

Translation

The following notice is an exhaustively detailed description of the process by which "foreign experts" receive permission to work in China. The document specifies precisely what qualifications China requires of foreign experts of different grades, and enumerates and provides samples of all of the paperwork prospective Chinese employers must file on behalf of foreign employees.

Title

Notice of the State Administration of Foreign Experts Affairs on the Publication of a Trial Implementation Proposal for a Work Permit System for Foreigners in China

国家外国专家局关于印发外国人来华工作许可制度试点实施方案的通知

Author

PRC State Administration of Foreign Experts Affairs (SAFEA; 国家外国专家局)

Source

Website of the Guang'an City Bureau of Human Resources and Social Security (广安市人力资源和社会保障局), September 27, 2016. Guang'an is in Sichuan Province; the Guang'an website is one of a number of platforms in China that hosted this document. SAFEA was incorporated into the PRC Ministry of Science and Technology (MOST; 科技部) in a ministry reshuffle in March 2018.

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Notice of the State Administration of Foreign Experts Affairs on the Publication of a Trial Implementation Proposal for a Work Permit System for Foreigners in China

To the administrations of foreign experts affairs of all provinces, autonomous regions, municipalities directly under the Central Government, and sub-provincial cities; and to the

Administration of Foreign Experts Affairs of the Xinjiang Production and Construction Corps:

Pursuant to the decision of the Office of the Reform Auditing Commission of the State Council (国务院审改办), the "Employment Permit for Foreigners" and the "Permit for Foreign Experts Working in China" are integrated into the "Work Permit for Foreigners." The State Administration of Foreign Experts Affairs (SAFEA) shall be responsible for organizing the implementation of the integration and the local people's governments shall implement the integration in accordance with actual circumstances. In order to push forward the work of integrating the two permits, SAFEA decided to carry out pilot work for the new work permit system for foreigners, between October 2016 and March 2017, in Beijing, Tianjin, Hebei, Shanghai, Anhui, Shandong, Guangdong, Sichuan, Yunnan, and Ningxia. The *"Trial Implementation Proposal for a Work Permit System for Foreigners in China"* is hereby issued to all of you, and all provinces, regions and municipalities are requested to conscientiously do all the foundational and preparatory work properly before full implementation, and pilot regions are asked to do a solid job of organizing implementation.



State Administration of
Foreign Experts Affairs
September 27, 2016

Pilot Implementation Plan for the Work Permit System for Foreigners

In accordance with the spirit of the *Notice of the State Council on Standardizing Administrative Examination and Approvals by Departments of the State Council to Improve Work Related to Administrative Approvals* (2015 No. 6) and the *Letter of Opinions on the Integration of a Work Permit for Foreigners by the Office for Administrative Examination and Approval System Reform under the State Council* (2015 No. 95), and in order to further clarify work duties, reduce redundant examination and approval, avoid regulatory loopholes, and increase work efficiency, the former "Employment Permit for Foreigners" and "Permit for Foreign Experts Working in China" are integrated into the "Work Permit for Foreigners." SAFEA shall be responsible for organizing implementation of the integration, and the local people's governments shall implement the integration in accordance with actual circumstances. In accordance with the need to delegate power, combine decentralization and control, and optimize services, this pilot plan is formulated in order to do a better job of integrating the two permits, promote an innovative new government services model of "internet + government services," and construct an online-offline integrated management services system for foreigners working in China.

I. Guiding Ideology

We shall comprehensively implement the spirit of the 18th CPC National Congress and its 3rd, 4th and 5th Plenums, deeply implement the spirit of the important series of speeches by General Secretary Xi Jinping, fully implement the spirit of the series of important speeches and instructions of General Secretary Xi Jinping on the work of recruiting foreign talent and intellectuals, firmly establish the concept of innovation-based, coordinated, green, open and shared development, put into practice the strategic thinking of "gathering and using talents worldwide," deepen reform of the systems and mechanisms for foreigners coming to work in China, uphold the principles of "overall planning and promotion, collaboration and sharing, convenience and efficiency, fairness and transparency," implement a more proactive, open, and effective management system for foreigners coming to work in China, achieve an organic linking of work permits, visas, and residence permits for foreigners coming to work in China, and gradually form the advantages of a talent system with international competitiveness, so as to better serve implementation of major national strategies and economic and social development.

II. Work Objectives

We shall unify the management services system for work permits for foreigners, simplify application materials, optimize the examination and approval process, implement categorized management on a scientific basis, promote information interconnection and sharing, innovate in terms of interim and ex-post regulation, and improve regulatory effectiveness. We shall insist on the principle of "encouraging the high-end, controlling the average, and restricting the low-end," form a foreigner work management system that has unified management, interconnection and sharing, coordinated supervision, participation by the public, and convenience and high efficiency, and raise the level of service management by making it more scientific, standardized, informatized (信息化), and internationalized.

