

外商投资企业和代表处 小企业服务手册

Services for small business on Wholly Foreign Owned Enterprise And Representative Office

一个合格的主体，并不是简单地公司证件，而是意味着整个由商业、金融、人事、税务和其他要素组成的系统。

A qualified entity, is not just some certificates and licenses, it means a full system constituted by business, finance, human resource, tax affairs and other elements.

——睿界企业顾问

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于 2013 年 1 月 1 日更新
Updated at 1st Jan, 2013

为什么选择我们

Why us?

当进入中国市场的时候，您可能对于您的商业运作已经胸有成竹，但是，是不是对于如何取得合法的主体地位以及各项政府部门的要求一片茫然？

When you enter into China market, probably, you have a perfect plan on your business. But is it in a daze to you how to gain an establishment of entity and how to get relevant licenses?

在您的供应商列表中，专业的企业服务咨询机构应被列在其中，我们可以提供很多选择我们的理由。
The professional consulting agency shall be listed in your suppliers list. We have many reasons to you for “why us”.

1、我们提供无缝隙的服务，覆盖整个企业的设立、成长和发展周期，减少由于不同的企业服务供应商之间由于沟通不畅而导致的失误；

We provide the seamless services to cover the processes of enterprise’s establishment and development, it reduce the mistakes caused by communication jams between different suppliers;

2、适当的外包可以节约人力成本；

Some projects outsourcing save the cost of the enterprises;

3、留出更多的是时间和精力专注于商业，使企业价值最大化。

You may leave more time and energies to force on your business, it make your enterprise to achieve greater value.

我们的服务项目

The services we provide

- 企业和代表处的登记服务

Registration of enterprises and representative offices

- 办公室的租赁

Office leasing

- 外国人签证

Foreign staff visa

- 本地雇员人事派遣和代理

Chinese staffs human resources out sourcing and agency

- 企业财务咨询和代理记账

Tax consulting and account booking

企业和代表处的登记服务

The registration of enterprises and representative offices

首先，当进入中国市场时，如何去设立一家企业，是选择独立的有限公司还是代表处，都是一个值得考虑的问题，我们提供咨询服务，帮助客户做出正确的决断。

First WFOE or Rep Office, that is a question when you enter into China market. We help you make a correct resolution according with clients' current status and their business.

在形成一个最终的决断后，面对的是怎样制作文档以及向政府部门提供文件，取得合法的法律主体地位以及相关的证件，这也是我们的职责之一。

After this correct resolution, our duties are that to draft and files the documents to official authorities and get a legal entity.

我们列举了一些通常可能会用到的服务内容和报价：

We list the some service items for registration following,

对于外商投资企业 To WFOE

一般的登记 normal registrations				前置审批项目 special subjects approval before registrations			
编号 code	项目 Items	服务费(RMB) Services fee	备注 comments	编号 code.	项目 Items	服务费(RMB) Services fee	备注 comments
A1	咨询费 consulting fee	5000		C1	食品流通许可证 foods circulation license	6000	
A2	文件撰写 documents drafting	4000		C2	公共场所卫生许可证 public hygiene license	9000	
A3	名称登记 company name registration	1500		C3	环保审批 environment protection examination	12000 (餐厅) 18000 (工厂)	
A4	批准证书申请 application for approval certificate	4000		C4	餐饮服务许可证 restaurant services license	15000	
A5	营业执照申请 application for business license	2500		C5	广告经营许可证 operating license of advertisement	28000	
A6	组织机构代码登记 code registration	800		C6	旅行社经营许可证 operating license of travel agency	25000	
A7	准刻证申请 application for stamps making	800		C7	人才中介许可证 HR license	16000	
A8	税务登记 tax registration	1500		C8	房地产经纪人注册 registration of real estate agent	9000	
A9	外汇登记 SAFE registration	1000		后置审批项目 special subjects approval after registrations			
A10	统计登记 statistics registration	800		D1	酒类批发许可证 liquor wholesale license	5000	
A11	财政登记 finance registration	800		D2	酒类零售许可证 liquor retail license	2500	
A12	营业执照变更(实收资本) alteration of business license	800		D3	无船承运许可证 NVOCC license	16000	
进出口登记 import and export registration				转股收汇外汇登记 SAFE registration for shares transfer			
编号 code	项目 Items	服务费 Services fee	备注 comments	编号 code	项目 Items	服务费 Services fee	备注 comments
B1	对外贸易经营者备案 registration of foreign trade operator	800		E1	开设资产变现账户 application for assets account opening	1800	
B2	海关收发货人登记 Customs registration	1800		E2	申请收汇 Application for collecting payment	4000	
B3	商检登记 registration of commodity inspection	600		E3	转股收汇外资外汇登记 SAFE registration for shares transfer	1000	
B4	进出口核销登记 import and export of verification registration	1500					
B5	电子口岸登记 electronic port registration	1800					

