



Compliance:

Overview of Main Compulsory Corporate Actions for PRC Foreign-Invested Enterprises (incl. WFOEs)

Monthly:

1. Monthly Accounting/Bookkeeping;
2. Monthly Tax Filing for Business Tax (and Value-added Tax if engaging in trading) with District Taxation Bureau (by the 10th day of every month for last month);
3. Monthly Filing of Foreign-Invested Enterprise ("FIE") Statistics Form with District Statistics Bureau (full set of forms for the year could be obtained from District MOFCOM; by 12th day of every month for last month);

Quarterly:

Quarterly Tax Filing for Corporate Income Tax with District Taxation Bureau (by the 15th days of January, April, July, October for last three months);

Annually:

1. **Uniform Annual Inspection** led by MOFCOM together with SAFE, Finance Bureau, Taxation Bureau, Statistics Bureau, SAIC and other relevant authorities.
 - a. Online Application: during 1st March to 30th June, fill out company information online and submit via internet (www.lhjn.gov.cn); after the online application has been preliminarily approved, print out the United Annual Inspection Report, and have it signed by legal representative, and affix company stamp;
 - b. On-site Submission: Presentation of required documents at the designated venue (subject to change every year) where all government departments will be present at the same time. Exact time frame to be decided annually (e.g. on-site submission for 2007 Uniform Annual Inspection was from 14th April to 23rd May 2008)

List of required documents for On-Site Submission:

- Six original United Annual Inspection Report (bearing legal rep signature and company stamp);
 - Original and duplicate Approval Certificates and seven photocopies each;
 - Original and duplicate Business Licenses (of HQ, and branch if any) and seven photocopies each;
 - Original and duplicate Tax Registration Certificate and photocopies;
 - Original Foreign Exchange Registration Certificate and photocopy;
 - Original and duplicate Statistics Registration Certificate and photocopies;
 - Original and duplicate Finance Registration Certificate and photocopies;
 - Seven original Audit Reports issued by CPA for last year;
 - One Balance Sheet for last year (bearing company stamp);
 - One Letter of Confirmation of address for serving SAIC Administrative Documents (can be obtained from SAIC by producing business license) (bearing company stamp);
 - Seven photocopies of Capital Verification Report;
 - One FIE Annual Inspection Report and one FIE Branch Annual Inspection Report (can be obtained from SAIC by producing business license) (bearing legal rep signature and company stamp);
 - Three original FIE Final Accounting of Revenue and Expenditure Forms (can be obtained from Finance Bureau) (bearing company stamp);
 - Two original FIE Statistics Form for December of last year (can be obtained from District MOFCOM)
 - One original Foreign Exchange Audit Report issued by CPA;
2. **Annual Tax Clearance with Taxation Bureau** (by 31st May of every year for last year. The Taxation Bureau will issue notice in advance.

Notes:

- *All photocopies submitted shall bear company stamp.*
- *The corporate actions mentioned are standard corporate actions only, and the overview is provided for reference only. Depending on exact business scope, location of registered office of WFOE etc., other requirements may apply.*
- *For the exact requirements for a specific company and specific circumstances, specific advice by competent legal counsel is required.*
- *Status per Dec. 2008, subject to change without further notice.*