III. Main Tasks

(I) Implement categorized management. We shall clearly define the classification criteria for foreigners working in China (Annex 1), establish a scientific and practical foreign

talent assessment system, focusing on abilities, achievements, and contributions, highlight market-based approaches such as market-based evaluation and international peer-based evaluation, make integrated use of policy tools such as points-based systems, guidance catalogs, labor market testing and quota systems, and establish a dynamically adjusted, forward-moving evaluation system, so as to strengthen categorized management.

(II) Simplify and consolidate materials We shall uniformly standardize types and quantities of application materials, specifying the name, style, number of copies, etc., of the texts of materials. We shall simplify and consolidate application materials, except for personal passports and electronic photos, where it is typically necessary to submit a foreigner's work permit application form, an employment contract or proof of employment, work qualification certificate, a medical certificate, certificate of no criminal record, a certificate of highest (academic) degree, a valid visa held by the applicant, etc., and reduce submission of materials such as application letters, permit application forms, originals or stubs of permits, CVs in Chinese and foreign languages, employment intention letters, etc.

(III) Unify management of certificates The former *Permit for Foreign Experts Working in China* and the *Alien Employment License* shall be unified as the *Notification Letter of Work Permit for Foreigners*, and electronic online printing shall be implemented. The former and the *Foreign Expert Work Permit* and *Employment Permit for Foreigners* shall be unified into the *Work Permit for Foreigners*, achieving one lifelong unchanging code per person and dynamically managed recording of the management, services, credit records and other circumstances of work in China.

(IV) Optimize the examination and approval process. Service guidelines shall be prepared (Annex 2), specifying the basis of establishment, application requirements, basic process, and time limit for examination and approval, and a "Service System for Foreigners Working in China" shall be constructed, putting into effect single-window, time-limited, standardized, and online processing, and using "information to do the work" to replace "personnel doing the work."

(V) Open a "green channel" for high-end foreign talents. The honor system shall be adopted for the certificates of no criminal record for foreign high-end talents, without the need to submit hard copy materials for verification prior to entry; and we shall compress the time limits and raise administrative efficiency for work permit examination and approval. Fully online processing shall be implemented for foreign high-end talents selected for relevant domestic talent plans, and the honor system shall be implemented for their work qualifications, professional skills, and academic credentials.

(VI) Raise service levels and improve supervisory management. We shall innovate administrative methods for permit management, enhance big data uses in government service, achieve information system interconnection among departments for human resources and social security, foreign affairs, public security, etc., and achieve sharing of work permit, visa, and residence data; we shall strengthen interim and ex-post regulation, gradually improve the "two random, one open" work mechanism,¹ establish a credit system for foreigners working in China and their employers, and achieve fine-tuned management,

¹ Translator's note: "Two random, one open" (“双随机一公开”) applies to various oversight processes. It stands for: "Extract and inspect targets for inspection at random, assign law enforcement and inspection personnel to cases at random, and make the spot check process and the results of investigations open to the public in a timely fashion."

precise service, and accurate regulation.

IV. Implementation Steps

(I) Pilot preparation phase. Carry out survey research, organize a development system, design the examination and approval process, study categorized management methods, and formulate a pilot implementation plan. In early September, a seminar will be held in Tianjin on implementing the pilot work for the work permit system for foreigners, which will deploy the pilot work and interpret the pilot policy. By the end of September, training of relevant personnel will be organized, the various localities will prepare examination and approval rules, and properly carry out pre-pilot preparation work.

(II) Pilot phase. Between October 2016 and March 2017, carry out pilot work for the new work permit system for foreigners in Beijing, Tianjin, Hebei, Shanghai, Anhui, Shandong, Guangdong, Sichuan, Yunnan, and Ningxia. Strengthen coordination among relevant agencies to ensure a smooth transition in various tasks. Insist on being problem-oriented, promptly draw conclusions from pilots, and listen thoroughly to opinions and recommendations, so as to constantly improve related supporting policies. Beginning on October 1, pilot zones shall properly conduct employer training and propaganda work, and organize online account registration. Beginning on November 1, formally begin using the *Notification Letter of Work Permit for Foreigners* and the *Work Permit for Foreigners*. Existing *Permits for Foreign Experts Working in China*, *Alien Employment Licenses*, *Foreign Expert Work Permits*, and *Employment Permits for Foreigners* that are within their periods of validity will continue to be valid during the pilot period.

For applications for work permits for foreigners in non-pilot areas, execution shall be in accordance with existing regulations. At the same time, local areas shall also formulate "two-permit integration" work plans, actively borrow from the advanced experiences and approaches of Tianjin and other areas, strengthen capacities for unified management of foreigners working in China, and properly carry out the preliminary preparation work for full implementation of "two-permit integration."

(III) Full implementation phase. On April 1, 2017, unified implementation of work permits for foreigners will be nationwide, the *Notification Letter of Work Permit for Foreigners* and *Work Permit for Foreigners* will be issued, and the Permit for Foreign Experts Working in China and Employment Permit for Foreigners will no longer be issued. Permits for Foreign Experts Working in China and Employment Permits for Foreigners that are within their valid periods will continue to be valid, and can be exchanged for the new certificates on a voluntary basis.