对于代表处 To Rep Office

代表处的登记 Rep Office registrations			
编号 code	内容 Item	服务费 (人民币) Service fee (RMB)	备注 comments
R1	咨询费 consulting fee	3500	
R2	文件撰写 documents drafting	1000	
R3	网上登记 registration online	800	
R4	申请登记证 application for certificate of registration	1500	
R5	准刻证的申请 apply for the approval for chop	800	
R6	组织机构代码登记 code registration	800	
R7	税务登记 tax registration	1500	
R8	外汇登记 SAFE registration	800	
R9	统计登记 statistics registration	800	

办公室租赁

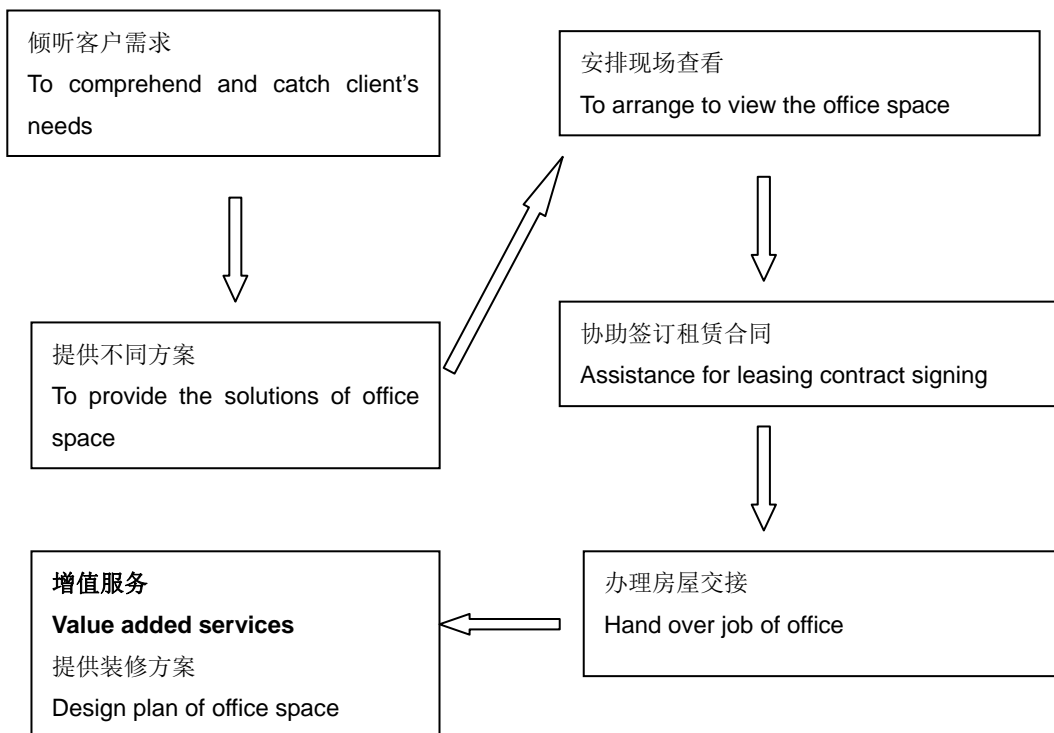
Office leasing

与此同时，作为中国政府对企业的要求，以及企业自身商业发展的需要，租赁一个办公室是必不可少的。办公室选址是否合适将直接影响到企业的运营成本、企业形象、企业的扩展以及商业发展的速度。我们将根据您的要求为您制定不同的办公室租赁方案。

At the same time, as the requirements by China government authorities and the enterprises development, office leasing is necessary for an enterprise. The location of office will affect the cost, image, expanding and development speed of the enterprise. We will make different solutions for you according with your requirements.

