

Shenzhen, China

Rooms 1203-06, 12/F.
Di Wang Commercial Centre
5002 Shennan Road East
Luohu District, Shenzhen
T: +86 755 8268 4480

Shanghai, China

Room 603, 6/F., Tower B
Guangqi Culture Plaza
2899A Xietu Road
Xuhui District, Shanghai
T: +86 21 6439 4114

Beijing, China

Room 303, 3/F.
Interchina Commercial Bldg.
33 Dengshikou Street
Dongcheng District, Beijing
T: +86 10 6210 1890

Taipei, Taiwan

Room 303, 3/F.
142 Section 4
Chung Hsiao East Road
Daan District, Taipei
T: +886 2 2711 1324

Singapore

3/F., 36B
Boat Quay
Singapore 049825
T: +65 6438 0116

New York, USA

202 Canal Street
Suite 303, 3/F.
New York
NY 10013, USA
T: +1 646 850 5888

Fees and Procedures for Change of Name for Beijing RO

Summary

The quotation applies to situations where a RO registered in Beijing intends to change its name and that no special licence or permit or other change is required.

Our fees for handling the change of name for a RO in Beijing, China are RMB13,000 and our fees cover the services listed in Section 1(1) of this quotation. Our service fees, however, do not include the payment of official change filing charges.

The materials required include the legalized incorporation documents and banker's reference letter of the headquarters of the RO, incorporation certificates of the RO and others. A list of the materials is detailed in Section 3 of the quotation.

The whole process for the change of name for a RO in Beijing, China takes 4 to 6 weeks. It should however be noted that most of the procedures are subject to approval granted by the government departments and therefore some of the procedures may take longer than expected.

If special licence or permit or other extra change is required, we may need to adjust our fees and the time required may need to be extended accordingly.

1. Change Cost

(1) Our Service Fees

Our fees for handling the change of name for a RO in Beijing, China is RMB13,000. In particular, our fees cover the following services:

- (1) Preparation of change application documents;
- (2) Application for name change with BAMR;
- (3) Carving of new chops;
- (4) Application for name change with tax bureau;
- (5) Application for name change with bank

If special licence or permit or other extra change is required, we may need to adjust our fees accordingly.

(2) Official Filing Fees

The fees quoted in Section 1 (1) above do not cover official filing fees to be paid to different government departments and the official filing fees are estimated to be around RMB1,500, assuming no special license or permit is required.

(3) Translation Costs

Our service fees stated in Section 1 (1) do not cover translation costs for translating the documents prepared by you from English to Chinese or translation of registration documents from Chinese to English. If so required, we will charge an extra amount of RMB300 per page of A4 size paper for the translation services. In case the translation is done by client directly, we will charge RMB60-180 per page of A4 size paper as proof reading service fees.

(4) Legalisation Fees

Our fees stated above also do not cover the legalization of the incorporation documents of the foreign enterprise. Kaizen is able to arrange the legalisation of incorporation documents for foreign enterprises registered in Hong Kong, Singapore, Taiwan, British Virgin Islands, Cayman Islands and Bermuda and a few other countries. Fees for legalisation will be quoted upon request.

A summary of the fees and costs is provided in Schedule 1 to the quotation.

2. Payment Terms and Methods

Upon receipt of your order, we will issue an invoice to you for your settlement. We require full payment in advance.

If China or Taiwan official tax invoice is required, Value-Added Tax or Business Tax at the prevailing rate in the respective jurisdiction will be charged.

3. Required Documents and Materials

The following materials are required for the purpose of change of name for a RO in Beijing, China:

- (1) Legalized incorporation documents of the headquarters of the Beijing RO;
- (2) Legalized banker's reference letter;
- (3) Registration Certificate and representative card of the representative (s);
- (4) Bank Account Opening Permit;
- (5) Organizational Credit Code Certificate;
- (6) Seal of the Beijing RO;
- (7) Other documents or information temporarily required by registration authorities.

4. Estimated Time Frame

It is estimated that the whole change process would take around 4 to 6 weeks, subject to the approval by the various registration authorities in Beijing. The table below shows the estimated time frame for each of the steps for the change.

Step	Description	Who is Responsible	Working Days
Preliminary			
1	Legalization of incorporation documents and banker's reference letter of RO's headquarters	Investor	Investor's schedule
2	Preparation of RO's certificates and licenses	Investor	Investor's schedule
3	Other documents	Investor	Investor's schedule
Application for Change			
4	Application for name change with BARM	Kaizen	5-7
5	Carving of new chops	Kaizen	1-3
6	Application for name change with tax bureau	Kaizen	3
7	Application for name change with bank	Kaizen	10-15
Around 4-6 Weeks			

5. How to Start

- (1) We will sign an engagement letter with you;
- (2) You pay the service fees to us;
- (3) You provide the required materials to us;
- (4) We prepare the application forms and relevant documents after receipt of required documents;
- (5) We deliver the documents to you for signing;
- (6) You return the duly signed documents to us;
- (7) We submit the documents to relevant government authorities concerned application and change of various certificates as stated in Section 4;
- (8) The whole procedures are completed and certificates are forwarded to you.

If you wish to obtain more information or assistance, please visit the official website of Kaizen CPA Limited at www.kaizencpa.com or contact us through the following and talk to our professionals:

Email: info@kaizencpa.com, enquiries@kaizencpa.com

Tel: +852 2341 1444

WhatsApp/Line/Wechat: +852 6114 9414, +86 152 1943 4614

Skype: kaizencpa

Schedule 1 – Summary of Costs for Change of Name for BJ RO

A summary of costs related to the change of name for a Beijing RO with no requirements of special license in Beijing, China are listed in the table below:

Item	Description	Amount (RMB)
1	Service fees for change of name for Beijing RO (Note 1)	13,000
2	Official filing fees (Note 2)	1,500
3	Disbursements	500
4	Translation fees (Optional)	TBA
5	Legalization Fees (Optional)	TBA
TOTAL		15,000

Note:

1. If special licence or permit needs to be updated due to the name change, Kaizen will handle the application and our fees will be quoted upon request.
2. The government fees are estimated on the premises that no speical license or permit is required. We will collect it before the commencement of services and any shortfall will be billed after completion of the change.
3. Item 4-5 will only be incurred if we are being engaged for such services.
4. If Chinese tax invoice is required, a Value Added Tax and Surcharges of 5% would be applicable.