V. Safeguards

(I) Strengthen leadership, provide strong support. SAFEA shall establish a Work Permit for Foreigners Implementation Leadership Group with the General Director of SAFEA serving as the group leader. All provinces, autonomous regions, and municipalities shall establish leadership groups, determine the institutions, personnel, management models, etc., for management of foreigners working in China while taking into account actual local conditions, reinforce staffing strength, and implement work responsibilities, so as to actively and steadily promote the implementation work for two-permit integration.

(II) Provide overall coordination, maintain steady order. Promote various tasks in an overall manner, take the initiative to enhance communication among departments for human

resources and social security, foreign affairs, public security, etc., guarantee smooth connections among various segments, and coordinate promptly to resolve significant issues that arise in pilots, so as to ensure there is no confusion of ideas, dispersion of teams, or interruption of work.

(III) Strengthen guidance, supervise implementation. SAFEA shall strengthen guidance of local work, strengthen tracking of operational training to ascertain the progress of preparatory work in non-pilot areas and implementation circumstances in pilot areas, summarize good experiences and good approaches, publish *Developments in the Work Permit System for Foreigners Pilots*, form upward and downward linkages, and cooperate closely. The pilot areas shall conscientiously execute the pilot plan, and report significant issues to higher levels.

(IV) Focus on propaganda, create a good environment. Take the initiative to release authoritative information, respond to concerns in society, and guide society's expectations. Strengthen interpretation and propaganda regarding policies on the management of foreigners working in China, promptly let employers and individuals understand the new policies and know about the new system, and create a good public opinion environment for pushing forward implementation of the work permit system for foreigners.

(V) Summarize experiences, innovate services. The pilot areas shall focus on summarizing experiences, explore boldly, innovate models for service management, and put forward suggestions for improvement of problems. Through piloting, they will promptly identify problems with respect to system construction, the examination and approval process, classification criteria, interim and ex-post regulation, credit management, and other key segments. SAFE will promptly assess the summarization of pilot work, so as to continuously improve the management services information system and policy system.

Appendices: 1. Classification Criteria for Foreigners Working in China (trial implementation)

2. Service Guide to the Work Permit for Foreigners (trial implementation)

Appendix 1

Classification Criteria for Foreigners Working in China (trial implementation)

Establish a scientific and practical system for assessing foreign talents, focus on abilities, achievements and contributions, highlight market demand-based approaches such as market-based evaluation and international peer-based evaluation (see Explanations of Criteria for Recognition of Professional Achievement of Foreign High-Level Talents), and make integrated use of policy tools such as points-based systems (see the Points-based Assignment Table), guidance catalogs for foreigners working in China, labor market testing and quota-based management systems, etc. In the future, foreigners coming to work in China will be classified as foreign high-end talents (Category A), foreign professionals (Category B), and ordinary foreign personnel (Category C), and categorized management will be implemented based on the criteria.

I. Foreign High-End Talents (Category A)

Scientists, leading S&T talents, international entrepreneurs, talents with specialized expertise, and other high-level, elite, cutting-edge, and in-demand foreign high-end talents urgently needed for China's economic and social development, where one of the following conditions is met, are defined as Category A, for whom "green channels" and "acceptance notwithstanding temporary lack of some documents" are implemented.

(I) Those selected under domestic talent recruitment plans

Candidates selected for talent recruitment plans which are recognized by talent authorities at the sub-provincial level or higher and approved by the Communist Party of China (CPC) Central Organization Department, the Ministry of Human Resources and Social Security, and SAFEA, or for which consent for the filing formalities has been obtained.

(II) Those who meet internationally recognized criteria for professional achievement recognition

1. Nobel Prize winners (prizes in physics, chemistry, physiology or medicine, economics).

2. Winners of the following awards: the National Medal of Science (United States); National Medal of Technology and Innovation (United States); Gold Medal of the CNRS (France); Royal Gold Medal (United Kingdom); Copley Medal; Turing Award; Fields Medal; Wolf Prize in Mathematics; Abel Prize; Lasker Prize; Crawford Prize; Japan Prize; Kyoto Prize; Shaw Prize; prestigious architecture awards (see Achievement Criteria Explanation 2); prestigious industrial design awards (see Achievement Criteria Explanation 3).

3. Academicians of the academies of sciences and academies of engineering of various countries.

4. Those who have served as commissioners, members, or directors of internationally renowned academic institutions such as the International Organization for Standardization (ISO) (see Achievement Criteria Explanation 4) and international science and

education organizations.

5. Heads or directors, or senior researchers, at national research institutes or national laboratories established by various countries.

6. Project leaders, chief scientists, or important project members under the S&T plans of various countries.

7. Those who have served as chief editor, deputy chief editor, or senior member of high-level international S&T journals (JCR I and II).