在中国，办公室出租的佣金往往由出租人承担。

In China, the commission of office leasing usually paid by lessor.



外国人签证

Foreigner visa

在外商投资企业或代表处设立时，如有外籍雇员在企业中担当重要角色，在中国地区常驻和获得合法的签证也是一个必须面对的问题，我们提供的签证服务使外籍雇员以合法的身份在中国居住。

When the entity is incorporated in China, if the foreign staffs hold the important position in the enterprise, for the long term residence, his/her visa is an important question as well. We offer the visa services for the expats to get the legal visa.

我们在以下列举了签证申请的流程和服务价格：

We list the visa services item and quotation following,

编号 Code	项目 item	时间 time	服务费（人民币） service fee (RMB)	备注 comments
V1	就业许可证的申请 Alien employment license application.	五个工作日 5 business days	900	代表处的代表可以用代表证代替就业许可证 The representatives in Rep Office can use the representative certificate to take the place of the alien employment license
V2	签证邀请函的申请 Visa Notifications Form application.	三个工作日 3 business days	400	
	向中国领事馆申请 Z 签证 Z visa application to China Embassy.	五个工作日 5 business days		对法定代表人和首席代表豁免 Remitted to legal representative or chief representative
	进入中国 enter into China			
	租赁公寓 Apartment renting			
	临时居住登记 Temporary residence registration.	一个工作日 1 business day		
V3	体检 Physical examination.	四个工作日 4 business days		
V4	申请就业证 Work permit application.	三个工作日 3 business days	600	
V5	居留许可申请 Residence certificate application	五个工作日 5 business days	600	

注：对于法定代表人和首席代表，无需办理 V1 和 V2。

Note: The V1 and V2 are remitted to legal representative and chief representative.

本地雇员人事派遣和代理

Chinese staffs human resources outsourcing and agency

在一家外资企业中，雇佣本地员工不但可以减少一部分企业成本支出，本地雇员也是以后中国市场开拓的中坚力量。当然，雇佣一名本地员工并不是支付薪水那么简单。和世界上大多数国家一样，中国政府也制定了完善的社会保障体系，企业必须为雇员办理繁琐的用工手续，以及缴纳社会保险，任何的不规范可以导致罚款和赔偿。人事的外包既减少了法律风险，对于雇员在五十名以下的企业，人事的外包也减少了企业的成本。

In an enterprise, the local staff employ not only saves HR cost, the local team but also will become the backbone force in China market. Of course, the employ is not a simple salary payment. Same as Like most countries in the world, Chinese government makes a labor and social security system also. The employers have to handle the fussy employment processes and pay for social insurance. Any nonstandard behaviors will cause punishments and indemnity. The HR services provided by us reduce the law risk, and to the enterprises who hire less than 50 staffs, our HR services reduce the cost of company.

我们在此也列举了在人事外包服务中，我们的职责和报价：

Hereon, we list our duties and price,

编号 code	内容 Item	服务费 (人民币) Service fee (RMB)			
		劳务派遣 outsourcing		人事代理 agency	
H1	个人档案保存 Personal Files' Keeping	20/month/sfatt		20/month/sfatt	
H2	代发工资 Payoff Service	20/month/sfatt		20/month/sfatt	
H3	建立劳动合同 Establish Labor Contract	√	200/month/staff	null	180/month/staff
	办理人才引进居住证 Resident Permit	√		null	
	办理用工和退工 Recruitment And Dismissal Procedures	√		√	
	代缴社保 Social Insurance Paying	√		√	
	代缴住房公积金 Housing Fund Paying	√		√	
	劳动纠纷处理 Labor Dispute handling	√		null	
H4	猎头服务 Headhunters Services	年薪的 25% 25% of the yearly salary			

社会保险和住房公积金

Social insurance and housing fund

Social insurance					
社会保险					
项目 ITEM	基数 BASE	公司缴纳 BY COMPANY	员工缴纳 BY EMPLOYEE	总计 TOTAL	注释 ANNOTATION
养老 Pension	月收入 Monthly income	22%	8%	30%	Base Scope (since April 2012): RMB2599-RMB12993)
失业 Unemployment Insurance		1.7%	1%	3%	
医疗 Medical Insurance		12%	2%	14%	
工伤 Work-Related Injury Insurance		0.5%	0%	0.5%	
生育 Maternity Insurance		0.8%	0%	0.5%	
总计 Total		37%	11%	48%	
Housing fund					
住房公积金					
基数 BASE	公司缴纳 BY COMPANY	员工缴纳 BY EMPLOYEE	总计 TOTAL	注释 ANNOTATION	
月收入 Monthly income	7%	7%	14%	maximum RMB1819/Month	

