

# 2025 CHINA WFOE REGISTRATION GUIDELINES

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BY GOMAX TEAM

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# Intro

Dear Investor,

Thank you for your interest in establishing a wholly foreigner owned enterprise (WFOE) in Shanghai, China. Below is our WFOE registration proposal that we have carefully prepared for you, which aims to provide you with a clear registration process, service content, and cost details to help you smoothly start your business journey in China.

## I. Basic Information of Company Registration

### *(i) Company Type Recommendation*

Comparing to a high requirement and high running cost trading company with import and export qualification, we recommend that you register as a sourcing service and management company, which is highly compatible with your business need to import Chinese medical and health products. A sourcing service and management company can focus on purchasing medical and health products from Chinese suppliers and managing the related procurement processes, facilitating your integration of supply chain resources and efficient business operations with a low running cost. The minimum suggested capital amount is USD 20K and can be paid off in 5 years.

### *(ii) Tax Incentives*

By registering as a sourcing service and management company, you will enjoy highly attractive preferential tax rates. Specifically, the value-added tax (VAT) rate for small-scale taxpayers is only 1%, and the corporate income tax rate is as low as 5% by the end of 2027. These preferential tax rates will significantly reduce your operating costs, enhance your company's profitability, and give you a competitive edge in the fierce market competition.

## II. Registration Process and Timeline

### *(i) Preparatory Work (Estimated 1 - 2 days)*

- **Company Name Determination:** You need to provide at least three Chinese and English company names for pre-approval and name checking by State Administration for Market

Regulation. We will translate your English company name and ensure that the names meet the requirements of Chinese company registration to increase the pass rate.

- **Document Preparation:** In accordance with the requirements of the Foreign Investment Enterprise Registration Information Form, prepare necessary documents such as photocopies of your passport (the original passport will be requested to mail to China after the pre-approval). We will provide a detailed list of documents and templates to guide you in preparing them accurately.
- **Service Agreement Signing:** Sign a formal registration service agreement with us to clarify the rights and obligations of both parties and ensure the smooth progress of the registration process.

*(ii) Business Registration (Estimated 15 working days)*

- **Name Checking and Pre-approval:** We will submit the company name checking and business registration application for you to ensure that the selected name is not occupied and obtain the pre-approval for your name and business scope from State Administration for Market Regulation. It is expected to obtain pre-approval within a week.
- **Submission of Registration Application:** As soon as we get the pre-approval, we will send the official application documents to the email address you provided. You need to print, sign, and mail them together with the original passport to our company. Based on the documents you return, our company will submit a complete company registration application package to Government. Relying on our cooperative relationship with various economic zones, we will verify the investor's original passport on your behalf, sparing you the trouble of traveling to China in person.
- **Business License Collection:** As our application has got the final approval, we can collect the hardcopy of your business license and start the company chop engraving and filing. The entire process is expected to take 15 working days, and we will track the progress in real-time to ensure timely completion.
- **License Digitalization:** Electronic business license and electronic company seal application to facilitate your daily operation.

*(iii) Tax and Bank Account Opening (Estimated 15 working days)*

- **Taxpayer Registration:** After obtaining the business license, we will start the tax registration to complete the registration of the taxpayer's account and ensure that your company has a legitimate taxpaying status.
- **Bank Account Opening:** WFOE is required to open at least two bank accounts. One is RMB account, the other is foreign currency capital account. We will prepare the required account opening documents, and make bank account opening appointments. After the bank account is opened, you will obtain the company's RMB basic account, which facilitates fund collection, payment, and management, and a foreign currency capital account, which is only for reception the capital from oversea. The entire tax and bank account opening process is estimated to take 15 working days. The bank account opening also requires the verification of your original passport.

*(iv) Subsequent Filing (Estimated 5 - 7 working days)*

- **FDI Filing:** As a foreign-funded company, you need to file Foreign Direct Investment (FDI) in SAFE (State Administration of Foreign Exchange). We will prepare relevant materials for you and submit the FDI filing application to the commerce department to ensure a smooth filing process.
- **Other License Application:** If necessary, we will also assist you in handling other related application matters such as import & export license, Food trading license or other licenses to perfect your company's operating qualifications.

## III. Cost Details

*(i) Company Registration*

**Our standard China WFOE registration service fee is 1,500 USD, not including the passport apostille service and other special licenses, such as trading license. We accept various types of credit card payments. If you pay via Zelle from United States domestic banks, you will enjoy a 5% discount.**

The registration service includes the following:

- Name checking and pre-approval to ensure the company name meets the requirements

and obtain pre-approval from State Administration for Market Regulation.