8. Those who have published three papers in high-level international S&T journals (JCR I and II in *Journal Citation Reports* for their fields of specialization) as the first author or corresponding author (including as an author contributing equally with others).

9. Those who have held mid-level management positions or appointments as professor or associate professor at one of the world's top 200 universities (see Achievement Criteria Explanation 5), and those who have held senior management positions or appointments as professors at one of the world's top 500 universities (see Achievement Criteria Explanation 5).

10. Those who have held senior management positions at, or were key technology R&D members of, the headquarters of one of the world's top 500 companies (see Achievement Criteria Explanation 6), and those who have served in management positions at the level of deputy general manager or higher, or as head of technology R&D, of a second-tier company or regional headquarters.

11. Those who have held senior management positions in internationally renowned financial institutions (see Achievement Criteria Explanation 7) and internationally renowned accounting firms (see Achievement Criteria Explanation 8).

12. Presidents, vice-presidents, professors, and associate professors of world-famous conservatories of music and art (see Achievement Criteria Explanation 9).

13. Those who have served as principal conductor or vocalist in a world-famous orchestra (see Achievement Criteria Explanation 10).

14. Artists who have appeared as soloists in world-famous opera houses (see Achievement Criteria Explanation 11) or concert halls (see Achievement Criteria Explanation 12).

15. Those who have won individual prizes at the highest level of a prestigious literary prize (see Achievement Criteria Explanation 13), prestigious film, television and theater prizes (see Achievement Criteria Explanation 14), prestigious music prizes (see Achievement Criteria Explanation 15), prestigious advertising prizes (see Achievement Criteria Explanation 16), and individual prizes at the grand prize, first prize, or second prize levels of prestigious international art competitions (see Achievement Criteria Explanation 17), as well as those who have served as jury members for the above prizes and competitions.

16. Those who have been among the famous athletes, head coaches responsible for development or core members of the coaching staff of the top eight finishers in the Olympics or in the World Cups, World Championships, or other major international events included in the last two Olympic programs (see Achievement Criteria Explanation 18), and of the top three finishers in the Asian Games or the Asian Cups and Asian Championships included in the

last two Asian Games programs.

17. Those who have held leadership positions in foreign government agencies at the ministerial level or above, or senior leadership positions in prestigious international or non-governmental organizations (see Achievement Criteria Explanation 19).

18. WorldSkills Competition winners, or professional talents who were involved in training for their entered projects.

(III) Foreign talents who meet demands for market-oriented incentive positions

1. Senior managers, technicians, and core research staff employed by state-owned enterprises (SOEs) under the central government, the global or regional headquarters of the world's top 500 corporations, national high-tech enterprises (recognized by science and technology authorities), or large-scale enterprises (see Achievement Criteria Explanation 20).

2. Senior managers, technicians, and core research staff of nationally recognized corporate engineering research centers (recognized by development and reform authorities), engineering laboratories (recognized by development and reform authorities), engineering technology research centers (recognized by science and technology authorities), corporate technology centers (recognized by economy and information technology authorities), and local technology innovation service platforms (recognized by science and technology authorities).

3. Senior managers at the deputy general manager level or higher, technicians, and core research staff employed by state-encouraged types of foreign-invested enterprises and medium-size enterprises at home and abroad (see Achievement Criteria Explanation 20).

4. Those who have been appointed to and served in senior management or higher positions, or served as associate professors or assistant researchers, in higher education institutions, as well as talents with high-level vocational skills needed by vocational colleges.

5. Those who have been appointed to serve in senior and above management positions or deputy senior and above professional technical positions at 3A Grade general hospitals, specialist hospitals of sub-provincial or higher cities, or foreign-invested hospitals.

6. Principal conductors, artistic directors, and principal performers employed by first-rate domestic orchestras and other arts groups.

7. Senior editors and editors employed by mainstream media under central and local governments (see Achievement Criteria Explanation 22).

8. Main athletes, head coaches, or core coaching staff members hired by national- or provincial-level sports teams or clubs.

9. Foreign national talents whose salary-type income and annual personal income tax reach prescribed standards.

(IV) Innovation and entrepreneurship talents

1. Founders of companies that are funded with their own significant technological inventions, patents, and other such independent intellectual property or proprietary technology, that have had three consecutive years of stable investment conditions, and have a cumulative actual investment of at least \$500,000, of which the founder's personal stake is

at least 30%.

2. Chairpersons, legal representatives, general managers, or chief technologists of companies that are funded with their own significant technological inventions, patents, and other such independent intellectual property or proprietary technology, and have had three consecutive years of annual sales over 10 million yuan Renminbi (RMB) or annual tax payments over RMB 1 million.

(V) Outstanding young talents

Young talents under the age of 35 who have received their doctoral degrees or are engaged in postdoctoral research at the top 200 universities outside of China (see Achievement Criteria Explanation 5) or at colleges and universities in China.

