:	
		负责人移动电话： Contact Number of Person in Charge:	

表 4——全体合伙人出资情况表

Form 4 - Capital Contributions by All Partners

出 资 额 Capital Contribution	认缴_____万元，其中：实缴_____万元（币种： ☐ 人民币 ☐ 其他_____） Subscribed: _____ (in RMB 10,000), Paid-in: _____(in RMB 10,000) (currency: ☐ RMB ☐ Other _____)							
合伙人人数 Number of Partners	_____人，其中，有限合伙人人数为_____ 人（仅有限合伙填写）。 _____ partners, of which limited partners: _____ persons (for limited partnerships only).							
合伙人出资情况 Capital Contributions by Individual Partner								
序号 No.	姓名/名称 Name	国别 (地区) Country (Region)	出资方式 Method of Capital Contribution	认缴出资 额 (单位： 万元) Subscribed Amount (in RMB 10,000)	实缴出资 额 (单位： 万元) Paid-in Amount (in RMB 10,000)	缴付期 限 (截止 日) Time Limit for Payment (Due Date)	是否为执 行 事务合伙 人 Managing Partner (Yes/No)	承担责任 方式 Form of Liability

说明 ● 合伙人数量较多的，可附多页。

Notes ● If the list is lengthy, please attach additional pages as needed.

- 同一合伙人使用不同出资方式出资，应当分笔填写不同的出资方式及对应的出资额。
- If a partner contributes capital using different methods, each method and its corresponding amount shall be listed separately.
- “承担责任方式”根据合伙协议约定填写“无限连带责任”或“特殊的普通合伙人责任”或“有限责任”。
- For the "Form of Liability", select either "joint and several unlimited liability", "special general partner liability", or "limited liability" in accordance with the partnership agreement.
- “缴付期限”填写合伙协议约定的缴付期限。
- For the "Time Limit for Payment", enter the time limit stipulated in the partnership agreement.

本表不向社会公众公开

This form is not open to the public.

表 4（附）——合伙人信息

Form 4 (Appendix) - Partner Information

序号 No.	姓名或名称 Name	证件类型 Identity Document Type	证件号码 Identity Document No.	移动电话 Contact Number	住所 Domicile

- 合伙人住所应为中国境内住所。
- A partner's address shall be within the territory of China.
- 合伙人数量较多的，可附多页。

说明

- If the list is lengthy, please attach additional pages as needed.

Notes

- 证件类型填写参照《经营主体登记注册通用指南》“如何提交投资人（高级管理人员、经办人等）身份证明”。
- For "Identity Document Type", refer to the section titled "How to Submit Proof of Identity for Investors (Senior Executives, Agents, etc.)" in the *General Guidelines for Business Entity Registration*.

表 5——执行事务合伙人委派代表基本信息			
Form 5 - Basic Information of Designated Representative(s) of Managing Partner(s)			
委派代表——人员 1			
Designated Representative 1			
姓 名 Name		国别（地区） Country/Region	
电子邮箱 Email	(选填) (optional)		
委派单位名称 Name of Designating Entity			
委派代表——人员 2			
Designated Representative 2			
姓 名 Name		国别（地区） Country/Region	
电子邮箱 Email	(选填) (optional)		
委派单位名称 Name of Designating Entity			
委派代表——人员 3			
Designated Representative 3			
姓 名 Name		国别（地区） Country/Region	
电子邮箱 Email	(选填) (optional)		
委派单位名称 Name of Designating Entity			
委派代表——人员 4			
Designated Representative 4			
姓 名 Name		国别（地区） Country/Region	
电子邮箱 Email	(选填) (optional)		
委派单位名称 Name of Designating Entity			
委派代表——人员 5			
Designated Representative 5			
姓 名 Name		国别（地区） Country/Region	

电子邮箱 Email	(选填) (optional)
委派单位名称 Name of Designating Entity	

- 说明**
Notes
- 执行事务合伙人为法人（组织）的，委派一名代表代表法人（组织）执行合伙事务。
 - Where the managing partner is a legal person (or organization), it shall designate one representative to act on its behalf in executing partnership affairs.
 - 符合条件的执行事务合伙人数量较多的，可附多页。
 - If there are a large number of eligible managing partners, please attach additional pages as needed.

本表不向社会公众公开

This form is not open to the public

表 5（附）——执行事务合伙人委派代表详细信息

Form 5 (Appendix) - Details of Designated Representative(s) of Managing Partner(s)

委派代表——人员 1

Designated Representative 1

姓 名 Name		移动电话 Contact Number	
证件类型 Identity Document Type		证件号码 Identity Document No.	
住 所 Address			

委派代表——人员 2

Designated Representative 2

姓 名 Name		移动电话 Contact Number	
证件类型 Identity Document Type		证件号码 Identity Document No.	
住 所 Address			

委派代表——人员 3

Designated Representative 3

姓 名 Name		移动电话 Contact Number	
证件类型 Identity Document Type		证件号码 Identity Document No.	
住 所 Address			

委派代表——人员 4

Designated Representative 4

姓 名 Name		移动电话 Contact Number	
-------------	--	------------------------	--

证件类型 Identity Document Type		证件号码 Identity Document No.	
住 所 Address			
委派代表——人员 5 Designated Representative 5			
姓 名 Name		移动电话 Contact Number	
证件类型 Identity Document Type		证件号码 Identity Document No.	
住 所 Address			

表 6——登记联络员和财务负责人基本信息			
Form 6 - Basic Information of Registration Liaison Officer(s) and Financial Officer			
登记联络员（必填）			
Registration Liaison Officer (Required)			
姓 名 Name		电子邮箱 Email	
登记联络员——人员 2（选填）			
Registration Liaison Officer 2 (Optional)			
姓 名 Name		电子邮箱 Email	
登记联络员——人员 3（选填）			
Registration Liaison Officer 3 (Optional)			
姓 名 Name		电子邮箱 Email	
上述人员中，代表企业登录国家企业信用信息公示系统的为			
Designated person for logging into the National Enterprise Credit Information Publicity System on behalf of the business entity:			
姓 名 Name	(必填，仅填写一人) (Required; list only one person)		
财务负责人			
Financial Officer			
姓 名 Name		电子邮箱 Email	

- 登记联络员：企业可以备案 1-3 名登记联络员。登记联络员可以由企业执行事务合伙人、员工等担任。
 - Registration Liaison Officer: A business entity may file 1 to 3 registration liaison officers. A registration liaison officer may be a managing partner of the business entity, an employee, or other eligible person.
- 说明**
- Notes**
- 按照《市场主体登记管理条例实施细则》规定，登记联络员应当进行备案，向登记机关提供登记联络员的电话号码、电子邮箱等常用联系方式。登记联络员变更的，企业应当自变更之日起三十日内向企业登记机关办理备案。
 - According to the *Detailed Rules for the Implementation of the Regulation of the People's Republic of China on the Administration of the Registration of Market Participants*, the registration liaison officer(s) shall be filed with the registration authority, with the relevant contact information (e.g. telephone number and email address) provided. If the registration liaison officer changes, the business

entity shall file the change with the registration authority within thirty days from the date of such change.

- 登记联络员负责企业与企业登记机关之间的联络工作，代表企业提交登记申请文书材料、登录国家企业信用信息公示系统填报企业信息。请谨慎备案登记联络员。
- The registration liaison officer is responsible for communication between the company and the registration authority, submitting application documents and materials on behalf of the company, and logging into the National Enterprise Credit Information Publicity System to report business entity information. Please exercise caution when filing for the registration liaison officer(s).
- 登记联络员应当为持居民身份证、在中国境内有经常居住地的人员。
- The registration liaison officer shall be a person holding a resident identity card and maintaining a habitual residence within the territory of China.
- 财务负责人信息仅设立登记时采集。
- Information of the financial officer is collected only during establishment registration.

本表不向社会公众公开

This form is not open to the public

表 6（附）——登记联络员和财务负责人详细信息

Form 6 (Appendix) - Details of Registration Liaison Officer(s) and Financial Officer

登记联络员（必填）

Registration Liaison Officer (Required)

姓 名 Name		移动电话 Contact Number	
身份证号码 ID Card No.			
住 所 Address			

登记联络员——人员 2（选填）

Registration Liaison Officer 2 (Optional)

姓 名 Name		移动电话 Contact Number	
身份证号码 ID Card No.			
住 所 Address			

登记联络员——人员 3（选填）

Registration Liaison Officer 3 (Optional)

姓 名 Name		移动电话 Contact Number	
身份证号码 ID Card No.			
住 所 Address			

财务负责人

Financial Officer

姓 名 Name		移动电话 Contact Number	
身份证号码 ID Card No.			
住 所 Address			

表7——外商投资企业法律文件送达授权委托书基本信息 Form 7 - Basic Information of Authorization for Service of Legal Documents (Foreign-Invested Enterprise)		（仅外商投资合伙企业填写）
授权人情况 Authorizer Information		
授权人姓名/名称 Name		
被授权人情况 Authorized Person Information		
被授权人姓名/名称 Name		
被授权人类型 Type	☐ 自然人 ☐ Natural person ☐ 非自然人（各类公司、组织） ☐ Non-natural person (including companies and other organizations) —外国（地区）投资者设立的在中国境内从事生产经营活动的机构 - An entity established by foreign (regional) investors to engage in production and business operations within the territory of China —拟设立的公司 - Company to be established —其他境内有关单位 - Any other related entity within the territory of China	
被授权人为非自然人的 If the Authorized Person is A Non-natural Person		
（注：被授权人为非自然人的需指定一名联系人） (Note: If the authorized person is a non-natural person, a contact person must be designated)		
被授权人法人（组织）证件类型 Identity Document Type of the Authorized Legal Person (Organization)		
被授权人证件号码 Identity Document Number of the Authorized Person	（拟设立的不用填写） (Not applicable to a company to be established)	

被授权人联系人姓名 Name of Contact Person of the Authorized Person	
---	--

说明
Notes

- 被授权人可以是外国（地区）投资者设立的在中国境内从事生产经营活动的机构、拟设立的企业（被授权人为拟设立的企业，企业设立后委托生效）或其他境内有关单位或个人。
- The authorized person can be an entity established by foreign (regional) investors to engage in production and business operation activities within the territory of China, an enterprise to be established (if the authorized person is an enterprise to be established, the authorization becomes effective upon the enterprise's establishment), or any other related entity or individual within China.
- 被授权人（包括被授权人指定的联系人）应当配合登记机关办理实名登记。
- The authorized person (including the designated contact person) shall cooperate with the registration authority in completing real-name registration.
- 被授权人、被授权人地址等事项发生变更的，应当填写新的外商投资企业法律文件送达授权委托信息（填表即可），并提交相关主体资格文件或身份证明文件，及时向企业登记机关备案。
- In the event of any change to the authorized person or its address, the business entity shall submit updated authorization information for the service of legal documents (by completing this form), together with relevant legal entity qualification documents or identity documents, to the registration authority for filing in a timely manner.

本表不向社会公众公开

This form is not open to the public

表7（附）——外商投资企业法律文件送达授权委托书详细信息

Form 7 (Appendix) - Details of Authorization for Service of Legal Documents (Foreign-Invested Enterprise)

被授权人信息（仅被授权人为自然人时填写）

Authorized Person Information (complete only if the authorized person is a natural person)

被授权人姓名 Name		被授权人移动电话 Contact Number	
证件类型 Identity Document Type		证件号码 Identity Document No.	
电子邮箱 Email			
住 所 Address			

被授权人联系人信息（仅被授权人为非自然人时填写）

Information on the Contact Person of the Authorized Person (complete only if the authorized person is a non-natural person)

被授权人联系人姓名 Name of Contact Person of the Authorized Person		联系人的移动电话 Contact Number	
证件类型 Identity Document Type		证件号码 Identity Document No.	
电子邮箱 Email			
住 所 Address			

表 8——承诺及同意书

Form 8 - Undertaking and Consent Form

本人确认对此次登记（备案）申请信息或个人任职情况知情且同意，本人所提供的相关证件、文件和信息真实、准确、有效、完整。

I hereby confirm that I am aware of and consent to the information provided in this registration (filing) application or my personal appointment status, and that the relevant documents, credentials, and information I have provided are true, accurate, valid, and complete.

