

CHINA CORPORATE SERVICES  
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## CHINA CORPORATE SERVICES

Companies doing business in China face a variety of complex and time-consuming registration and approval requirements. Our China Corporate Services Group (CCSG) helps clients fulfill these requirements through our cost-effective corporate compliance, secretarial and translation services.

Our China Corporate Services Group is comprised of a dedicated team of bilingual Chinese legal consultants, paralegals and translators, and is led by Fritz Weiss, a senior manager and consultant with more than two decades of experience working with foreign companies in China.

Our CCSG efficiently provides a wide range of sought-after services for clients with corporate entities in China. The group works closely with and is supervised by senior lawyers in our Shanghai office.

### CORPORATE ESTABLISHMENT AND MAINTENANCE SERVICES

The establishment and maintenance of legal entities and representative offices in China are subject to a host of time-consuming and resource-intensive approval, registration and filing requirements involving numerous government departments. These procedures are subject to frequent change and are interpreted and enforced with local variation.

Our CCSG has extensive experience with and intimate knowledge of these requirements and procedures, enabling us to provide reliable and cost-effective solutions for our clients. We provide assistance with:

- Preparation of feasibility studies for new company establishments
- Applications for the establishment of companies, branches and representative offices
- Applications for visas and employment permits for expatriate employees
- Applications for operational licenses and permits, and their renewal
- Filings for trademarks and other intellectual property

*Our dedicated team of bilingual Chinese legal consultants, paralegals and translators efficiently provides a wide range of sought-after services for clients with corporate entities in China.*

- Preparation of documentation required for annual inspections
- Filings for changes in company names, Articles of Association, registered addresses, corporate officers, legal representatives and other particulars of corporate entities
- Preparation of corporate compliance calendars
- Performance of corporate compliance audits
- Applications for the termination, liquidation and deregistration of corporate entities

Our CCSG helps local management avoid getting bogged down in the details of corporate requirements and procedures. This allows your business team to concentrate on the details of running your business, while providing your legal department with assurance that these important matters are being handled in a timely, efficient and competent manner.

### CORPORATE SECRETARIAL SERVICES

In addition to assisting clients with corporate compliance matters, our CCSG provides corporate secretarial services to clients maintaining corporate entities in China.

Our China Corporate Services Group has extensive experience with approval, registration and filing requirements and procedures in China, enabling us to provide reliable and cost-effective solutions for our clients.

Although China currently does not permit third-party service providers, like our law firm, to formally act as a company secretary or a shareholder's nominee, our CCSG is able to provide a range of useful corporate secretarial services including:

- Safe custody of company seals and certain corporate documents
- Preparation of shareholder and board meeting agendas, minutes and resolutions
- Liaison between clients and government departments

### CHINESE LANGUAGE TRANSLATION SERVICES

Our CCSG includes bilingual legal translators with many years of experience in English-to-Chinese and Chinese-to-English legal translation. The translation services that they provide include:

- Translations of official documents, corporate documents and contracts
- Oral translation services for meetings, presentations and contract negotiations

### FEES

Our CCSG generally charges fixed fees for routine procedures. A current schedule of these fixed fees is available on request. For nonroutine procedures we generally charge on an hourly basis, after providing a written estimate.



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