(VI) Those with 85 or more points

II. Foreign Professionals (Category B)

Foreign professionals who meet the requirements of the guidance catalog for foreigners working in China and the requirements for job positions, who are urgently needed for business pertaining to China's economic and social development, and who meet one of the following conditions, are defined as Category B.

(I) Foreign professionals who have bachelor's degrees or higher and at least 2 years of relevant work experience. Those who meet one of the following provisions:

1. Management personnel or professional technicians engaged in scientific research, teaching, management, and other work in specialized fields such as education, scientific research, journalism, publishing, culture, the arts, health, and sports.
2. Personnel who execute intergovernmental agreements between China and foreign countries, agreements between international organizations, and trade, commerce, and engineering contracts between China and foreign countries.
3. Personnel hired by the representative offices in China of international organizations and resident representatives in China of foreign experts organizations.
4. Mid-level or higher employees dispatched by multinational corporations, and the chief representatives and representatives of resident representative offices in China.
5. Foreign management personnel or professional technicians employed by various kinds of corporations, business units, social organizations, etc.

(II) Excellent graduates who have received master's degrees or higher degrees from colleges and universities in China.

(III) Graduates who have received master's degrees or higher degrees from the top 100 colleges and universities outside of China (see Achievement Criteria Explanation 5).

(IV) Foreign language education personnel. In principle, foreign language personnel shall be engaged in teaching the native language of their home country, and shall have

received a bachelor's degree or higher degree from a university in a country of their native language, and have at least two years of work experience in language education. Among such personnel, those who have received bachelor's or higher degrees in education, languages or teaching, or have received teacher certifications from their respective countries, or have received international TEFL certificates that meet requirements, may waive the work experience requirement.

(VI) Professionals with 60 or more points.

III. Ordinary Foreign Personnel (Category C)

Ordinary personnel who meet domestic labor market demands, and who are engaged in temporary, seasonal, unskilled, or service work that complies with the provisions of national policies, are defined as Category C, for whom national quota management is implemented.

(I) Foreigners approved (authorized) for employment by the relevant administrative authority of the State Council, or employed based on agreements between China and foreign governments;

(II) Foreign youths coming to China for internships and apprenticeships in accordance with intergovernmental agreements;

(III) Foreigners who accompany high-end talents coming to China and who engage in domestic service;

(IV) Foreigners working in special fields such as offshore fishing;

(V) Foreigners engaged in seasonal labor;

(VI) Other foreigners for whom job position quota management is implemented.

Explanation of Standards for Recognition of High-End Foreign Experts' Work Accomplishments²

The following standards of recognition of work accomplishments are as of 2015.

1. List of domestic talent recruitment programs

国家千人计划 (1000 Talents Plan)

人力资源和社会保障部: 回国(来华)定居工作专家项目 (MOHRSS: Project for Experts' Return and Settlement in China)

² Translator's note: The English translations in parentheses in this section were all included in the Chinese source text and are reproduced here in unedited form.

人力资源和社会保障部:高层次留学人才回国资助计划 (MOHRSS: Funding Scheme for High-Level Overseas Chinese Students' Return)

人力资源和社会保障部:留学人员科技活动项目择优资助计划 (MOHRSS: Funding Scheme to Outstanding Scientific and Technological Programs by Chinese Students Abroad)

人力资源和社会保障部:中国留学人员回国创业启动支持计划 (MOHRSS: Supporting Scheme for Returned Overseas Chinese Students' Entrepreneurial Start-Ups)

人力资源和社会保障部:博士后国际交流计划引进项目 (MOHRSS: Project on Postdoctoral International Exchanges)

人力资源和社会保障部:海外赤子为国服务行动计划 (MOHRSS: Homeland-Serving Action Plan for Overseas Chinese)

国家外国专家局:“千人计划”高层次外国专家项目 (SAFEA: “1000 Talent Plan for High-Level Foreign Experts” Program)

国家外国专家局:高端外国专家项目 (SAFEA: High-End Foreign Experts Project)

国家外国专家局:中国政府友谊奖项目 (SAFEA: Chinese Government Friendship Award)

国家外国专家局:引进海外高层次文教专家重点支持项目 (SAFEA: Program for the Introduction of High-Level Overseas Cultural and Educational Experts)

国家外国专家局:海外名师引进计划 (SAFEA: Program for the Introduction of Renowned Overseas Professors)

国家外国专家局:高校国际化示范学院推进计划 (SAFEA: Network in International Centers for Education in China)

国家外国专家局:高等学校学科创新引智计划 (SAFEA: OEI for Disciplinary Innovation in Universities)

国家外国专家局:“一带一路”教科文卫引智计划 (SAFEA: OEI under "Belt and Road Initiative" in Cultural and Educational Sector)

国家外国专家局:国家科研平台外国专家支持计划 (SAFEA: Overseas Experts Supporting Programs under National Research Platform)

国家外国专家局:与大师对话-诺贝尔奖获得者校园行项目 (SAFEA: Dialogue with Masters-Nobel Prize Laureates on Campus)