- Customized articles of association based on your business needs and Chinese laws and regulations.
- Assistance with the application for a business visa to China to ensure your smooth entry for related procedures.
- Submission of the registration application to the Foreign Investment Commission and State Administration for Market Regulation on your behalf to complete the company registration process.
- Assistance with tax registration to setup a taxpayer account.
- Assistance with the application for a bank account in RMB.
- Application for a corporate Alipay account according to your needs for convenient online transactions.
- Assistance with the application for a foreign currency capital account and FDI filing of SAFE to ensure the legal inflow of funds.
- Making and filing of company chops in local police authority, including the company chop, financial chop, capital account-specific chop, and legal representative chop.
- Application for the Legal Representative's security device to facilitate various government affairs.
- 20-year virtual office address leasing to meet the needs of business registration and daily office work.
- Registration of a statutory document recipient to ensure timely receipt of government notifications and legal documents.
- Application for an electronic business license to enhance the convenience of company operations.

#### *(ii) First-Year Operation Service Fee*

Depending on your business needs, you can choose one of the following two operation service plans:

**Option 1: Worry-free Service Package (5,980 RMB/month, 16,800 RMB quarterly, or 60,000 RMB annually)**

- **Registered Mailing Address:** We will provide you with a legal registered mailing address to ensure the normal receipt and dispatch of company documents.



- **Government Notification Forwarding:** Timely forwarding of government notifications to keep you informed of policy dynamics.
- **Government Annual Review Assistance:** Assisting you in completing the government annual review to ensure compliant company operations.
- **Enterprise Information Publicity:** Publicizing enterprise information in accordance with Chinese laws to maintain your company's good reputation.
- **Official Document Filing:** Safekeeping and managing all official documents on your behalf.
- **Board Resolutions:** Assisting you in preparing and recording board resolutions to ensure compliant company governance.
- **Tax Advisory:** Providing tax law and regulation consulting services to help you understand and comply with Chinese tax policies. Offering a 2-hour financial Review meeting per quarter, an annual financial overview report, and unlimited online consultation per month.
- **Accounting, Tax Declaration, and Financial Statements:** Including setting up financial accounts, bookkeeping, preparing financial statements, tax statements, and tax declaration to ensure financial compliance.
- **Invoice Management:** up to 10 invoices per month to ensure compliant invoice usage.
- **Annual Corporate Income Tax Settlement:** Assisting you in completing the annual corporate income tax settlement.
- **Annual Individual Income Tax Settlement:** Assisting you in completing the annual personal income tax settlement.
- **Payroll and Social Security Management:** payroll distribution and social security accounts management up to five employees per month.
- **Recruitment and Termination Support:** Assisting you in employee recruitment and termination processes to ensure compliance with Chinese labor laws.
- **Work Permit and Residence Permit Services:** Assisting you in work permits and residence permits application for one foreign employee per year.
- **Labor Law Consultation:** Providing consulting services on labor laws and human resources policies to help you avoid legal risks.
- **Bank Account Management:** Assisting you in managing bank accounts, including payments, FDI filing, foreign currency income reporting, etc.

- **Online Banking Payment and Reconciliation:** Processing up to 10 online banking payments per month and conducting online banking reconciliation.
- **Electronic Business License and Electronic Company Seal Management:** Managing the electronic business license and electronic company seal on your behalf to enhance operational efficiency.

**Option 2: Basic Accounting Service + Itemized Additional Service (980 RMB/month, 2,700 RMB quarterly, or 9,800 RMB annually)**

- **Setting Up Financial Accounts and Bookkeeping:** Establishing a financial account set for you to record daily financial transactions.
- **Preparing Financial Statements:** Compiling monthly financial statements to help you understand your company's financial status.
- **Preparing Tax Statements:** Compiling monthly tax statements to ensure accurate tax filing.
- **Tax Declaration:** Completing monthly and quarterly tax declaration on time to ensure company compliance.
- **Invoice Management:** Issuing up to four invoices per quarter for free, with an additional charge of 5 RMB per invoice for any excess.
- **Bank Statement Management:** Processing monthly bank statements to ensure clear accounts.
- **Financial Advisory:** Offering basic financial consulting services to help you solve daily financial issues.
- **Out-of-Office Service Fee:** 500 RMB per request (not exceeding 4 hours).