本人如在登记中存在使用伪造、变造的法律文件、印章、签名等，或在向登记机关提交登记文件或信息时作出误导性或欺骗性陈述，或存在提交虚假材料或者采取其他欺诈手段骗取登记的行为，将依法承担相应责任。

If I use forged or altered legal documents, seals, signatures, or make misleading or deceptive statements in the application materials or information submitted to the registration authority, or submit false materials or use other fraudulent means to obtain registration, I shall bear corresponding legal liabilities in accordance with the law.

本人承诺未被限制担任合伙企业执行事务合伙人委派代表、登记联络员、财务负责人等，未被限制办理登记注册业务。

I hereby undertake that I am not subject to any disqualification from serving as a designated representative of the managing partner, registration liaison officer or financial officer of the partnership, nor am I restricted from handling registration matters.

姓名或名称 Name	职务 Title	自然人签名或非自然人盖章 Signature (for natural person) / Official Seal (for non-natural person)	签署日期 Date

由合伙企业执行事务合伙人委派代表、登记联络员、财务负责人，外商投资企业法律文件送达授权人、被授权人及被授权人联系人填写。

说明

Notes

To be completed by the designated representative of the managing partner, registration liaison officer and financial officer of the partnership, or by the authorizer, the authorized person, and the contact person of the authorized person for the service of legal documents for a foreign-invested enterprise.

表9——申请人合法性承诺

Form 9 - Applicant's Undertaking as to Legality

1.本人（包括各类法人、非法人组织）确认对此次登记（备案）所提交各项信息知情且同意，委托本申请书“表3”所列人员代为办理登记（备案）业务。

1. I (whether as an individual, legal person, or unincorporated organization) hereby confirm that I am aware of and consent to all information submitted in this registration (filing) application, and hereby authorize the individuals listed in Form 3 of this application to handle the registration (filing) on my behalf.

2.本次登记（备案）提交的各项材料和信息均真实、准确、有效、完整。本人作为合伙人（执行事务合伙人或委派代表），对全部申请材料和信息的真实性、合法性、有效性负责。如存在提交虚假材料及采取其他欺诈手段骗取经营主体登记的行为，将依法承担相应责任。

2. All materials and information submitted in this application for registration (filing) are true, accurate, valid and complete. As a partner (managing partner/designated representative), I assume full responsibility for the authenticity, legality and validity of all application materials and information. In the event that I submit false materials or use other fraudulent means to obtain registration of a business entity, I shall bear corresponding legal liabilities in accordance with the law.

3.向登记机关提交的材料和信息已获得所涉人员（组织）的同意，所有人员（组织）的签名（盖章）行为均由其本人（组织）完成。

3. The materials and information submitted to the registration authority have been approved by all relevant individuals (organizations), and all signatures (seals) have been affixed by the respective individuals (organizations) themselves.

4.使用的名称符合《企业名称登记管理规定》有关要求，不含有损国家、社会公共利益或违背公序良俗及有其他不良影响的内容；名称与他人使用的名称近似侵犯他人合法权益的，依法承担法律责任；如使用的名称被登记机关认定为不适宜名称，将主动配合登记机关进行纠正。

4. The name used complies with the related requirements of the Provisions on the Administration of Enterprise Name Registration and does not have content that is detrimental to national or public interest contrary to public order or good morals, or has other material adverse effects. If the name infringes upon the legitimate rights and interests of others due to similarity with names used by them, I shall bear legal liability in accordance with the law. If the name used is deemed inappropriate by the registration authority, I will proactively cooperate with the registration authority to rectify the situation.

5.经营范围涉及法律、行政法规、国务院决定、地方性法规和地方政府规章规定，需要办理许可的，在取得批准前，不从事相关经营活动。

5. If the business scope involves items subject to licensing as stipulated by laws, administrative regulations, decisions of the State Council, local regulations, or local government rules, I will not conduct related business activities prior to obtaining the necessary approval.

6.在确保相关经营活动已符合关于消防、城市规划、环境、房屋建筑安全等管理要求之前，不在经营场所实际开展经营活动。

6. Any actual business operations will not be carried out at the business premises until all relevant requirements

regarding fire safety, urban planning, environmental protection, and building safety have been fully satisfied.

7.本企业一经设立将自觉报送年度报告，依法主动公示信息，对报送和公示信息的真实性、及时性负责。

7. Once established, this enterprise will conscientiously submit annual reports, voluntarily publicize information according to law, and take responsibility for the authenticity and timeliness of the submitted and publicized information.

8.本企业依法纳税，依法缴纳社会保险费，自觉履行法定统计义务，严格遵守有关法律法规的规定，诚实守信经营。

8. This enterprise will pay taxes and social insurance expenses according to law, conscientiously fulfill statutory statistical obligations, strictly comply with related laws and regulations, and operate with honesty and integrity.

9.外商投资企业设立、变更或再投资办理登记时，全体投资人已承诺申报内容符合《外商投资法》及《外商投资准入特别管理措施（负面清单）》要求。

9. For the establishment, change, or reinvestment registration of a foreign-invested enterprise, all investors have undertaken that the application complies with the requirements of the Foreign Investment Law of the People's Republic of China and the Special Administrative Measures (Negative List) for the Access of Foreign Investment.

10.本人签名字迹潦草或难以辨认、盖章模糊或存在其他问题的，本人将按登记机关要求重新签名或盖章。

10. If my signature is illegible or difficult to recognize, or if the seal impression is blurred or otherwise defective, I shall re-sign or re-affix the seal as required by the registration authority.

执行事务合伙人委托

Entrustment of Managing Partner

经全体合伙人协商一致，同意委托本申请书“表4”标记为“执行事务合伙人”的合伙人执行合伙事务。

Upon consensus reached by all partners, we hereby agree to authorize the partner marked as "Managing Partner" in "Form 4" of this application to execute partnership affairs.

设立登记，由全体合伙人签署 [位置不够的，请使用表9（附）填写]

For establishment registration, this form must be signed by all partners [If space is insufficient, please use Form 9 (Appendix)]

日期： □□□□/□□/□□（年/月/日）

Date: □□ □□, □□□□ (MM/DD/YYYY)

变更登记（备案），由执行事务合伙人或委派代表签名 [变更执行事务合伙人或委派代表的，由新任执行事务合伙人或委派代表签名]

For change registration (filing), this form must be signed by the managing partner or its designated representative [In the event of a change of the managing partner or its designated representative, this form must be signed by the new managing partner or its designated representative]

签名:

[_____]

Signature:

日期: □□□□/□□/□□ (年/月/日)

Date: □□ □□, □□□□ (MM/DD/YYYY)

表 9（附）——全体合伙人合法性承诺签署表

Form 9 (Appendix) - Signature Form for All Partners' Undertaking as to Legality

[illegible]

- 合伙人为自然人的，由本人签名。
- If the partner is a natural person, the partner must sign the form.
- 合伙人为法人（组织）的，由该法人（组织）的法定代表人、负责人或有权签字人签名，并加盖法人（组织）公章。
- If the partner is a legal person (or other organization), the form must be signed by the legal representative, person in charge, or authorized signatory of such entity, and must be affixed with its official seal.

表 10

Form 10 -

经营场所（住所）使用证明
Proof of Use of Business Premises (Domicile)

本表适用于设立及变更住所填写

This form applies to establishment and domicile change.

名 称 Name	
住 所 Domicile	北京市 区 (门牌号) (House number), _____, District, Beijing
产权人证明 Property Owner Certification	<p>该地址房屋已取得相关规划，不属于违法建设，属于下列情况之一，同意将其提供给经营主体使用。</p> <p>The premises at the above address have received the related planning permit, are not an illegal construction, fall under one of the following circumstances, and are agreed to be provided to the business entity for use:</p> <p>☐ 已取得不动产权属证明。</p> <p>☐ Having received the real estate ownership certificate.</p> <p>☐ 已取得房屋安全鉴定合格报告的经营性自建房。</p> <p>☐ Self-built housing for business purposes with a Building Safety Appraisal Qualification Report.</p> <p>☐ 已取得房屋验收合格手续。</p> <p>☐ Having received documents certifying housing acceptance.</p> <p>☐ 其他符合住所出证的情形。</p> <p>☐ Other circumstances where the domicile use certificate can be issued.</p> <p>产权人盖章（签字）： Seal (signature) of property owner: 年 月 日 MM/DD/YYYY</p>
需 要 证 明 情 况 Circumstances Requiring Certification	<p>上述地址房屋情况属实，产权人为_____，房屋用途为_____。</p> <p>This is to certify that the information on the premises at the above address is true, that the premises are owned by _____ and that they are used for _____.</p> <p>特此证明。</p> <p>It is hereby certified.</p>

	<p style="text-align: center;">证明单位公章：</p> <p style="text-align: center;">Official seal of certifying entity:</p> <p style="text-align: center;">证明单位负责人签字：</p> <p style="text-align: center;">Signature of the person in charge of certifying entity:</p> <p style="text-align: right;">年 月 日</p> <p style="text-align: right;">MM/DD/YYYY</p>
--	---

注：1.可参照《经营主体登记注册通用指南》中的“如何提交经营场所（住所）使用文件”出具经营场所（住所）证明。

Notes: 1. The proof of use of business premises (domicile) may be prepared by referring to the section titled "How to submit proof of use of business premises (domicile)" in the *General Guidelines for Business Entity Registration*.

2.其他符合住所出证的情形包含利用宾馆、市场、地下空间、电子商务平台等场所开展经营活动的，符合本市有关住所相关规定的情形。

2. Other circumstances under which a domicile use certificate can be issued include cases where business activities are carried out in venues such as hotels, markets, underground spaces, or e-commerce platforms, and such activities comply with the relevant provisions of this municipality on domiciles.

表 11

Form 11 -

“一照多址”信息登记表

Registration Form for "One Business License with Multiple Addresses"

名 称 Name		统一社会信用代码 Unified Social Credit Identifier	
序 号 No.	分支机构名称 Branch Name	经营场所 Business Premises	业务类型 Business Type

注：1、本表为公司制企业、个人独资企业、合伙企业以及个体工商户涉及申请“一照多址”业务时填写提交。

Notes: 1. This form is applicable to and must be submitted by corporate enterprises, sole proprietorships, partnerships, and individual businesses applying for the "one business license with multiple addresses" registration.

5、“分支机构名称”栏应填写“经营主体名称+分支机构”，分支机构名称可以使用区划或街道，例如“北京***有限公司朝阳分公司”或“北京***店有限公司朝阳门店”。

2. In the "Branch Name" field, enter the "Business Entity Name + Branch Name". The branch name may include the administrative region name or subdistrict name, e.g., "Beijing *** Co., Ltd. Chaoyang Branch" or "Beijing *** Store Co., Ltd. Chaoyang Branch".

6、“经营场所”须具体写到门牌号，例如“北京市朝阳区**路**号**室”。每一个分支机构经营场所应附“经营场所使用说明”和经营场所使用相关文件。个体网店（仅通过网络开展经营活动的平台内经营者申请登记为个体工商户）应逐一填写电子商务平台提供的网络地址。

3. The "Business Premises" must specify the exact house number, e.g., "Room **, No. ** ** Road, Chaoyang District, Beijing". For each branch, the "Proof of Use of Business Premises" and relevant supporting documents must be attached. For individual online stores (individual businesses registering as platform operators conducting exclusively online business activities), the web addresses provided by the e-commerce platform must be listed one by one.

- 7、增加、变更、减少一照多址经营场所的，“业务类型”栏请分别填写“增加”、“变更”、“减少”。
4. For the addition, change, or removal of business premises under the "one business license with multiple addresses" scheme, please select "Addition", "Change", or "Removal" respectively in the "Business Type" field.
- 5、“一照多址”信息可通过扫描营业执照企业码查询。
5. Information regarding "one business license with multiple addresses" can be obtained by scanning the enterprise QR code present on the business license.
- 6、本页如不够可复印使用。
6. This page may be copied if additional space is needed.