国家外国专家局:文教类外国青年人才引进项目 (SAFEA: Introduction of Overseas Young Talents in Cultural and Educational Sector)

国家外国专家局:部属高校学校特色项目 (SAFEA: Special Programs with Universities Directly under the Administration of Ministries and Commissions of the Central Government)

国家外国专家局:首席外国专家项目 (SAFEA: Project for Chief Foreign Experts)

国家外国专家局:经技类青年外国专家项目 (SAFEA: Project for Young Foreign Experts in Economic and Technological Sector)

国家外国专家局:经技类重点外国专家项目 (SAFEA: Project for Key Foreign Experts in Economic and Technological Sector)

教育部:长江学者奖励计划 (Ministry of Education: Changjiang Scholars Program)

农业部:中国农业科学院青年英才计划 (Ministry of Agriculture: The Young Talents Program under Chinese Academy of Agricultural Sciences)

卫生和计划生育委:国家食品安全风险评估中心“532”人才计划 (National Health and Family Planning Commission:"532" Talents Program under China National Center for Food Safety Risk Assessment)

中国科学院:中国科学院百人计划 (Chinese Academy of Sciences: CAS Hundred Talents Project)

中国科学院:创新团队国际合作伙伴计划 (Chinese Academy of Sciences: Program for Innovation Teams on International Cooperation)

中国科学院:海外评审专家项目 (Chinese Academy of Sciences: Program for Overseas Evaluation Experts)

中国科学院:引进杰出技术人才项目 (Chinese Academy of Sciences: Program for Introduction of Prominent Technical Talents)

中国气象局:中国气象局双百计划 (China Meteorological Administration: Project for "Hundred Talents" Introduction and "Hundred Talents" Selection)

国家核电:国家核电外籍高层次人才引进计划 (State Nuclear Power Technology Corporation (SNPTC): Program for Foreign High-Level Talents Introduction)

北京市:北京市海外人才聚集工程 (Beijing Municipality: Program for Overseas Talents Aggregation)

北京市:融智北京计划 (Beijing Municipality: Great Minds Gather in Beijing Plan)

天津市:天津市海河友谊奖 (Tianjin Municipality: Tianjin Hai he Friendship Award)

天津市:天津市海外高层次人才引进计划 (Tianjin Municipality: Program for Overseas High-Level Talents Introduction)

天津市:天津市外专千人计划 (Tianjin Municipality:"1000 Foreign Experts Introduction Plan")

天津市:天津市特聘(讲座)教授 (Tianjin Municipality: Tianjin Municipal Distinguished Professor)

天津市:天津市留学人员回国创业启动支持计划 (Tianjin Municipality: Plan of Supporting Entrepreneurial Talents Returning from Studying Overseas)

天津市:天津市留学人员科技活动启动项目择优资助计划 (Tianjin Municipality: Plan of Funding Outstanding Science and Technology Projects Launched by Talents Returning from Studying Overseas)

河北省:河北省百人计划 (Hebei Province:"100 Talents Plan" of Hebei Province)

河北省:河北省外专百人计划 (Hebei Province:"100 Foreign Experts Introduction Plan")

河北省:河北省燕赵友谊奖 (Hebei Province: Yanzhao Friendship Award)

山西省:山西省引进海外高层次人才百人计划 (Shanxi Province:"100 Talent Plan" on Overseas High-Level Talents Introduction)

辽宁省:辽宁省十百千高端人才引进工程 (Liaoning Province: 10-100-1000 Program for High-End Talents Introduction)

大连市:大连市引进海外高层次人才项目 (Dalian City: Program for Overseas High-Level Talents Introduction)

吉林省:吉林省高层次创新创业人才引进计划 (Jilin Province: Program for High-Level Entrepreneurial and Innovative Talents Introduction)

上海市:上海市海外高层次人才引进计划 (Shanghai Municipality: Program for High-Level Overseas Talents Introduction)

上海市:上海市千人计划 (Shanghai Municipality:"1000 Talent Plan" of Shanghai)

上海市:上海领军人才培养计划 (Shanghai Municipality: Shanghai Outstanding Academic Leaders Plan)

上海市:上海市白玉兰奖 (Shanghai Municipality: Shanghai Magnolia Award)

上海市:上海市浦江人才计划 (Shanghai Municipality: Shanghai Pujiang Program)

上海市:上海高校特聘教授(东方学者)岗位计划 (Shanghai Municipality: Shanghai Program for Professor of Special Appointment (Eastern Scholar) at Shanghai Institutions of Higher Learning)

上海市:上海市青年科技启明星计划 (Shanghai Municipality: Shanghai Rising-Star Program)

上海市:上海市优秀学术/技术带头人计划 (Shanghai Municipality: Shanghai Program of Shanghai Academic/Technology Research Leader)

上海市:上海金才工程 (Shanghai Municipality: Shanghai Financial Talent Project)