企业财务咨询和代理记账

Tax consulting and account booking

在此，我们还列举了一些您可能需要的税务咨询和代理记账的服务。

Now we also list the Tax consulting and account booking services which you need probably to perfect your enterprise in China,

Code 编号	Item 项目	Service fee(RMB) 服务费(人民币)	Comment 备注	Discount 优惠
F01	税种核定 Confirm the kinds of tax	2,000		
F02	建立帐套 Create the account	500		
F03	原始凭证分类 Collect and classify the accounting vouchers	500/month	凭证少于 300 张 Less than 300 pieces of vouchers	基本服务 Basic services 总计 total RMB2,800
F04	凭证计算 Account of vouchers	500/month	凭证少于 300 张 Less than 300 pieces of vouchers	
F05	账簿装订 Make the account book	300/month	凭证少于 300 张 Less than 300 pieces of vouchers	
F06	编制资产负债表 Make the balance sheet	300/month		
F07	编制损益表 Make the income statement	300/month		
F08	税务申报 File the enterprise tax report	300/month		
F09	个人所得税申报 File the individual income tax report	300/month	少于 15 名员工 Less than 15 staffs	
F10	统计申报 File the statistics report	300/month		
F11	出纳培训 Cashier trading	对税务和记账服务的客户 免费 Free for accounting and bookkeeping clients		
F12	增值税发票认证 VAT invoice verification	400/month		
F13	抄税和完税 File invoices date and duty-paid	500/month		
F14	企业所得税汇算清缴 Annual clearance of Corporation Income Tax	2,500/year		
F15	联合年检 United annual inspection	2,500/year	包括制作年度决算报表 Including the annual final accounts	

关于我们

Company Profile

睿界企业顾问成立于 2003 年 3 月，由上海睿界企业管理咨询有限公司、上海睿景物业服务有限公司和上海康贝世达商务咨询有限公司组成，是专门为外籍员工、外商投资企业、外国企业驻沪代表机构提供企业登记、办公室租赁、人事和税务管理等服务的一站式服务的综合性机构。

RJ Enterprises Consulting Group established in March 2003 was formed by Shanghai RJ enterprises management consulting Limited, Shanghai Capitaltrend Property Agency Limited and Shanghai CorpStart Business Consulting Limited. We mainly provides professional one-stop services such as registration of incorporation service, office agency HR and tax services for foreign employees, foreign-capital enterprises and foreign representative offices.

睿界企业顾问作为上海发展速度最快的对外服务机构之一，目前服务于 300 多家外商驻华代表机构、三资企业和国有、民营企业，服务于上海 800 多位外籍雇员，并在不断的增加。睿界企业顾问在办公室租赁、人事和税务服务、企业登记有超过 10 年的专业服务经验。

As one of the fastest developing foreign services suppliers in Shanghai, RJ Enterprises Consulting Group serves clients consist of 300 enterprises including foreign representative offices, with 800 foreign employees in Shanghai. RJ Enterprises Consulting Group has more than 10 years of experience in office leasing, registration of incorporations, HR and tax services.

早在 2003 年，我公司就开展了面向外商的商务咨询服务业务，经过 10 年多的努力工作，迄今为止，经过我公司开设的外商投资企业和代表机构已经超过 300 多家，使我公司成为上海发展速度最快的外商投资企业和外商代表机构承办单位。

Early in 2003, it has started to provide business consultation to foreign organizations. And after 10-years hardworking, over 300 foreign-capital enterprises and foreign representative offices in Shanghai are set up by its sponsorship. It has become the fastest developing sponsor of setting up foreign-capital enterprises and foreign representative office in Shanghai.

我们部分委托人

Part of Our Clients



大韩民国驻中国大使馆
Embassy of the Republic of Korea in China



EUROPEAN CHAMBER



中国欧盟商会