企业注销登记申请书（普通程序）

Application Form for Deregistration of Enterprise (Ordinary Procedure)

- 适用于采用普通程序办理企业注销登记
- This form applies to the application for deregistration of enterprises through the ordinary procedure
- 请填写表 1 至表 4
- Please complete Forms 1 to 4

企业名称 Enterprise Name	
统一社会信用代码 Unified Social Credit Identifier	□□□□□□□□ □□□□□□□□ □
表 1——注销原因（请根据企业类型勾选一项） Form 1 - Reasons for Deregistration (select one based on enterprise type)	
☐ 有限责任公司或股份有限公司 ☐ Limited Liability Company or Joint Stock Limited Company	☐ 公司章程规定的营业期限届满或其他解散事由出现。 ☐ Expiration of the business term or occurrence of other causes for dissolution as stipulated in the articles of association. ↳ 公司章程规定的营业期限为：_____ ↳ Business term as stipulated in the articles of association: _____ ↳ 公司章程规定的解散事由为：_____ ↳ Causes for dissolution as stipulated in the articles of association: _____ ☐ 股东决定、股东会、外商投资企业(权力机构为董事会的)董事会决议解散。 ☐ Dissolution by the shareholders' decision, shareholders' meeting, or board resolution of a foreign-invested enterprise (with the board of directors as its highest authority). ☐ 因公司合并或者分立需要解散。 ☐ Dissolution due to company merger or division. ↳ 是否为按《公司法》第二百一十九条规定进行的合并 ☐ 是 ☐ 否 ↳ Whether the merger is under Article 219 of the <i>Company Law</i> of the People's Republic of China ☐ Yes ☐ No ☐ 依法被吊销营业执照、责令关闭或者被撤销。 ☐ The company's business license being revoked or the company being ordered to close down or being canceled according to law. ☐ 人民法院依法予以解散。 ☐ The company being dissolved by the people's court according to law. ☐ 被人民法院依法宣告破产。 ☐ The company being declared bankrupt by the people's court according to law. ☐ 法律、行政法规规定的其他情形：_____ ☐ Other circumstances stipulated by laws and administrative regulations_____.
☐ 非公司企业法人 ☐ Non-corporate enterprise legal person	☐ 企业终止经营或被撤销。 ☐ Cessation of business operations or revocation of business license. ☐ 依法被吊销营业执照、责令关闭或者被撤销。 ☐ The company's business license being revoked or the company being ordered to close down or being canceled according to law. ☐ 被人民法院依法宣告破产。 ☐ The company being declared bankrupt by the people's court according to law.

	☐ 因合并而终止。 ☐ Termination due to merger. ☐ 法律、行政法规规定的其他情形： _____ ☐ Other circumstances stipulated by laws and administrative regulations _____.
☐ 合伙企业 ☐ Partnership	☐ 合伙期限届满，合伙人决定不再经营。 ☐ Expiration of the partnership term and the partners' decision not to continue operations. ☐ 合伙协议约定的解散事由出现。 ☐ Occurrence of causes for dissolution agreed in the partnership agreement. ☐ 全体合伙人决定解散。 ☐ Dissolution by the decision of all partners. ☐ 合伙人已不具备法定人数满三十天。 ☐ The number of partners has failed to meet the statutory requirement for 30 days. ☐ 合伙协议约定的合伙目的已经实现或者无法实现。 ☐ The partnership purpose as stipulated in the partnership agreement has been achieved or is unachievable. ☐ 依法被吊销营业执照、责令关闭或者被撤销。 ☐ The company's business license being revoked or the company being ordered to close down or being canceled according to law. ☐ 法律、行政法规规定的其他原因： _____ ☐ Other reasons stipulated by laws and administrative regulations: _____.
☐ 个人独资企业 ☐ Sole Proprietorship	☐ 投资人决定解散。 ☐ Dissolution by the decision of the investor. ☐ 投资人死亡或者被宣告死亡，无继承人或者继承人决定放弃继承。 ☐ Death of the investor or the investor being declared dead, with no heirs or heirs deciding to waive inheritance. ☐ 被依法吊销营业执照。 ☐ Revocation of the business license according to law. ☐ 法律、行政法规规定的其他情形： _____ ☐ Other circumstances stipulated by laws and administrative regulations _____.

表2——公示及债权债务清理情况（本表各项目，请分别根据实际情况勾选一项）	
Form 2 - Announcement & Claims and Debts Settlement (For each Item in this form, please select one based on the actual situation)	
解散事由公示情况 (仅公司填写) Announcement of Causes for Dissolution (For Companies Only)	☐ 已通过国家企业信用信息公示系统公示 ☐ Announcement via National Enterprise Credit Information Publicity System 公告日期: □□□□/□□/□□ Announcement date: MM/DD/YYYY
清算组公告情况 Liquidation Group Announcement	☐ 已通过国家企业信用信息公示系统公告 ☐ Announcement via National Enterprise Credit Information Publicity System 公告日期: □□□□/□□/□□ Announcement date: MM/DD/YYYY ☐ 属于无需公告的情形 [包括个人独资企业、无需清算的内资非公司企业法人、法院指定清算组（清算人）或破产管理人] ☐ Circumstances not requiring announcement [including sole proprietorships, domestic non-corporate enterprise legal persons exempt from liquidation, and court-appointed liquidation groups (liquidators) or bankruptcy administrators]
债权人公告情况 Creditors' Announcement	☐ 通过国家企业信用信息公示系统公告 ☐ Announcement via National Enterprise Credit Information Publicity System 公告日期: □□□□/□□/□□ Announcement date: MM/DD/YYYY
	☐ 通过报纸公告 报纸名称: _____ ☐ Announcement in newspaper: _____ (Newspaper Name) 公告日期: □□□□/□□/□□ Announcement date: MM/DD/YYYY
分支机构注销情况 Branch Deregistration	☐ 已注销完毕 / ☐ 无分支机构 ☐ Deregistered / ☐ No branches
债权债务清理情况 Claims and Debts Settlement	☐ 已清理完毕 / ☐ 无债权债务 ☐ Settled / ☐ No claims or debts
清税情况 Tax Clearance Status	☐ 已清理完毕 / ☐ 未涉及纳税义务 ☐ Cleared / ☐ No tax payment obligations
对外投资清理情况 Settlement of Outward Investments	☐ 已清理完毕 / ☐ 无对外投资 ☐ Settled / ☐ No outward investments
海关手续清缴情况 Customs Clearance Status	☐ 已清理完毕 / ☐ 未涉及海关事务 ☐ Cleared / ☐ No customs affairs

<p>表3——提交申请材料的人员（经办人）信息</p> <p>Form 3 - Information of the Person Submitting Application Materials (Agent)</p>
<p>人员姓名：_____</p> <p>Name: _____</p> <p>代表或接受委托的有效期限：自□□□□年□□月□□日至 □□□□年□□月□□日</p> <p>Validity period of the representation or authorization: From □□ (month) □□ (day), □□□□ (year) to □□ (month) □□ (day), □□□□ (year)</p>
<p>该人员为（请根据实际情况勾选一项）</p> <p>Identity of the Person (select one based on the actual situation)</p>
<p>☐ 法定代表人/合伙企业执行事务合伙人或委派代表/个人独资企业投资人 / ☐ 登记联络员</p> <p>☐ Legal Representative / Managing Partner or Designated Representative of Partnership / Investor of Sole Proprietorship / ☐ Registration Liaison Officer</p> <p>☐ 清算组负责人或成员/清算人 / ☐ 人民法院指定的清算组（清算人）/破产管理人负责人或成员</p> <p>☐ Liquidation Group Leader or Member / Liquidator / ☐ Leader or Member of Court-appointed Liquidation Group (Liquidator) / Bankruptcy Administrator</p> <p>☐ 登记注册代理人 *登记注册代理人需填写表3（附）</p> <p>☐ Registration agent *For a "registration agent", please complete Form 3 (Appendix)</p>
<p>该人员在办理此次经营主体登记（备案）申请中的权限为</p> <p>Scope of Authorization of the Above-named Person for This Business Entity Registration (Filing) Application</p>
<p>1. ☐ 有权 ☐ 无权 核对登记材料中的复印件并签署核对意见</p> <p>1. ☐ Authorized ☐ Not authorized to verify photocopies of the registration materials and provide verification remarks</p> <p>2. ☐ 有权 ☐ 无权 修改经营主体自备文件的错误</p> <p>2. ☐ Authorized ☐ Not authorized to correct errors in the business entity's self-prepared documents</p> <p>3. ☐ 有权 ☐ 无权 修改有关表格的填写错误</p> <p>3. ☐ Authorized ☐ Not authorized to correct errors in the completion of forms</p> <p>4. ☐ 有权 ☐ 无权 领取有关文书</p> <p>4. ☐ Authorized ☐ Not authorized to collect relevant documents</p>
<p>承诺及签名</p> <p>Undertakings and Signature</p>
<p>本人承诺提交的所有材料真实、完整，本人已尽核实和查验义务，并对最终提交办理登记的信息和材料进行</p>

确认。

I hereby undertake that all submitted materials are true and complete. I have fulfilled my duty of verification and inspection, and confirm the final information and materials submitted for this registration application.

此次注销登记申请中，本人承诺未伪造、变造或者使用伪造、变造的法律文件、印章、签名，未采取欺诈、诱骗等不正当手段，未教唆、编造或者帮助他人编造、提供虚假信息或者材料，未作出误导性或者欺骗性陈述，不存在恶意申请登记、损害社会公共利益或者妨碍社会公共秩序等行为。

In this deregistration application, I hereby undertake that I have not forged, altered, or used forged or altered legal documents, seals, or signatures; have not employed fraudulent, deceptive, or other improper means; have not instigated, fabricated, or assisted others in fabricating or providing false information or materials; have not made misleading or deceptive statements; and have not engaged in any acts that maliciously apply for registration with the intent to transfer for profit, harm the public interest, or disrupt public order.

本人已知晓对提交虚假材料或者采取其他欺诈手段隐瞒重要事实骗取登记的，直接负责的主管人员和其他直接责任人员将被处以 3 万元以上 30 万元以下的罚款；相关责任人自经营主体登记被撤销之日起 3 年内不得再次申请登记注册业务；对于明知或者应当知道申请人提交虚假材料或者采取其他欺诈手段隐瞒重要事实进行登记，仍接受委托代为办理，或者协助其进行虚假登记的人员将被处 10 万元以下的罚款。

I am aware that if false materials are submitted or other fraudulent means are used to conceal material facts in order to obtain registration, the directly responsible person and other directly liable individuals shall be fined not less than RMB 30,000 but not more than RMB 300,000; relevant liable persons shall be prohibited from applying for registration for 3 years from the date the business entity registration is revoked; any person who, while knowing or having reason to know that the applicant has submitted false materials or employed other fraudulent means to conceal material facts, nonetheless accepts entrustment to handle the registration or assists in such false registration, shall be subject to a fine of up to RMB 100,000.

人员签名: [_____]

Signature: [_____]

日期: □□□□/□□/□□ (年/月/日)

Date: □□ □□, □□□□ (MM/DD/YYYY)

说明

Notes

登记注册代理人指直接接受经营主体委托，为经营主体提供代理登记注册相关服务的第三方机构或个人（包括代理机构中具体办理登记代理事务的工作人员）。

A "registration agent" refers to a third-party organization or individual that directly accepts entrustment from a business entity to provide agency services for registration (filing). This includes staff members of an agency organization who specifically handle registration agency affairs.

本表不向社会公众公开

This form is not open to the public

表3（附）——登记注册代理人信息

Form 3 (Appendix) - Registration Agent Information

姓 名 Name		移动电话 Contact Number	
身份证件类型 Identity Document Type	☐ 居民身份证 / ☐ 其他 _____ ☐ Resident ID card / ☐ Other _____	身份证件号码 ID Number	
代理人员身份 Agent's Identity	☐ 该人员以个人名义代理登记事务 ☐ This person acts as an agent for registration affairs in his/her personal capacity		
	☐ 该人员以代理机构工作人员名义代理登记事务 ☐ This person acts as an agent for registration affairs in his/her capacity as a staff member of an agency organization	代理机构信息（包含个体工商户） Information of Agency Organization (Including Individual Businesses)	
		机构名称： Agency Name:	
		统一社会信用代码： Unified Social Credit Identifier:	
		负责人姓名： Name of Person in Charge:	
		负责人移动电话： Contact Number of Person in Charge:	

表4——申请人合法性承诺

Form 4 - Applicant's Undertaking as to Legality

1.本人确认对此次注销登记所提交各项信息知情且同意，委托本申请书“表3”所列人员代为办理注销登记业务。

1. I hereby confirm that I am aware of and consent to all information submitted in this application for deregistration, and hereby authorize the individuals listed in Form 3 of this application to handle the deregistration on my behalf.