江苏省:江苏省高层次创新创业人才引进计划 (Jiangsu Province: Program for High-Level Entrepreneurial and Innovative Talents Introduction)

江苏省:江苏省外专百人计划 (Jiangsu Province:"100 Foreign Experts Introduction Plan")

南京市:南京市 321 人才引进计划 (Nanjing City: 321 Program for Talents Introduction)

浙江省:浙江省千人计划 (Zhejiang Province:"1000 Talents Plan" of Zhejiang Province)

杭州市:杭州市全球引才 521 计划 (Hangzhou City: 521 Program for Global Talents Introduction)

宁波市:宁波市 3315 计划 (Ningbo City: 3315 Talents Program)

安徽省:安徽省百人计划 (Anhui Province:"100 Talents Plan" of Anhui Province)

安徽省:安徽省外专百人计划 (Anhui Province:"100 Foreign Experts Introduction Plan")

安徽省:安徽省黄山友谊奖 (Anhui Province: Huangshan Friendship Award)

福建省:福建省引进高层次创业创新人才计划 (Fujian Province: Program for High-Level Entrepreneurial and Innovative Talents Introduction)

福建省:福建省外专百人计划 (Fujian Province:"100 Talents Plan" Foreign Experts Program)

厦门市:厦门市引进海外高层次人才计划 (Xiamen City: Program for Overseas High-Level Talents Introduction)

江西省:江西省面向国内外引进优秀高层次专业技术人才计划 (Jiangxi Province: Program for Domestic and Overseas High-Level Technical Talents Introduction)

山东省:山东省泰山学者建设工程 (Shandong Province: Taishan Scholars Project)

山东省:外专双百计划 (Shandong Province:"Double-Hundred Talent Plan" on 100 Foreign Experts and 100 Foreign Expert Teams Introduction)

山东省:山东省政府齐鲁友谊奖 (Shandong Province: Shandong Provincial Government Qilu Friendship Award)

济南市:济南市 5150 引才计划 (Jinan City: 5150 Program for Talents Introduction)

济南市:泉城友谊奖 (Jinan City: Quancheng Friendship Award)

青岛市:青岛市创业创新领军人才计划 (Qingdao City: Program for Entrepreneurial and Innovative Leading Talents)

青岛市:青岛专家激励计划 (Qingdao City: Incentive Plan for High-End Talents)

青岛市:“琴岛奖”获得者 (Qingdao City:"Qindao" Award Winner)

青岛市:鳌山人才引进计划 (Qingdao City: Aoshan Program for Talents Introduction)

青岛市:海外高层次人才引进计划 (Qingdao City: Program for Overseas High-Level Experts Introduction)

河南省:河南省海外高层次人才引进计划 (Henan Province: Program for Overseas High-Level Talents Introduction)

湖北省:湖北省引进海外高层次人才百人计划 (Hubei Province:"100 Talents Plan" on Overseas High-Level Talents Introduction)

武汉市:武汉市黄鹤英才计划 (Wuhan City: Huanghe Talents Plan)

湖南省:湖南省引进海外高层次人才百人计划 (Hunan Province:"100 Talents Plan" on Overseas High-Level Talents Introduction)

广东省:广东省南粤友谊奖 (Guangdong Province: Guangdong Friendship Award)

广东省:广东省引进创新科研团队和领军人才项目 (Guangdong Province: Program for Innovative Research Teams and Leading Talents Introduction)

广东省:广东特支计划 (Guangdong Province: Special Support Plan for High-Level Talents)

广东省:扬帆计划 (Guangdong Province: Sail Plan for Talents Development)

广东省:海外专家来粤短期工作资助计划 (Guangdong Province: Funding Scheme for Short-Term Overseas Experts in Guangdong)

广州市:广州市羊城友谊奖 (Guangzhou City: Guangzhou Friendship Award)

广州市:广州市创新创业领军人才百人计划 (Guangzhou City:"100 Talents Plan" of Entrepreneurial and Innovative Leading Talents)

深圳市:深圳市海外高层次人才孔雀计划 (Shenzhen City: Peacock Program for Overseas High-Level Talents Introduction)

广西壮族自治区:广西人才小高地 (Guangxi Zhuang Autonomous Region: Guangxi Talent Highland)

广西壮族自治区:广西八桂学者 (Guangxi Zhuang Autonomous Region: Guangxi BaGui Scholars)

广西壮族自治区:广西特聘专家 (Guangxi Zhuang Autonomous Region: Guangxi Specially-invited Experts)

广西壮族自治区:广西高校引进海外高层次人才百人计划 (Guangxi Zhuang Autonomous Region:100 Plan on the Introduction of High-level Overseas Talents for Colleges and Universities in Guangxi)

重庆市:重庆市百名海外高层次人才聚集计划 (Chongqing Municipality: Program for Hundred Overseas High-Level Talents Aggregation)

四川省:四川省天府友谊奖 (Sichuan Province: Sichuan Friendship Award)

