

在上海设立常驻代表机构所需材料

产品名称	在上海设立常驻代表机构所需材料
公司名称	阳光奥美（上海）企业管理咨询有限公司
价格	.00/个
规格参数	
公司地址	上海市徐汇区宛平南路 98 号永丰国际广场银座1117室
联系电话	18001396817

产品详情

在上海设立常驻代表机构所需材料The documents for establishing a representative office in Shanghai:

- (一) 申请书 (由公司董事长或总经理签名)Application Letter (signed by chairman of the foreign enterprise) 申请书内容如下:Content as follow:1)常驻代表机构的名称/ the name of representative office;2)首席代表机构人员名单 (首席代表、代表) / list of chief representative and representatives;3)企业简介,设立常驻代表机构的目的.业务范围/ brief introduction of the foreign enterprise, purpose of establishing this representative office, business scope of this representative office,4)办公地址/ office address5)驻在期限/ residence period
- (二) 代表任命书 (由公司董事长或执行董事签名)Application of chief representative and representatives (signed by chairman of the foreign enterprise);如董事长任首席代表或代表,其授权书必须由该企业董事会两名以上董事签署If chairman is also the representative of the office, the application has to be signed by more than two directors
- (三) 代表的简历Resumes of representatives ;
- (四) 代表护照或身份证复印件The passport or ID card (copy) of the chief representative and representatives;
- (五) 由该企业所在国的有关当局出具的开业合法证书 (副本) 注明有效期Business license copy;
- (六) 将此证书在当地的中国大使馆/领事馆公证。Notarizing this certification at the China Embassy /Consulate in local;
- (七) 由同该企业有往来的银行出具的资信证明书 (正本) 注明信用评价及有效期Credit certification (original) issued by a foreign bank which has business relations with the enterprise;
- (八) 办公楼租赁合同 (原件) Contract for lease of house (original);

(九) 房屋出租方提供的材料 Documents provided by lessor

包括：Including：1)房屋产权证（复印件）Muniment of title

(copy)2)外经委批准涉外办公的文件(复印件)Official document by Shanghai foreign Economic Relation & Trade Commission which permitting the house used by foreign company（copy）3)由物业出具的住在证明The certificate by the building estate management department

(十) 首席代表和代表各需4张2寸照片 Four 2-inch-photos of chief representative and representatives;

(十一) 委托本公司代理办理的委托书 The authorization letter for entrusting to our company for establishing the office