2.本次注销登记提交的各项材料和信息均真实、准确、有效、完整。本人对全部申请材料 and 信息的真实性、合法性、有效性负责。如存在提交虚假材料以及采取其他欺诈手段骗取登记的行为，将依法承担相应责任。

2. All materials and information submitted in this application for deregistration are true, accurate, valid and complete. I assume full responsibility for the authenticity, legality and validity of all application materials and information. In the event that I submit false materials or use other fraudulent means to obtain registration, I shall bear corresponding legal liabilities in accordance with the law.

3.向登记机关提交的材料和信息已获得所涉人员（组织）的同意，所有人员（组织）的签名（盖章）行为均由其本人（组织）完成。

3. The materials and information submitted to the registration authority have been approved by all relevant individuals (organizations), and all signatures (seals) have been affixed by the respective individuals (organizations) themselves.

4.本人签名字迹潦草或难以辨认、盖章模糊或存在其他问题的，本人将按登记机关要求重新签名或盖章。

4. If my signature is illegible or difficult to recognize, or if the seal impression is blurred or otherwise defective, I shall re-sign or re-affix the seal as required by the registration authority.

申请人签名：

Signature of Applicant:

[_____]

日期： □□□□/□□/□□（年/月/日）

Date: □□ □□, □□□□ (MM/DD/YYYY)

说明

Notes

- 申请普通注销的已清算的公司由清算组负责人签名、合伙企业由清算人签名；个人独资企业由投资人或清算人签名。
- For the ordinary deregistration application, this application form must be signed by the liquidation group leader for liquidated companies, by the liquidator for partnerships, and by the sole investor or liquidator for sole proprietorships.
- 申请普通注销的已清算的非公司企业法人和因合并或分立未清算的公司由法定代表人签名。
- For the ordinary deregistration application, this application form must be signed by the legal representative for liquidated non-corporate enterprise legal persons and for companies exempt from liquidation due to merger or division.
- 人民法院裁定清算（破产）的，由其指定的清算组负责人（破产管理人负责人）签名。
- For court-ordered liquidation (bankruptcy), this application form must be signed by the leader of the court-appointed liquidation group (bankruptcy administrator leader).

企业注销登记申请书（简易程序）

Application Form for Deregistration of Enterprise (Simplified Procedure)

- 适用于采用简易程序办理企业注销登记
- This form applies to the application for deregistration of enterprises through the simplified procedure
- 请填写表 1 至表 4
- Please complete Forms 1 to 4

企业名称 Enterprise Name	
统一社会信用代码 Unified Social Credit Identifier	□□□□□□□□ □□□□□□□□ □
表 1——注销原因（请根据企业类型勾选一项） Form 1 - Reasons for Deregistration (select one based on enterprise type)	
☐ 有限责任公司或非上市股份有限公司 ☐ Limited Liability Company or Non-listed Joint Stock Limited Company	☐ 公司章程规定的营业期限届满或其他解散事由出现。 ☐ Expiration of the business term or occurrence of other causes for dissolution as stipulated in the articles of association. ↳ 公司章程规定的营业期限为：_____ ↳ Business term as stipulated in the articles of association: _____ ↳ 公司章程规定的解散事由为：_____ ↳ Causes for dissolution as stipulated in the articles of association: _____ ☐ 股东决定、股东会、外商投资企业(权力机构为董事会的)董事会决议解散。 ☐ Dissolution by the shareholders' decision, shareholders' meeting, or board resolution of a foreign-invested enterprise (with the board of directors as its highest authority).
☐ 非公司企业法人 ☐ Non-corporate enterprise legal person	☐ 企业终止经营或被撤销。 ☐ Cessation of business operations or revocation of business license. ☐ 法律、行政法规规定的其他情形：_____ ☐ Other circumstances stipulated by laws and administrative regulations _____.
☐ 合伙企业 ☐ Partnership	☐ 合伙期限届满，合伙人决定不再经营。 ☐ Expiration of the partnership term and the partners' decision not to continue operations. ☐ 合伙协议约定的解散事由出现。 ☐ Occurrence of causes for dissolution agreed in the partnership agreement. ☐ 全体合伙人决定解散。 ☐ Dissolution by the decision of all partners. ☐ 合伙人已不具备法定人数满三十天。 ☐ The number of partners has failed to meet the statutory requirement for 30 days. ☐ 合伙协议约定的合伙目的已经实现或者无法实现。 ☐ The partnership purpose as stipulated in the partnership agreement has been achieved or is unachievable. ☐ 法律、行政法规规定的其他原因：_____ ☐ Other reasons stipulated by laws and administrative regulations: _____
☐ 个人独资企业	☐ 投资人决定解散。

☐ Sole Proprietorship	☐ Dissolution by the decision of the investor. ☐ 投资人死亡或者被宣告死亡，无继承人或者继承人决定放弃继承。 ☐ Death of the investor or the investor being declared dead, with no heirs or heirs deciding to waive inheritance. ☐ 法律、行政法规规定的其他情形：_____ ☐ Other circumstances stipulated by laws and administrative regulations_____.
表2——公示及债权债务清理情况 Form 2 - Announcement & Claims and Debts Settlement	
公示情况 Announcement Status	☐ 已在国家企业信用信息公示系统发布公告并提交全体投资人承诺书 ☐ Public notice has been published on the National Enterprise Credit Information Publicity System and the Commitment Letter of All Investors has been submitted 公告日期: □□□□/□□/□□ (年/月/日) Announcement date: □□ □□, □□□□ (MM/DD/YYYY)
分支机构注销情况 Branch Deregistration	☐ 已注销完毕 / ☐ 无分支机构 ☐ Deregistered / ☐ No branches
债权债务清理情况 Claims and Debts Settlement	☐ 已清理完毕 / ☐ 无债权债务 ☐ Settled / ☐ No claims or debts
清税情况 Tax Clearance Status	☐ 已清理完毕 / ☐ 未涉及纳税义务 ☐ Cleared / ☐ No tax payment obligations
对外投资清理情况 Settlement of Outward Investments	☐ 已清理完毕 / ☐ 无对外投资 ☐ Settled / ☐ No outward investments
海关手续清缴情况 Customs Clearance Status	☐ 已清理完毕 / ☐ 未涉及海关事务 ☐ Cleared / ☐ No customs affairs

表3——提交申请材料的人员（经办人）信息

Form 3 - Information of the Person Submitting Application Materials (Agent)

人员姓名：_____

Name: _____

代表或接受委托的有效期限：自□□□□年□□月□□日至 □□□□年□□月□□日

Validity period of the representation or authorization: From □□ (month) □□ (day), □□□□ (year) to □□ (month) □□ (day), □□□□ (year)

该人员为（请根据实际情况勾选一项）

Identity of the Person (select one based on the actual situation)

☐ 法定代表人/合伙企业执行事务合伙人或委派代表/个人独资企业投资人 / ☐ 登记联络员

☐ Legal Representative / Managing Partner or Designated Representative of Partnership / Investor of Sole Proprietorship / ☐ Registration Liaison Officer

☐ 登记注册代理人 *登记注册代理人需填写表3（附）

☐ Registration agent *For a "registration agent", please complete Form 3 (Appendix)

该人员在办理此次经营主体登记（备案）申请中的权限为

Scope of Authorization of the Above-named Person for This Business Entity Registration (Filing) Application

1. ☐ 有权 ☐ 无权 核对登记材料中的复印件并签署核对意见

1. ☐ Authorized ☐ Not authorized to verify photocopies of the registration materials and provide verification remarks

2. ☐ 有权 ☐ 无权 修改经营主体自备文件的错误

2. ☐ Authorized ☐ Not authorized to correct errors in the business entity's self-prepared documents

3. ☐ 有权 ☐ 无权 修改有关表格的填写错误

3. ☐ Authorized ☐ Not authorized to correct errors in the completion of forms

4. ☐ 有权 ☐ 无权 领取有关文书

4. ☐ Authorized ☐ Not authorized to collect relevant documents

承诺及签名

Undertakings and Signature

本人承诺提交的所有材料真实、完整，本人已尽核实和查验义务，并对最终提交办理登记的信息和材料进行确认。

I hereby undertake that all submitted materials are true and complete. I have fulfilled my duty of verification and inspection, and confirm the final information and materials submitted for this registration application.

此次注销登记申请中，本人承诺未伪造、变造或者使用伪造、变造的法律文件、印章、签名，未采取欺诈、

诱骗等不正当手段，未教唆、编造或者帮助他人编造、提供虚假信息或者材料，未作出误导性或者欺骗性陈述，不存在恶意申请登记、损害社会公共利益或者妨碍社会公共秩序等行为。

In this deregistration application, I hereby undertake that I have not forged, altered, or used forged or altered legal documents, seals, or signatures; have not employed fraudulent, deceptive, or other improper means; have not instigated, fabricated, or assisted others in fabricating or providing false information or materials; have not made misleading or deceptive statements; and have not engaged in any acts that maliciously apply for registration with the intent to transfer for profit, harm the public interest, or disrupt public order.

本人已知晓对提交虚假材料或者采取其他欺诈手段隐瞒重要事实骗取登记的，直接负责的主管人员和其他直接责任人员将被处以 3 万元以上 30 万元以下的罚款；相关责任人自经营主体登记被撤销之日起 3 年内不得再次申请登记注册业务；对于明知或者应当知道申请人提交虚假材料或者采取其他欺诈手段隐瞒重要事实进行登记，仍接受委托代为办理，或者协助其进行虚假登记的人员将被处 10 万元以下的罚款。

I am aware that if false materials are submitted or other fraudulent means are used to conceal material facts in order to obtain registration, the directly responsible person and other directly liable individuals shall be fined not less than RMB 30,000 but not more than RMB 300,000; relevant liable persons shall be prohibited from applying for registration for 3 years from the date the business entity registration is revoked; any person who, while knowing or having reason to know that the applicant has submitted false materials or employed other fraudulent means to conceal material facts, nonetheless accepts entrustment to handle the registration or assists in such false registration, shall be subject to a fine of up to RMB 100,000.

人员签名: [_____]

Signature: [_____]

日期: □□□□/□□/□□ (年/月/日)

Date: □□ □□, □□□□ (MM/DD/YYYY)

说明

Notes

登记注册代理人指直接接受经营主体委托，为经营主体提供代理登记注册相关服务的第三方机构或个人（包括代理机构中具体办理登记代理事务的工作人员）。

A "registration agent" refers to a third-party organization or individual that directly accepts entrustment from a business entity to provide agency services for registration (filing). This includes staff members of an agency organization who specifically handle registration agency affairs.

本表不向社会公众公开

This form is not open to the public

表3（附）——登记注册代理人信息

Form 3 (Appendix) - Registration Agent Information

姓 名 Name		移动电话 Contact Number	
身份证件类型 Identity Document Type	☐ 居民身份证 / ☐ 其他 _____ ☐ Resident ID card / ☐ Other _____	身份证件号码 ID Number	
代理人员身份 Agent's Identity	☐ 该人员以个人名义代理登记事务 ☐ This person acts as an agent for registration affairs in his/her personal capacity.		
	☐ 该人员以代理机构工作人员名义代理登记事务 ☐ This person acts as an agent for registration affairs in his/her capacity as a staff member of an agency organization	代理机构信息（包含个体工商户） Information of Agency Organization (Including Individual Businesses)	
		机构名称： Agency Name:	
		统一社会信用代码： Unified Social Credit Identifier:	
		负责人姓名： Name of Person in Charge:	
		负责人移动电话： Contact Number of Person in Charge:	

表4——申请人合法性承诺

Form 4 - Applicant's Undertaking as to Legality

1.本人确认对此次注销登记所提交各项信息知情且同意，委托本申请书“表3”所列人员代为办理注销登记业务。

1. I hereby confirm that I am aware of and consent to all information submitted in this application for deregistration, and hereby authorize the individuals listed in Form 3 of this application to handle the deregistration on my behalf.

2.本次注销登记提交的各项材料和信息均真实、准确、有效、完整。本人对全部申请材料 and 信息的真实性、合法性、有效性负责。如存在提交虚假材料以及采取其他欺诈手段骗取登记的行为，将依法承担相应责任。

2. All materials and information submitted in this application for deregistration are true, accurate, valid and complete. I assume full responsibility for the authenticity, legality and validity of all application materials and information. In the event that submit false materials or use other fraudulent means to obtain registration, I shall bear corresponding legal liabilities in accordance with the law.

3.向登记机关提交的材料和信息已获得所涉人员（组织）的同意，所有人员（组织）的签名（盖章）行为均由其本人（组织）完成。

3. The materials and information submitted to the registration authority have been approved by all relevant individuals (organizations), and all signatures (seals) have been affixed by the respective individuals (organizations) themselves.

