



# China Company Setup Checklist

**Guide to Know What Information You Need To Prepare When  
Opening a Company Inside Mainland China**

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This guide is meant to be a general guideline and should not replace a professional accountant or lawyer when moving forward with opening a company in China. China Business Cast cannot assume responsibility for any errors, please use this as a basic guide and checklist when working with a professional firm.

## Basic Procedures

- **Proper Registration with the city's municipal Administration for Industry and Commerce** (Company Registry) in the city and district you are going to open the company in.
- **Company Name Registration** with the City's Municipal Administration for Industry and Commerce (Company Registry) in the city and district that you are going to open the company in.
- **Approval by the city's Municipal Commission of Commerce** (Foreign Investment regulations in China) in the city and district where you are registering the company.

## Documents Needed

### If A Company Will Own This Chinese Company (recommended):

- **Bank Letter of Reference** (from the parent company that will be the owner of this Chinese company) acknowledging your company will be opening this Chinese entity.
- **Company's certificate of incorporation** - proof this company exists and is in good standing.
- **Board Resolution** agreeing to open this Chinese company.
- **Board Resolution** appointing an official representative and signatory.

### If An Individual Will Own This Chinese Company:

- **Bank Letter** From the Individual's bank account overseas.
- **Personal identification** (passport)