

## Documents & Required Information Checklist WFOE/FICE Registration

Item	Document	Copies	Notes
<input type="checkbox"/>	1 Certificate of Incorporation	2	.....
<input type="checkbox"/>	2 Articles of Formation or equivalent	2	.....
<input type="checkbox"/>	3 Copy of Passports of Investors	2	.....
<input type="checkbox"/>	4 Bank Reference Letters from investor's bank declaring good standing	1	.....
<input type="checkbox"/>	5 Copy of the passport from parent company's director	1	.....
<input type="checkbox"/>	6 Copy of the passport from legal representative	1	.....
<input type="checkbox"/>	7 Copy of the passport from supervisor of Chinese company	1	.....
<input type="checkbox"/>	8 Photos (Passport size)	6	.....
<input type="checkbox"/>	9 Brief resume of China legal representative	1	.....
<input type="checkbox"/>	10 Registered capital	1	.....
<input type="checkbox"/>	11 Business Scope	1	.....
<input type="checkbox"/>	12 Proposed Chinese names of China company	8	.....
<input type="checkbox"/>	13 Leasing contract with Chinese address for company location	2	.....
<input type="checkbox"/>	14 Real estate certificate of ownership	1	.....
<input type="checkbox"/>	15 Letter of Authorization	2	.....
<input type="checkbox"/>	16 Landlord identification	2	.....
<input type="checkbox"/>	17 The latest annual audit report from the parent company	1	.....

### What is a WFOE or WOFE?

A Wholly Foreign Owned Enterprise (WFOE or WOFE) allows companies to do local business. This entity is more suitable for new ventures as it allows for long-term licensing.

### Why do it?

A WOFE is registered directly with China customs and is allowed to direct trade. This particular entity has control over hiring, firing, investments, and strategy. Invoices are able to be issued in RMB, and there is no need for Chinese Party approval. Furthermore, it can repatriate profits and protect intellectual property.

### Types of WFOEs include the following:

Manufacturing, consulting, technology, food and beverage, import/export, trade, and wholesale/retail outlets.

Important Note: Please note that you must use a BLACK INK FOUNTAIN PEN for signing of all of the documents, otherwise they will be rejected by the local government.