4.本人签名字迹潦草或难以辨认、盖章模糊或存在其他问题的，本人将按登记机关要求重新签名或盖章。

4. If my signature is illegible or difficult to recognize, or if the seal impression is blurred or otherwise defective, I shall re-sign or re-affix the seal as required by the registration authority.

申请人签名：

Signature of Applicant: [_____]

日期：□□□□/□□/□□（年/月/日）

Date: □□□□, □□□□ (MM/DD/YYYY)

说明

Notes

- 申请采用简易程序办理注销登记的公司、非公司企业法人、非公司外资企业由法定代表人签名，合伙企业由执行事务合伙人（或委派代表）签名，个人独资企业由投资人签名。
- For the simplified deregistration application, this application form must be signed by the legal representative for companies, non-corporate enterprise legal persons, and foreign-invested non-corporate enterprises; by the managing partner (or its designated representative) for partnerships; and by the sole investor for sole proprietorships.
- 通过简易程序办理注销登记的公司，股东（出资人/合伙人/投资人）对内容承诺不实的，将对注销登记前的债务承担连带责任。
- For enterprises applying for simplified deregistration, if any shareholder (capital contributor/partner/investor) makes a false commitment or misrepresentation regarding the content hereof, such person shall bear joint and several liability for the debts incurred by the enterprise prior to deregistration.

分支机构登记（备案）申请书

Branch Office Registration (Filing) Application Form

- 适用于申请分公司、营业单位、非公司企业法人分支机构、合伙企业分支机构（以上类型包含内资和外资）、个人独资企业分支机构、农民专业合作社（联合社）分支机构设立、变更登记（备案）、注销及非公司企业法人分支机构改制。
- This form applies to the application for the establishment, change registration (filing), and deregistration of branch offices, business units, and branch offices of non-corporate enterprise legal persons, partnerships (including both domestic and foreign-invested entities), sole proprietorships, and specialized farmers' cooperatives (unions), as well as the restructuring of branch offices of non-corporate enterprise legal persons.
- 设立登记、非公司企业法人分支机构改制：请填写表 1 至表 3、表 6 至表 11
- For establishment registration or restructuring of branch offices of non-corporate enterprise legal persons: Please complete Forms 1 to 3 and Forms 6 to 11
- 变更登记（备案）：请填写表 1、表 2、表 4，并根据具体事项填写表 6 至表 11 中相关表格
- For change registration (filing): Please complete Form 1, Form 2 and Form 4, and, depending on the specific items, complete the relevant forms among Forms 6 to 11
- 注销登记：请填写表 1、表 2、表 5、表 6、表 10
- For deregistration: Please complete Form 1, Form 2, Form 5, Form 6 and Form 10

表1——分支机构基本信息

Form 1 - Basic Information of Branch Office

分支机构名称 Branch Name	☐ 已进行名称自主申报 ☐ Name self-declaration completed	
统一社会信用代码 Unified Social Credit Identifier	(设立登记无需填写) (Not required for establishment registration)	

表2——隶属经营主体（单位）信息

Form 2 - Information of Head Business Entity (Organization)

类 型 Type	☐ 公司 ☐ 合伙企业 ☐ 非公司企业法人 ☐ 个人独资企业 ☐ Company ☐ Partnership ☐ Non-corporate enterprise legal person ☐ Sole proprietorship ☐ 农民专业合作社 ☐ 其他_____
名 称 Name	☐ Specialized farmers' cooperative ☐ Other _____

统一社会信用代码 Unified Social Credit Identifier	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
登记机关 Registration Authority	
表3——分支机构设立信息 Form 3 - Establishment Information of Branch Office	
经营场所 Business Premises	北京市 _____ 区 _____ (门牌号) (House number), _____, _____ District, Beijing
经营范围 Business Scope	一般经营项目： General Business Items: 许可经营项目： Licensed Business Items:
	请按照登记机关公布的经营项目分类标准办理经营范围登记 Please apply for business scope registration according to the classification standards for business items published by the registration authority
营业执照 申领方式 Business License Collection Method	申领纸质营业执照 其中：副本 _____ 个 Paper business license application Duplicates _____ 电子营业执照自动生成，由分支机构负责人下载使用 The electronic business license is generated automatically and shall be downloaded and used by the person in charge of the branch office

表4——分支机构变更信息（只填写与本次登记有关的事项）

Form 4 - Change Information of Branch Office (Please fill in only items related to this registration)

变更事项 Change Item	原登记（备案）内容 Previous Registration (Filing) Information	变更登记（备案）内容 Amended Registration (Filing) Information
名 称 Name		
经营场所 Business Premises		
负 责 人 Person in Charge		
经营范围 Business Scope		
分支机构类型 Branch Office Type		
负责人姓名 Name of Person in Charge		
登记联络员 Registration Liaison Officer		

表5——分支机构注销登记信息

Form 5 - Deregistration Information of Branch Office

注销方式 Deregistr ation Method	☐ 普通注销 ☐ Ordinary Deregistration	☐ 隶属企业（单位）决定注销。 ☐ Resolved by the head office (organization) to cancel the branch office (apply for deregister) ☐ 被依法责令关闭。
--------------------------------------	--	--

		☐ Ordered to close by law ☐ 被登记机关依法吊销或撤销。 ☐ Revoked or cancelled by the registration authority according to law ☐ 其他原因: _____ ☐ Other: _____
	☐ 简易注销 ☐ Simplified deregistration	☐ 隶属企业（单位）决定撤销。 ☐ Resolved by the head office (organization) to deregister ☐ 其他原因: _____ ☐ Other: _____
清税情况 Tax Clearance		☐ 已清理完毕 / ☐ 未涉及纳税义务 ☐ Cleared / ☐ No tax payment obligations
债权债务清理情况 (分公司、个人独资/合伙企业分支机构不填写) Claims and Debts Settlement (Not required for branch companies, and branch offices of sole proprietorships and partnerships)		☐ 主管部门或者清算组织负责清理债权债务 / ☐ 债务清理完结 ☐ The competent authority or the liquidation organization is responsible for settling claims and debts / ☐ Settlement of debts completed

<p>表6——提交申请材料的人员（经办人）信息</p> <p>Form 6 - Information of the Person Submitting Application Materials (Agent)</p>
<p>人员姓名：_____</p> <p>Name: _____</p> <p>代表或接受委托的有效期限：自□□□□年□□月□□日至 □□□□年□□月□□日</p> <p>Validity period of the representation or authorization: From □□ (month) □□ (day), □□□□ (year) to □□ (month) □□ (day), □□□□ (year)</p>
<p>该人员为（请根据实际情况勾选一项）</p> <p>Identity of the Person (select one based on the actual situation)</p>
<p>☐ 隶属企业（单位）法定代表人/执行事务合伙人或委派代表/投资人 / ☐ 分支机构负责人</p> <p>☐ Legal representative of head office (organization) / Managing partner or designated representative / Investor / ☐ Person in Charge of the Branch Office</p> <p>☐ 登记联络员 / ☐ 隶属企业清算组负责人或成员/清算人</p> <p>☐ Registration liaison officer / ☐ Leader or member of the liquidation group of the head office / Liquidator</p> <p>☐ 人民法院指定的清算组（清算人）/破产管理人负责人或成员</p> <p>☐ Person in charge or member of the liquidation group (liquidator) / bankruptcy administrator designated by the People's Court</p> <p>☐ 登记注册代理人 *登记注册代理人需填写表6（附）</p> <p>☐ Registration agent *For a "registration agent", please complete Form 6 (Appendix)</p>
<p>该人员在办理此次经营主体登记（备案）申请中的权限为</p> <p>Scope of Authorization of the Above-named Person for This Business Entity Registration (Filing) Application</p>
<p>1. ☐ 有权 ☐ 无权 核对登记材料中的复印件并签署核对意见</p> <p>1. ☐ Authorized ☐ Not authorized to verify photocopies of the registration materials and provide verification remarks</p> <p>2. ☐ 有权 ☐ 无权 修改经营主体自备文件的错误</p> <p>2. ☐ Authorized ☐ Not authorized to correct errors in the business entity's self-prepared documents</p> <p>3. ☐ 有权 ☐ 无权 修改有关表格的填写错误</p> <p>3. ☐ Authorized ☐ Not authorized to correct errors in the completion of forms</p> <p>4. ☐ 有权 ☐ 无权 领取营业执照和有关文书</p> <p>4. ☐ Authorized ☐ Not authorized to collect the business license and relevant documents</p>
<p>承诺及签名</p> <p>Undertakings and Signature</p>
<p>本人承诺提交的所有材料真实、完整，本人已尽核实和查验义务，并对最终提交办理登记（备案）的信息和材料进行确认。</p>

I hereby undertake that all submitted materials are true and complete. I have fulfilled my duty of verification and inspection, and confirm the final information and materials submitted for this registration (filing) application.

此次登记（备案）申请中，本人承诺未伪造、变造或者使用伪造、变造的法律文件、印章、签名，未采取欺诈、诱骗等不正当手段，未教唆、编造或者帮助他人编造、提供虚假信息或者材料，未作出误导性或者欺骗性陈述，不存在以转让牟利为目的、恶意申请登记、损害社会公共利益或者妨碍社会公共秩序等行为。

In this registration (filing) application, I hereby undertake that I have not forged, altered, or used forged or altered legal documents, seals, or signatures; have not employed fraudulent, deceptive, or other improper means; have not instigated, fabricated, or assisted others in fabricating or providing false information or materials; have not made misleading or deceptive statements; and have not engaged in any acts that maliciously apply for registration with the intent to transfer for profit, harm the public interest, or disrupt public order .

本人已知晓对提交虚假材料或者采取其他欺诈手段隐瞒重要事实骗取登记的，直接负责的主管人员和其他直接责任人员将被处以 3 万元以上 30 万元以下的罚款；相关责任人自经营主体登记被撤销之日起 3 年内不得再次申请登记注册业务；对于明知或者应当知道申请人提交虚假材料或者采取其他欺诈手段隐瞒重要事实进行登记，仍接受委托代为办理，或者协助其进行虚假登记的人员将被处 10 万元以下的罚款。

I am aware that if false materials are submitted or other fraudulent means are used to conceal material facts in order to obtain registration, the directly responsible person and other directly liable individuals shall be fined not less than RMB 30,000 but not more than RMB 300,000; relevant liable persons shall be prohibited from applying for registration for 3 years from the date the business entity registration is revoked; any person who, while knowing or having reason to know that the applicant has submitted false materials or employed other fraudulent means to conceal material facts, nonetheless accepts entrustment to handle the registration or assists in such false registration, shall be subject to a fine of up to RMB 100,000.

人员签名: [_____]

Signature: [_____]

日期: □□□□/□□/□□ (年/月/日)

Date: □□ □□, □□□□ (MM/DD/YYYY)

说明
Notes

登记注册代理人指直接接受经营主体委托，为经营主体提供代理登记注册相关服务的第三方机构或个人（包括代理机构中具体办理登记代理事务的工作人员）。

A "registration agent" refers to a third-party organization or individual that directly accepts entrustment from a business entity to provide agency services for registration (filing). This includes staff members of an agency organization who specifically handle registration agency affairs.

本表不向社会公众公开

This form is not open to the public

表6（附）——登记注册代理人信息

Form 6 (Appendix) - Registration Agent Information

姓 名 Name		移动电话 Contact Number	
身份证件类型 Identity Document Type	☐ 居民身份证 / ☐ 其他_____ ☐ Resident ID card / ☐ Other _____	身份证件号码 ID Number	
代理人员身份 Agent's Identity	☐ 该人员以个人名义代理登记事务 ☐ This person acts as an agent for registration affairs in his/her personal capacity		
	☐ 该人员以代理机构工作人员名义代理登记事务 ☐ This person acts as an agent for registration affairs in his/her capacity as a staff member of an agency organization	代理机构信息（包含个体工商户） Information of Agency Organization (Including Individual Businesses)	
		机构名称： Agency Name:	
		统一社会信用代码： Unified Social Credit Identifier:	
		负责人姓名： Name of Person in Charge:	
		负责人移动电话： Contact Number of Person in Charge:	

表7——隶属经营主体（单位）法定代表人基本信息

Form 7 - Basic Information of Legal Representative of Head Business Entity (Organization)

姓 名 Name		国别（地区） Country/Region	
电子邮箱 Email			

- 法定代表人包括隶属经营主体的法定代表人、投资人、执行事务合伙人或委派代表等。

说明 ● "Legal Representative" includes the legal representative, the investor, the managing partner or the designated representative of the head business entity.

