

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

Change of Registered Address for Shenzhen Branch - Procedures and Fees

Unless otherwise indicated, the WFOE mentioned in this quotation refer to a limited liability company formed and registered in Shenzhen, China in accordance with the China Company Law and the related regulations and wholly owned by one or more foreign companies or individuals.

Summary

The quotation applies to situations where a WFOE's Shenzhen branch with small scale taxpayer status intends to change its registered address and that no special licence or permit or other change is required.

Our fees for handling the change of registered address for a WFOE's Shenzhen branch are RMB9,000 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 tenancy agreement, photocopies of property ownership certificate, photocopy of business license/identity card of the landlord, registered office address proof signed by the landlord, incorporation certificates of the branch and others. A list of the materials is detailed in Section 3 of the quotation.

The whole process for the change of registered address for a WFOE's Shenzhen branch takes around 3 to 4 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 registered address for WFOE's Shenzhen branch are RMB9,000. In particular, our fees cover the following services:

- (1) Preparation of change application documents;
- (2) Submitting online application for the change with the registry office;
- (3) Making an appointment for the submission of paper application;
- (4) Submitting paper application to the registry office;
- (5) Application for change of registered address with the tax bureau;
- (6) Application for change of registered address with the opening bank for RMB basic account.

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.

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 registered address for WFOE's Shenzhen branch:

- (1) One original Tenancy Agreement and Leasing Certificate of the premise to be used as registered office by the branch, the lease term shall be no less than 12 months;
- (2) Business Licenses (original and duplicates);
- (3) Bank Account Opening Permit;
- (4) Organizational Credit Code Certificate;
- (5) Company Seal of the Shenzhen branch;
- (6) 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 Shenzhen. 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	Preparation of materials required	Investor	Investor's schedule
Application for Change			
2	Submitting online application for the change with the registry office	Kaizen	1
3	Making an appointment for the submission of paper application	Kaizen	5
4	Submitting paper application to the registry office and collecting the change notice	Kaizen	3-5
5	Application for the change of registered address with the tax bureau	Kaizen	4
6	Application for the change with the opening bank for RMB basic account	Kaizen	10-15
Around 4 -6 Weeks			

Schedule 1 - Summary of Costs for

Item	Description	Amount (RMB)
1	Service fees for change of registered address	9,000
2	Official filing fees	1,500
3	Disbursements	500
TOTAL		11,000

Note:

1. The government fees will be collected before the commencement of services and any shortfall will be billed after completion of registration of the branch.
2. If Chinese tax invoice is required, a Value Added Tax and Surcharges of 7.5% would be applicable.

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 1521 932 644

Skype: kaizencpa