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## **Fees and Procedures for Change of Name for WFOE Beijing Branch**

*Unless otherwise indicated, the WFOE mentioned in this quotation refer to a limited liability company formed and registered in Beijing, 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 Beijing branch 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 WFOE's Beijing branch are RMB10,000 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 incorporation certificates of the WFOE and its Beijing branch 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 WFOE's Beijing branch 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 WFOE's Beijing branch is RMB10,000. In particular, our fees cover the following services:

- (1) Preparation of change application documents;
- (2) Application for approval of name;
- (3) Application for name change with BAMR;
- (4) Carving of branch's chops;
- (5) Application for name change with Tax Bureau;
- (6) Applying for change of person in charge with bank (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 change of name for a WFOE Beijing branch:

- (1) Photocopy of business license of the WFOE (affixed with company chop of the WFOE);
- (2) Business Licenses of the branch (original and duplicates);
- (3) Bank Account Opening Permit;
- (4) Organizational Credit Code Certificate;
- (5) Company Seals of the 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 Beijing. The table below shows the estimated time frame for each of the steps for the change.

Step	Description	Who is Responsible	Working Days
<b>Preliminary</b>			
1	Preparation of required documents of the WFOE	Investor	Investor's schedule
2	Preparation of branch's certificates and licenses	Investor	Investor's schedule
3	Other documents	Investor	Investor's schedule
<b>Application for Change</b>			
4	Application for approval and reservation of the proposed name	Kaizen	3-5
5	Application for name change with BAMR	Kaizen	5-7
6	Carving of branch's chops	Kaizen	1
7	Application for name change with Tax Bureau	Kaizen	3
8	Application for name change with bank	Kaizen	7-10
<b>Around 4-6 Weeks</b>			

**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](http://www.kaizencpa.com) or contact us through the following and talk to our professionals:*

*Email: [info@kaizencpa.com](mailto:info@kaizencpa.com), [enquiries@kaizencpa.com](mailto:enquiries@kaizencpa.com)*

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**Schedule 1 – Summary of Costs for Change of Name for WFOE BJ Branch**

A summary of costs related to the change of name for a WFOE’s Beijing branch with no requirements of special license are listed in the table below:

<b>Item</b>	<b>Description</b>	<b>Amount (RMB)</b>
1	Service fees for change of name for a WFOE’s Beijing branch (Note 1)	10,000
2	Official filing fees (Note 2)	1,500
3	Disbursements	500
4	Translation fees (Optional)	TBA
<b>TOTAL</b>		<b>12,000</b>

**Note:**

1. If special licence or permit needs to be updated due to the company 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 special 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 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.