- Notes
- 登记（备案）的均需填写表 7 及表 7（附）。
 - For all registration (filing) applications, complete Form 7 and Form 7 (Appendix).

表 8——分支机构负责人基本信息

Form 8 - Basic Information of the Person in Charge of the Branch Office

姓 名 Name		国别（地区） Country/Region	
电子邮箱 Email	(选填) (optional)		
负责人任免信息 Appointment and Removal Information	☐ 免去_____的负责人职务，兹任命_____为负责人。 ☐ To remove _____ from the position of person in charge, and appoint _____ as the new person in charge of the branch office..		

- 设立登记：填写分支机构负责人信息。

说明 ● For establishment registration: Fill in the information of the person in charge of the branch office.

- Notes
- 变更登记：填写分支机构新任负责人信息。
 - For change registration: Fill in the information of the new person in charge of the branch office.

表 9——登记联络员和财务负责人基本信息			
Form 9 - Basic Information of Registration Liaison Officer(s) and Financial Officer			
登记联络员（必填）			
Registration Liaison Officer (Required)			
姓 名 Name		电子邮箱 Email	
登记联络员——人员 2（选填）			
Registration Liaison Officer 2 (Optional)			
姓 名 Name		电子邮箱 Email	
登记联络员——人员 3（选填）			
Registration Liaison Officer 3 (Optional)			
姓 名 Name		电子邮箱 Email	
上述人员中，代表分支机构登录国家企业信用信息公示系统的为			
Designated person for logging into the National Enterprise Credit Information Publicity System on behalf of the branch office:			
姓 名 Name	(必填，仅填写一人) (Required; list only one person)		
财务负责人			
Financial Officer			
姓 名 Name		电子邮箱 Email	

- 登记联络员：企业可以备案 1-3 名登记联络员。登记联络员可以由负责人、员工等担任。
 - Registration Liaison Officer: A business entity may file 1 to 3 registration liaison officers. A registration liaison officer may be a person in charge, an employee, or other eligible person.
- 说明**
- Notes**
- 按照《市场主体登记管理条例实施细则》规定，登记联络员应当进行备案，向登记机关提供登记联络员的电话号码、电子邮箱等常用联系方式。登记联络员变更的，企业应当自变更之日起三十日内向企业登记机关办理备案。
 - According to the *Detailed Rules for the Implementation of the Regulation of the People's Republic of China on the Administration of the Registration of Market Participants*, the registration liaison

officer(s) shall be filed with the registration authority, with the relevant contact information (e.g. telephone number and email address) provided. If the registration liaison officer changes, the business entity shall file the change with the registration authority within thirty days from the date of such change.

- 登记联络员负责企业与企业登记机关之间的联络工作，代表企业提交登记申请文书材料、登录国家企业信用信息公示系统填报企业信息。请谨慎备案登记联络员。
- The registration liaison officer is responsible for communication between the company and the registration authority, submitting application documents and materials on behalf of the company, and logging into the National Enterprise Credit Information Publicity System to report business entity information. Please exercise caution when filing for the registration liaison officer(s).
- 登记联络员应当为持居民身份证、在中国境内有经常居住地的人员。
- The registration liaison officer shall be a person holding a resident identity card and maintaining a habitual residence within the territory of China.

本表不向社会公众公开

This form is not open to the public

表 7（附）——隶属经营主体（单位）法定代表人详细信息

Form 7 (Appendix) - Details of Legal Representative of Head Business Entity (Organization)

姓 名 Name		移动电话 Contact Number	
证件类型 Identity Document Type			
证件号码 Identity Document No.			
住 所 Address			

本表不向社会公众公开

This form is not open to the public

表 8（附）——分支机构负责人详细信息

Form 8 (Appendix) - Details of the Person in Charge of the Branch Office

姓 名 Name		移动电话 Contact Number	
证件类型 Identity Document Type		证件号码 Identity Document No.	
住 所 Address			

本表不向社会公众公开

This form is not open to the public

表 9（附）——登记联络员和财务负责人详细信息

Form 9 (Appendix) - Details of Registration Liaison Officer(s) and Financial Officer

登记联络员（必填）

Registration Liaison Officer (Required)

姓 名 Name		移动电话 Contact Number	
身份证号码 ID Card No.			
住 所 Address			

登记联络员——人员 2（选填）

Registration Liaison Officer 2 (Optional)

姓 名 Name		移动电话 Contact Number	
身份证号码 ID Card No.			
住 所 Address			

登记联络员——人员 3（选填）

Registration Liaison Officer 3 (Optional)

姓 名 Name		移动电话 Contact Number	
身份证号码 ID Card No.			
住 所 Address			

财务负责人

Financial Officer

姓 名 Name		移动电话 Contact Number	
身份证号码 ID Card No.			
住 所 Address			

表10——申请人合法性承诺

Form 10 - Applicant's Undertaking as to Legality

1.本人（包括各类法人、非法人组织）确认对此次登记（备案）所提交各项信息知情且同意，委托本申请书“表6”所列人员代为办理登记（备案）业务。

1. I (whether as an individual, legal person, or unincorporated organization) hereby confirm that I am aware of and consent to all information submitted in this registration (filing) application, and hereby authorize the individuals listed in Form 6 of this application to handle the registration (filing) on my behalf.

2.本次登记（备案）提交的各项材料和信息均真实、准确、有效、完整。本人对全部申请材料 and 信息的真实性、合法性、有效性负责。如存在提交虚假材料以及采取其他欺诈手段骗取登记的行为，将依法承担相应责任。

2. All materials and information submitted in this application for registration (filing) are true, accurate, valid and complete. I assume full responsibility for the authenticity, legality and validity of all application materials and information. In the event that I submit false materials or use other fraudulent means to obtain registration, I shall bear corresponding legal liabilities in accordance with the law.

3.向登记机关提交的材料和信息已获得所涉人员（组织）的同意，所有人员（组织）的签名（盖章）行为均由其本人（组织）完成。

3. The materials and information submitted to the registration authority have been approved by all relevant individuals (organizations), and all signatures (seals) have been affixed by the respective individuals (organizations) themselves.

4.使用的名称符合《企业名称登记管理规定》有关要求，不含有损国家、社会公共利益或违背公序良俗及有其他不良影响的内容；名称与他人使用的名称近似侵犯他人合法权益的，依法承担法律责任；如使用的名称被登记机关认定为不适宜名称，将主动配合登记机关进行纠正。

4. The name used complies with the related requirements of the Provisions on the Administration of Enterprise Name Registration and does not have content that is detrimental to national or public interest contrary to public order or good morals, or has other material adverse effects. If the name infringes upon the legitimate rights and interests of others due to similarity with names used by them, I shall bear legal liability in accordance with the law. If the name used is deemed inappropriate by the registration authority, I will proactively cooperate with the registration authority to rectify the situation.

5.经营范围涉及法律、行政法规、国务院决定、地方性法规和地方政府规章规定，需要办理许可的，在取得批准前，不从事相关经营活动。

5. If the business scope involves items subject to licensing as stipulated by laws, administrative regulations, decisions of the State Council, local regulations, or local government rules, I will not conduct related business activities prior to obtaining the necessary approval.

6.在确保相关经营活动已符合关于消防、城市规划、环境、房屋建筑安全等管理要求之前，不在经营场所实际开展经营活动。

6. Any actual business operations will not be carried out at the business premises until all relevant requirements

regarding fire safety, urban planning, environmental protection, and building safety have been fully satisfied.

7、本企业一经设立将自觉报送年度报告，依法主动公示信息，对报送和公示信息的真实性、及时性负责。

7. Once established, this enterprise will conscientiously submit annual reports, voluntarily publicize information according to law, and take responsibility for the authenticity and timeliness of the submitted and publicized information.

8、本企业依法纳税，依法缴纳社会保险费，自觉履行法定统计义务，严格遵守有关法律法规的规定，诚实守信经营。

8. This enterprise will pay taxes and social insurance expenses according to law, conscientiously fulfill statutory statistical obligations, strictly comply with related laws and regulations, and operate with honesty and integrity.

9.本人签名字迹潦草或难以辨认、盖章模糊或存在其他问题的，本人将按登记机关要求重新签名或盖章。

9. If my signature is illegible or difficult to recognize, or if the seal impression is blurred or otherwise defective, I shall re-sign or re-affix the seal as required by the registration authority.

申请人签名（盖章）：

Signature (Seal) of Applicant: [_____]

日期： □□□□/□□/□□（年/月/日）

Date: □□ □□, □□□□ (MM/DD/YYYY)

说明

Notes

- 公司、非公司企业法人、农民专业合作社分支机构由隶属企业法定代表人签名或加盖公章，合伙企业分支机构由隶属企业执行事务合伙人或委派代表签名或加盖公章，个人独资企业分支机构由隶属企业投资人签名或加盖公章。
- For branch offices of companies, non-corporate enterprise legal persons, and specialized farmers' cooperatives, this application form must be signed by the legal representative of the head office or sealed with its official seal. For branch offices of partnerships, it must be signed by the managing partner or its designated representative of the head office or sealed with its official seal. For branch offices of sole proprietorships, it must be signed by the investor of the head office or sealed with its official seal.
- 人民法院裁定清算（破产）的，由其指定的清算组负责人（破产管理人负责人）签名。
- For court-ordered liquidation (bankruptcy), this application form must be signed by the person in charge of the liquidation group or bankruptcy administrator designated by the People's Court.

表 11

Form 11 -

经营场所（住所）使用证明
Proof of Use of Business Premises (Domicile)

本表适用于设立及变更住所填写

This form applies to establishment and domicile change.

名 称 Name	
住 所 Domicile	北京市 区 (门牌号) (House number), _____, District, Beijing
产权人证明 Property Owner Certification	<p>该地址房屋已取得相关规划，不属于违法建设，属于下列情况之一，同意将其提供给经营主体使用。</p> <p>The premises at the above address have received the related planning permit, are not an illegal construction, fall under one of the following circumstances, and are agreed to be provided to the business entity for use:</p> <p>☐ 已取得不动产权属证明。</p> <p>☐ Having received the real estate ownership certificate.</p> <p>☐ 已取得房屋安全鉴定合格报告的经营性自建房。</p> <p>☐ Self-built housing for business purposes with a Building Safety Appraisal Qualification Report.</p> <p>☐ 已取得房屋验收合格手续。</p> <p>☐ Having received documents certifying housing acceptance.</p> <p>☐ 其他符合住所出证的情形。</p> <p>☐ Other circumstances where the domicile use certificate can be issued.</p> <p>产权人盖章（签字）： Seal (signature) of property owner: 年 月 日 MM/DD/YYYY</p>
需 要 证 明 情 况 Circumstances Requiring Certification	<p>上述地址房屋情况属实，产权人为_____，房屋用途为_____。</p> <p>This is to certify that the information on the premises at the above address is true, that the premises are owned by _____ and that they are used for _____.</p> <p>特此证明。</p> <p>It is hereby certified.</p>

	<p>证明单位公章：</p> <p>Official seal of certifying entity:</p> <p>证明单位负责人签字：</p> <p>Signature of the person in charge of certifying entity:</p> <p>年 月 日</p> <p>MM/DD/YYYY</p>
--	---

注：其他符合住所出证的情形包含利用宾馆、市场、地下空间、电子商务平台等场所开展经营活动的，符合本市有关住所相关规定的情形。

Note: Other circumstances under which a domicile use certificate can be issued include cases where business activities are carried out in venues such as hotels, markets, underground spaces, or e-commerce platforms, and such activities comply with the relevant provisions of this municipality on domiciles.

简易注销全体投资人承诺书

Letter of Commitment of All Investors for Simplified Deregistration

经营主体名称 Name of Business Entity	
统一社会信用代码 Unified Social Credit Identifier	

现向登记机关申请通过简易程序办理注销登记，并郑重承诺如下：
We hereby apply to the registration authority for deregistration through the simplified procedure and solemnly undertake as follows:

1. 本经营主体申请注销登记前：（需勾选以下其中一项）
1. Prior to applying for deregistration, the business entity confirms that: (select one)

☐ 未发生债权债务
☐ No debts or claims have arisen
☐ 已将债权债务清算完结
☐ All debts and claims have been fully settled

2. 本经营主体不存在未结清清偿费用、职工工资、社会保险费用、法定补偿金、应缴纳税款（滞纳金、罚款）及其他未了结事务，清算工作已全面完结。
2. The business entity has no outstanding liabilities, including unpaid expenses, employee salaries, social insurance contributions, statutory compensation payments, or taxes payable (including late fees and fines), and the liquidation work has been fully completed.