**If you have additional service demands, please contact our expert for our service list and pay the service fee by request.**

## **IV. Our Service Advantages**

*(i) Professionalism and Experience*

- **Professional Team:** We have a team of experienced bilingual professionals, including certified public accountants, tax experts, human resources professionals, legal advisors, and administrative staff. They possess in-depth industry knowledge and rich practical experience, with experience working in Fortune 500 companies, and are able to provide you with comprehensive and high-quality services.
- **Industry Experience:** With over ten years of experience in foreign company registration and operation services, our clients are from more than 40 countries. We have successfully helped many foreign investors establish and operate companies in China remotely. We are not only familiar with China's complex laws, regulations, and policy environment but also understand the potential issues that investors from different countries may encounter when operating companies in China. We can ensure a smooth process from registration to daily operations, avoiding unnecessary troubles and delays.

*(ii) Efficiency and Convenience*

- **One-Stop Service:** We offer one-stop services from company registration to subsequent operations, covering business registration, tax registration, bank account opening, accounting, human resources management, and more. You do not need to communicate and coordinate with multiple suppliers, as we can provide an integrated solution that is efficient and convenient.
- **Quick Response:** We promise to reply within 24 hours after receiving your inquiry or service request. During the registration process, we will track the progress in real-time and update you promptly to ensure that you are always informed about the registration status. For urgent issues, we will prioritize handling them to ensure that your business is not affected.
- **Remote Processing:** Leveraging our cooperative relationship with various development zones, we can verify the investor's original passport on your behalf, sparing you the trouble of traveling to China. You can communicate with us online, submit documents, and sign files to complete the registration process remotely, saving a significant amount of time and cost.

*(iii) Cost Advantage*



- **Reasonable Pricing:** Our registration and operation service fees are competitive in the market. We also offer flexible package options, allowing you to choose a service plan that suits your business needs. We are committed to providing high-cost-performance services to help you establish and operate your company in China smoothly and efficiently while controlling costs.
- **Tax Incentives:** The service and management company type we recommend for you will enable you to enjoy a preferential VAT rate of 1% and a corporate income tax rate of 5%, which will significantly reduce your operating costs and enhance your company's profitability. In addition, we will closely monitor changes in tax policies and adjust your tax planning schemes in a timely manner to ensure that you always enjoy the most favorable tax treatment. Currently, the average corporate income tax rate for our clients is below 3.5%. Meanwhile, we help our clients apply for the VAT tax, corporate income tax and individual income tax rebate every year.

*(iv) Value-Added Services*

- **Office Space Cooperation:** We have a partnership with [Regus China](#), a globally renowned provider of stylish co-working spaces. We can offer you discount prices for Regus co-working spaces throughout Shanghai. After registering your company, you can choose a suitable office location based on your actual needs, enjoy a comfortable working environment and complete supporting facilities, while reducing office costs.
- **Consisting Support:** After company registration, we will provide you with ongoing operational support, including China laws and regulations consultation, tax planning, financial analysis, human resources management, and more. We will adjust the service plan in a timely manner according to your business development needs to ensure the long-term stable development of your company in China.

*(v) Compliance and Risk Control*

- **Compliance Assurance:** We strictly adhere to Chinese laws, regulations, and policy requirements to ensure that your company registration and operation processes are legal and compliant. Our professional team will closely monitor policy dynamics, promptly

interpret and convey the latest policy information to you, and help you avoid potential legal risks.

- **Risk Early Warning:** During the registration and operation processes, we will assess and warn of potential risks and develop preventive measures in advance. For example, during the registration stage, we will carefully review the documents you provide to ensure their completeness and accuracy, avoiding registration failure or delays due to document issues. During the operation stage, we will regularly review your financial status and tax filings to promptly identify and correct potential problems, ensuring the safe and stable operation of your company.

## V. Summary

By choosing Gomax as your registration and operation service provider, you will enjoy a professional, efficient, convenient, low-cost, and compliant service experience. With our rich industry experience, professional team, one-stop service model, and good cooperative relationships with various parties, we can ensure the smooth establishment and efficient operation of your company in China. We look forward to cooperating with you and embarking on a successful business journey in the Chinese market together.

If you have any questions about the above plan or need further information, please feel free to contact us at any time. We are committed to serving you wholeheartedly!

Thank you again for your trust and support!

Sincerely,

Gomax Team