3. 本经营主体承诺申请注销登记时不存在以下情形：
3. The business entity undertakes that none of the following circumstances exist when applying for deregistration:

- 法律、行政法规或者国务院决定规定在注销登记前需经批准的；
- Its deregistration is subject to approval as prescribed by laws, administrative regulations, or decisions of the State Council;
- 被吊销营业执照、责令关闭、撤销；
- Its business license has been revoked or it has been ordered to close down or canceled;
- 在经营异常名录或者市场监督管理严重违法失信名单中；
- It is on the list of enterprises with abnormal business operations or seriously illegal and dishonest acts subject to market regulation;
- 存在股权（财产份额）被冻结、出质或者动产抵押，或者对其他经营主体存在投资；
- It has equity interests (property shares) that are frozen or pledged or movable property that is mortgaged or has investments in other business entities;
- 正在被立案调查或者采取行政强制、正在诉讼或仲裁程序中；
- It is under investigation, subject to administrative compulsory measures, or involved in ongoing litigation or arbitration procedures;
- 受到罚款等行政处罚尚未执行完毕；不适用企业简易注销登记的其他情形。
- It has been imposed with administrative penalties such as fines that have not been fully executed or it falls under other circumstances where simplified deregistration does not apply.

全体投资人对以上承诺的真实性负责，如果违法失信，则由全体投资人承担相应的法律后果和责任，并自愿接受相关行政执法部门的约束和惩戒。
All investors shall be held responsible for the authenticity of the foregoing commitments. In the event of any violation of law or breach of trust, all investors shall bear the corresponding legal consequences and liabilities, and voluntarily accept the restrictions and punishment imposed by relevant administrative law enforcement authorities.

全体投资人签名（盖章）：

Signature (Seal) of All Investors:

日期：□□□□/□□/□□（年/月/日）

Date: □□ □□, □□□□ (MM/DD/YYYY)

**说明
Notes**

- 有限责任公司由全体股东签署、非公司企业法人由全体出资人签署、个人独资企业由投资人签名、合伙企业由全体合伙人签署、农民专业合作社（联合社）由全体合作社成员签署。
- This letter of commitment must be signed by all shareholders for limited liability companies, by all capital contributors for non-corporate enterprise legal persons, by the sole investor for sole proprietorships, by all partners for partnerships, and by all members for specialized farmers' cooperatives (unions).
- 非上市股份有限公司由全体股东签署。非上市股份有限公司申请简易注销的，还需提交公司全体股东名册。
- An unlisted joint stock limited company must have all its shareholders sign this letter. If such a company applies for simplified deregistration, it shall also submit the register of all its shareholders.
- 申请人为分公司、营业单位、非公司企业法人分支机构、农民专业合作社（联合社）分支机构的，由其隶属主体的法定代表人签名或加盖隶属主体公章。
- If the applicant is a branch company, business entity, non-corporate enterprise legal person branch, or a branch of a specialized farmers' cooperative (union), this letter of commitment must be signed by the legal representative of the head business entity or affixed with the official seal of the head business entity.
- 合伙企业分支机构由隶属主体执行事务合伙人（或委派代表）签字或加盖隶属企业公章。
- 个人独资企业分支机构由隶属企业投资人签名或加盖隶属企业公章。
- For a branch of a partnership: signed by the managing partner (or designated representative) of the head business entity or affixed with its official seal. For a branch of a sole proprietorship: signed by the sole investor of the head business entity or affixed with its official seal.
- 申请人为外国（地区）企业在中国境内从事生产经营活动的，由其外国（地区）企业有权签字人签名。
- If the applicant is a foreign (regional) enterprise engaging in production and business operation activities within the territory of China, this letter of commitment must be signed by the authorized signatory of such an enterprise.

名称自主申报承诺书

Letter of Commitment for Name Self-Declaration

现向登记机关：

We hereby submit to the registration authority:

申报名称 _____ (设立登记名称)

Declared name _____ (name for incorporation registration)

或 申请将名称 _____ (当前使用名称)

or an application to change the name _____ (current name)

变更为 _____ (变更后名称)

to _____ (new name)

将自愿承担因名称争议或者不符合名称登记管理相关规定所产生的法律责任，并郑重承诺如下：

We voluntarily assume all legal liabilities arising from name disputes or non-compliance with relevant regulations on enterprise name registration, and solemnly undertake as follows:

1. 了解《企业名称登记管理规定》《企业名称登记管理规定实施办法》等法规规章规定，对提交材料的真实性、合法性和有效性负责；知晓并达到申报名称的法定条件和要求，严格按照登记机关公布的标准填写、提交材料。办理登记时，如登记机关发现名称违反名称登记管理相关规定或者提交虚假材料的，自愿服从登记机关不予登记的决定。

1. We have reviewed the *Provisions on the Administration of Enterprise Name Registration*, the *Measures for the Implementation of the Provisions on the Administration of Enterprise Name Registration*, and other relevant laws, regulations and rules, and we assume full responsibility for the authenticity, legality and validity of the submitted materials. We understand and meet the statutory requirements for name declaration, and shall prepare and submit materials in strict accordance with the standards published by the registration authority. During the registration process, should the registration authority determine that the name violates relevant regulations on enterprise name registration or that false materials have been submitted, we voluntarily accept the authority's decision to reject the registration application.

2. 知悉名称申报应当坚持诚实信用，尊重在先合法权利，避免混淆，不故意申报与他人在先具有一定影响的名称（包括简称、字号等）近似的名称；知悉企业名称申报系统是向申请人提供的企业名称查询、比对和筛选服务，属于行政机关为申请人提供的便民服务事项，不属于针对具体登记申请的处理；知悉系统提供的近似名称信息、禁限用说明或者风险提示；知悉申报的名称与已登记或者在保留期内的其他名称存在可能近似的情况，以及在名称使用中可能存在的风险，如因名称侵犯他人合法权益等而造成名称争议，自愿服从登记机关裁决。

2. We acknowledge that name declaration shall adhere to the principles of good faith, respect prior legal rights, avoid confusion, and refrain from deliberately declaring names similar to those of others with certain influence (including abbreviations, trade names, etc.). We further acknowledge that the enterprise name declaration system serves merely as a name query, comparison, and screening service provided by the administrative authority for the convenience of applicants, and does not constitute an examination of specific registration applications. We are aware of the system-provided information regarding similar names, prohibited/restricted usage instructions, and risk warnings. We also acknowledge the possibility that the declared name may be deemed similar to other names already registered or currently within the reservation period, as well as the risks associated with the use of the name. In the event of any name dispute arising from the infringement upon the legitimate rights and interests of others, we voluntarily submit to the ruling of the registration authority.

3. 知悉申请人自主申报企业名称通过申报系统提交完成后予以保留的，在保留期内未到企业登记机关完成设立登记的，有效期满后自动失效。知悉企业名称是企业登记机关的登记审查事项，申请人不得以企业名称已

保留为由抗辩企业登记机关对企业名称及登记申请材料的审查。

3. We acknowledge that once a self-declared enterprise name is successfully submitted via the declaration system and reserved, it shall automatically expire upon the expiration of the reservation period if incorporation registration has not been completed with the registration authority within the said period. We acknowledge that the enterprise name constitutes a subject matter for review by the registration authority, and the applicant shall not use the fact that a name has already been reserved as a defense to challenge the authority's examination of the enterprise name and the registration application materials.

4. 名称登记后, 将依法合规使用名称, 不误导社会公众, 不利用名称实施不正当竞争行为, 不侵犯其他主体名称权、商标权或者其他在先合法权利, 不损害他人合法权益; 如名称不再符合登记时名称登记管理相关规定的(包括不含行政区划名称、不含行业或者经营特点、使用“集团”字样等企业名称), 及时向登记机关提出名称变更申请, 或者服从登记机关依法作出的处理决定。

4. Upon successful registration, we will use the enterprise name in compliance with laws and regulations, refraining from misleading the public, engaging in unfair competition, infringing upon the name rights, trademark rights or other prior legal rights of any other entity, or causing damage to the legitimate rights and interests of others. If the name ceases to comply with relevant regulations on enterprise name registration in effect at the time of registration (including names without administrative division indications, names omitting industry or operational characteristics, and names containing the term "Group"), we shall promptly file an application for name change with the registration authority or otherwise abide by any lawful handling decision rendered by the authority.

5. 名称出现违反法律法规, 损害国家尊严或者利益, 损害社会公共利益或者妨碍社会公共秩序, 违背公序良俗, 欺骗误导社会公众等违反名称登记管理禁止性规定情形的, 企业自愿服从登记机关处理决定, 及时办理名称变更登记。

5. In the event that the enterprise name violates any prohibitive provisions on enterprise name registration administration, such as violating laws and regulations, compromising national dignity or interests, harming the public interest or disrupting social order, contravening public order and good morals, or deceiving and misleading the public, we voluntarily accept the handling decision of the registration authority and shall promptly complete the registration of enterprise name change.

全体投资人签名(盖章)/申请变更经营主体签署:

Signature (Seal) of All Investors / Signature of the Business Entity Applying for Name Change:

日期: // (年/月/日)

Date: □□ □□, □□□□ (MM/DD/YYYY)

说明

Notes

- 设立登记的, 有限责任公司由全体股东签署; 股份有限公司由全体发起人签署; 非公司企业法人由全体出资人签署; 个人独资企业由投资人签名; 合伙企业由全体合伙人签署; 农民专业合作社由全体合作社成员签署; 个体工商户由经营者签名; 外国(地区)企业在中国境内从事生产经营活动的, 由其外国(地区)企业有权签字人签名。
- For incorporation registration, this letter of commitment must be signed by all shareholders for limited liability companies, by all promoters for joint stock limited companies, by all capital contributors for non-corporate enterprise legal persons, by the sole investor for sole proprietorships, by all partners for partnerships, by all members for specialized farmers' cooperatives, by the operator for individual businesses, and by the authorized signatory for foreign (regional) enterprises engaging in production and business operation activities within the territory of China.
- 变更名称的, 由申请变更的经营主体盖章, 并经企业法定代表人、负责人或有权签字人签名; 签名人员在本次登记中有变化的, 应由新任人员签名。
- For name change registration, this letter of commitment must be sealed by the applying business entity and signed by its legal representative, person in charge, or authorized signatory. If there has been a change in the signatory for this registration, the new appointee shall sign.
- 分公司、营业单位、非法人分支机构、农民专业合作社(联合社)分支机构由其隶属主体的法

定代表人签名或加盖隶属主体公章；合伙企业分支机构由隶属主体执行事务合伙人（或委派代表）签字或加盖隶属企业公章；个人独资企业分支机构由隶属企业投资人签名或加盖隶属企业公章。

- For branch offices, business units, unincorporated branches, and branch offices of specialized farmers' cooperatives (unions), this letter of commitment must be signed by the legal representative of the parent entity or affixed with the official seal of the head business entity. For branch offices of partnerships, it must be signed by the managing partner (or its designated representative) of the head business entity or affixed with the official seal of the head business entity. For branch offices of sole proprietorships, it must be signed by the investor of the head office or affixed with its official seal.

实名登记确认表

Confirmation Form for Real-Name Registration

- 该表仅申请人在登记机关现场办理实名登记确认时使用
- This form shall only be used by the applicant when confirming real-name registration on-site at the registration authority

基本信息（必填）

Basic Information (Required)

为办理_____（经营主体名称）的登记（备案）业务，进行本次实名登记确认。

This real-name registration confirmation is conducted for the purpose of handling the registration (filing) of (name of the business entity).

实名登记确认人员信息（必填）

Information of the Person for Real-Name Registration Confirmation (Required)

姓 名 Name		移动电话 Contact Number	
身份证件类型 Identity Document Type		身份证件号码 ID Number	
住 所 Address			

实名登记确认人员类型（必填）

Capacity of the Person for Real-Name Registration Confirmation (Required)

- ☐ 办理本人实名登记确认
- ☐ Processing real-name registration confirmation for myself
- ☐ 本人作为法人（非法人组织）的法定代表人¹，代表该组织办理实名登记确认（需填写表1）
- ☐ As the legal representative¹ of the legal person (or unincorporated organization), I am processing the real-name registration confirmation for this entity (**Please complete Form 1**)
- ☐ 本人接受他人委托，代为办理实名登记确认（需附带授权委托书²）（需填写表2）
- ☐ I am processing the real-name registration confirmation on behalf of another person (A Power of Attorney² is required) (**Please complete Form 2**)

表1——所代表组织的信息

Form 1 - Information of the Represented Entity

名 称 Name	
统一社会信用代码 Unified Social Credit Identifier	

表 2—— 委托人信息			
Form 2 - Information of the Authorizer			
委托人类型 Type	☐ 自然人 / ☐ 公司或其他组织 ☐ Natural person / ☐ Company or other organization		
委托人姓名或名称 Name			
委托人证件类型 Identity Document Type		委托人证件号码 Identity Document Number	
承诺及签名			
Undertakings and Signature			
<p>本人确认对此次实名登记所确认的登记（备案）业务知情且同意，本人所提供的相关证件、文件和信息真实、准确、有效、完整。如存在提交虚假材料或者采取其他欺诈手段骗取登记的行为，将依法承担相应责任。</p> <p>I hereby confirm that I am aware of and consent to the registration (filing) affairs involved in this real-name registration confirmation, and that all certificates, documents and information provided by me are true, accurate, valid and complete. In the event of submitting false materials or using other fraudulent means to obtain registration, I shall bear corresponding legal liabilities in accordance with the law.</p> <p>本人签名: _____</p> <p>Signature: _____</p> <p>日期: □□□□/□□/□□ (年/月/日)</p> <p>Date: □□ □□, □□□□ (MM/DD/YYYY)</p>			

说明
Notes

1.法定代表人包括公司法定代表人、农民专业合作社（联合社）法定代表人、合伙企业执行事务合伙人、个人独资企业出资人、分支机构负责人，以及事业法人、社团法人、民办非企业单位或其他单位组织的法定代表人或负责人等。

1. "Legal representative" includes the legal representative of a company, the legal representative of a specialized farmers' cooperative (union), the managing partner of a partnership, the sole investor of a sole proprietorship, the person in charge of the branch office, as well as the legal representative or person in charge of a public institution legal person, social organization legal person, private non-enterprise unit, or any other entity or organization.

2. 申请人可以通过书面授权委托的方式，委托律师、公证员或其他人员代为进行实名登记确认。申请人在授权委托书中应明确委托代理人姓名、委托代理事项、委托代理权限、委托代理期限和委托人签名等内容事项。受委托人员，应当提交个人有效身份证件、授权委托书，按照本规范自然人实名登记确认的方式办理。受委托人员为律师、公证员的，还应当提交本人的律师执业证件、公证员执业证件。受委托人员为其他人的，授权委托书还应当经公证机构公证或经律师见证。

2. The applicant may authorize, in writing, a lawyer, a notary, or other personnel to process the real-name registration confirmation on their behalf. The Power of Attorney shall specify the name of the authorized agent, the entrusted matters, the scope of authority, the term of agency, and the signature of the authorizer. The authorized agent shall submit a valid personal identity document and the Power of Attorney, and process the real-name registration confirmation in accordance with the procedures applicable for a natural person. If the authorized agent is a lawyer or a notary, he/she shall also submit his/her practice license for lawyers or notaries. If the authorized agent is any other person, the Power of Attorney shall also be notarized by a notary authority or witnessed by a lawyer.

北京市经营主体登记告知承诺制--承诺书

Notification & Commitment System for Business Entity Registration of Beijing Municipality - Letter of Commitment

编号:

No.:

北京市_____区市场监督管理局:

To _____ District Bureau of Market Regulation of Beijing Municipality:

本人对《北京市经营主体登记告知承诺制--告知书》所载的内容已完全知晓理解。现对（经营主体名称）提交的设立(变更/备案/注销/股权出质/增减补换照)登记申请作如下承诺，并依法承担相应的法律责任：

I have full knowledge and understanding of the content contained in the *Notification & Commitment System for Business Entity Registration of Beijing Municipality - Notification*. I hereby make the following commitments regarding the application for incorporation (change / filing / deregistration / equity pledge / increase, reduction, re-issuance, or renewal of business licenses) registration submitted by _____ (name of the business entity), and shall bear corresponding legal liabilities in accordance with the law:

（一）已知晓公布的法定条件和标准，完全按照登记机关公布的标准填写和提交材料，并已达到相应的条件和要求。

(i) I have been aware of the published legal conditions and standards, have filled out and submitted the materials fully in accordance with the standards published by the registration authority, and have met the corresponding conditions and requirements;

（二）遵守法律法规，对所提交的申请材料负责，保证所提交材料和填报信息的真实、合法、有效、完整和一致，不含有损国家、社会公共利益或者违背公序良俗、有其他不良影响的内容，并承担相关法律责任，如提交申请材料中信息不一致出现异议，以登记申请书填报信息为准；按照登记机关的要求对违法违规及不规范的行为予以纠正；

(ii) I will abide by laws and regulations, assume responsibility for the application materials submitted, and warrant that such materials and the information provided are true, lawful, valid, complete, and consistent, and do not contain any content detrimental to national or public interests, contrary to

public order and good morals, or otherwise socially harmful. I will bear the relevant legal liabilities. In the event of discrepancies in the submitted information, the information stated in the registration application form shall prevail. I will rectify any illegal, irregular, or non-compliant behaviors as required by the registration authority;

（三）签署章程、协议、决议内容合法并已依法签署、生效，章程、协议、决议等内容与现行法律、行政法规规定不符的，以法律、行政法规规定为准，并自行承担内容无效的后果；

(iii) The articles of association, agreements, and resolutions I have signed are legal and have been signed in accordance with the law to take effect, and where the articles of association, agreements, and resolutions are inconsistent with the provisions of the prevailing laws and administrative regulations, the latter shall prevail, and I shall bear the consequences of the content being invalid;

（四）保证经营范围包含依法须经批准的项目，经相关部门批准后开展经营活动。从事的经营活动符合本市的产业政策，不违反《北京市大气污染防治条例》《北京市新增产业的禁止和限制目录（2022 年版）》；

(iv) I warrant that if the business scope contains items requiring approval as required by law, business activities can only be carried out after approval by relevant authorities. Our business activities will comply with the industrial policies of Beijing municipality and do not violate the *Beijing Air Pollution Prevention and Control Regulation* and the *Beijing Prohibited and Restricted Catalogue for New Industries (2022 Edition)*;

（五）保证经营主体使用真实、合法、安全的非居住用途的建筑或者场地作为经营场所（住所），不利用违法建设或者已被认定为危险房屋的建筑开展生产经营活动。经营场所（住所）符合有关法律法规及国家、本市有关产业政策要求；

(v) I warrant that the business entity will utilize genuine, legally compliant, and safe non-residential buildings or locations as business premises (domicile), and will not utilize illegal constructions or buildings identified as dangerous structures for production and business operation activities. The business premises (domicile) will comply with relevant laws, regulations, and both national and local industrial policy requirements;

（六）保证按照登记机关的要求对违法违规及不规范的行为予以纠正，并承担虚假承诺、未履行承诺的法律责任和惩戒后果；

(vi) I ensure that violations of laws and regulations and irregularities will be corrected as required by

the registration authority, and I will assume the legal liabilities and disciplinary consequences for any false promises and failure to fulfill the commitments;

（七）保证所做的陈述真实、合法，是本人真实意思的表达；

(vii) I ensure that the statements made are true, legal, and express my true intentions;

（八）保证所提供的（法定代表人/负责人/经营者）联系电话（手机）真实有效，能够及时接听，并承诺在下一年度年报及时准确填写联系电话、电子邮箱和通信地址（个体工商户仅需填写联系电话，农民合作社仅需填写联系电话、电子邮箱），市场监管部门将对上述联系方式的真实性进行核查；

(viii) I ensure that the provided phone (mobile) number of the (legal representative / person in charge / operator) is real and valid and can answer calls in a timely manner, and I commit to timely and correctly filling in the contact number, email address, and mailing address on the next annual report (individual businesses only need to fill in the contact number; farmer cooperatives only need to fill in the contact number and email address) and am aware that the market regulator will verify the authenticity of the above contact information;

（九）本次登记中若涉及经营场所（住所）登记的，承诺确认该经营场所（住所）为本经营主体的法律文书送达地址，该法律文书送达地址真实、准确，能够及时有效接收送达的法律文书。人民法院、市场监督管理部门向该地址送达法律文书具有法律效力，产生的法律后果由本经营主体自行承担。本经营主体已知晓可以在北京市企业服务 e 窗通平台“法律文书送达地址”专栏中另行填报其他地址，作为承诺确认的法律文书送达地址，人民法院优先向自行填报的地址进行送达；

(ix) I confirm that the business premise (domicile) involved in this registration, if any, constitutes the service address for legal documents of this business entity. I warrant that this service address is true and accurate, and capable of receiving served legal documents in a timely and effective manner. Service of legal documents by the People's Court or the Administration for Market Regulation to this address shall be deemed legally effective, and all legal consequences arising therefrom will be borne solely by the business entity. This business entity acknowledges that it may separately file an alternative address via the "Legal Document Service Address" section of the Beijing Enterprise Service e-Window Platform to serve as the designated service address; in such cases, the People's Court will prioritize service to the address voluntarily filed by the entity;

（十）保证遵守《个人所得税法》的有关规定，公司自然人股东转让股权的，主动到税务机关办理完税手续。

(x) I ensure compliance with the relevant provisions of the *Individual Income Tax Law of the People's Republic of China* and take the initiative to go to the tax authority for tax payment procedures for any transfer of equity by a natural-person shareholder of the company.

承诺人^①签字（盖章）：

Signature (Seal) of promisor ^①：

年 月 日

MM/DD/YYYY

承诺人说明：1.自然人由本人签字，非自然人由法定代表人签名，或加盖公章，通过全程电子化登记系统申报的，可由该非自然人的法定代表人签字代替非自然人盖章。2.设立登记，承诺人为全体股东(投资人、合伙人、经营者)。其中，股份有限公司承诺人为董事会，非公司企业法人承诺人为主管部门（出资人），农民专业合作社的承诺人为设立人，外国企业常驻代表机构的承诺人为首席代表，分公司、营业单位、非法人分支机构承诺人为隶属单位(企业)，外国（地区）企业在中国境内从事生产经营活动的承诺人为有权签字人。3.变更、备案、注销、股权出质、增减补换证照等登记，承诺人为法定代表人（执行事务合伙人或委派代表、清算组组长、清算人、破产管理人）、首席代表、外国（地区）企业在中国境内从事生产经营活动的有权签字人；分公司、营业单位、非法人分支机构承诺人为隶属单位（企业）的法定代表人（执行事务合伙人或委派代表、清算组组长、清算人、破产管理人）。4.前款中法定代表人等签署人员本次登记有变化的，应由新任人员作为承诺人。

Instructions for the Promisor: 1. If the promisor is a natural person, this letter of commitment shall be signed by the individual personally. If the promisor is a non-natural person, it shall be signed by its legal representative or affixed with the official seal. Where the application is submitted via the fully electronic registration system, the signature of the legal representative

may substitute for the official seal of the non-natural person. 2. For incorporation registration, the promisor shall be all shareholders (investors, partners, or operators). Specifically, for joint stock limited companies, the promisor shall be the Board of Directors; for non-corporate enterprise legal persons, it shall be the competent authority (capital contributor); for specialized farmers' cooperatives, it shall be the founder(s); for resident representative offices of foreign companies, it shall be the chief representative; for branch offices, business units and unincorporated branches, it shall be the parent entity (enterprise); for foreign (regional) enterprises engaging in production and business operation activities within the territory of China, it shall be the authorized signatory. 3. For registration involving changes, filing, deregistration, equity pledge, or the increase, reduction, re-issuance, or renewal of business licenses, the promisor shall be the legal representative (managing partner or its designated representative, leader of the liquidation group, liquidator, or bankruptcy administrator), the chief representative, or the authorized signatory (for a foreign (regional) enterprise engaging in production and business operation activities within the territory of China). For branch offices, business units and unincorporated branches, the promisor shall be the legal representative (managing partner or its designated representative, liquidation group leader, liquidator, or bankruptcy administrator) of the parent entity (enterprise). 4. Where the legal representative and other signatories in the preceding paragraph have changed in this registration, their replacements shall be the new promisors.