四川省:四川省千人计划 (Sichuan Province: "1000 Talent Plan" of Sichuan Province)

四川省:天府高端引智计划 (Sichuan Province: Tianfu Recruitment Program of High-end Foreign Experts)

成都市:金沙友谊奖 (Chengdu City: Jinsha Friendship Award)

成都市:成都市人才计划 (Chengdu City: Talents Introduction Plan of Chengdu)

云南省:云南省海外高层次人才引进计划(“百人计划”)(Yunnan Province: the "100 Talents Plan" on Overseas High-level Talents Recruitment)

云南省:云南省外国专家彩云奖 (Yunnan Province: Yunnan Friendship Award)

云南省:云南省高端外国专家项目 (Yunnan Province: Yunnan Provincial High-end Foreign Experts Project)

云南省:云南省百名海外高层次人才聚集计划 (Yunnan Province: Program for Hundred Overseas High-Level Talents Aggregation)

陕西省:陕西省百人计划 (Shanxi Province:"100 Talents Plan" of Shanxi Province)

西安市:西安市 5211 引才计划 (Xi'an City: 5211 Program for Talents Introduction)

宁夏回族自治区:宁夏回族自治区六盘山友谊奖 (Ningxia Hui Autonomous Region: Ningxia Liupan Mountain Friendship Award)

宁夏回族自治区:宁夏回族自治区海外引才百人计划 (Ningxia Hui Autonomous Region:"100 Talents Plan" for Talents Introduction)

新疆维吾尔自治区:新疆高层次紧缺人才引进工程 (Xinjiang Uygur Autonomous Region: Program for High-Level and Urgently Needed Talents Introduction)

2. Famous International Architecture Prizes

普利兹克建筑奖(Pritzker Prize)

金块奖(Gold Nugget)

国际建筑奖(International Prize for Architecture)

阿卡汉建筑奖(Aga Khan Awards for Architecture)

亚洲建协建筑奖(ARCASIA awards for Architecture)

开放建筑大奖(Open Architecture Prize)

3. Famous International Industrial Design Prizes

美国优秀工业设计奖(Industrial Design Excellence Awards)

德国红点设计奖(Reddot Design Awards)

20. Classification criteria for micro, small, medium, and large enterprises

Name of industry	Name of metric	Unit of measurement	Large	Medium	Small	Micro
Agriculture, forestry, animal husbandry and fishing industries	Operating income (Y)	RMB 10,000	$Y \geq 20,000$	$500 \leq Y < 20,000$	$50 \leq Y < 500$	$Y < 50$
Industry*	Employees (X) Operating income (Y)	Persons / RMB 10,000	$X \geq 1,000$ $Y \geq 40,000$	$300 \leq X < 1,000$ $2,000 \leq Y < 40,000$	$20 \leq X < 300$ $300 \leq Y < 2,000$	$X < 20$ $Y < 300$
Construction industry	Operating income (Y) Total assets (Z)	RMB 10,000 / RMB 10,000	$Y \geq 80,000$ $Z \geq 80,000$	$6,000 \leq Y < 80,000$ $5,000 \leq Z < 80,000$	$300 \leq Y < 6,000$ $300 \leq Z < 5,000$	$Y < 300$ $Z < 300$
Wholesale industry	Employees (X) Operating income (Y)	Persons / RMB 10,000	$X \geq 200$ $Y \geq 40,000$	$20 \leq X < 200$ $5,000 \leq Y < 40,000$	$5 \leq X < 20$ $1,000 \leq Y < 5,000$	$X < 5$ $Y < 1,000$
Retail industry	Employees (X) Operating income (Y)	Persons / RMB 10,000	$X \geq 300$ $Y \geq 20,000$	$50 \leq X < 300$ $500 \leq Y < 20,000$	$10 \leq X < 50$ $100 \leq Y < 500$	$X < 10$ $Y < 100$
Transportation and shipping industry*	Employees (X) Operating income (Y)	Persons / RMB 10,000	$X \geq 1,000$ $Y \geq 30,000$	$300 \leq X < 1,000$ $3,000 \leq Y < 30,000$	$20 \leq X < 300$ $200 \leq Y < 3,000$	$X < 20$ $Y < 200$
Warehousing industry	Employees (X) Operating income (Y)	Persons / RMB 10,000	$X \geq 200$ $Y \geq 30,000$	$100 \leq X < 200$ $1,000 \leq Y < 30,000$	$20 \leq X < 100$ $100 \leq Y < 1,000$	$X < 20$ $Y < 100$
Postal industry	Employees (X) Operating	Persons / RMB 10,000	$X \geq 1,000$ $Y \geq 30,000$	$300 \leq X < 1000$ $2000 \leq Y < 30,000$	$20 \leq X < 300$ $100 \leq Y < 2,000$	$X < 20$ $Y < 100$

	income (Y)					
Hotel industry	Employees (X) Operating income (Y)	Persons / RMB 10,000	$X \geq 300$ $Y \geq 10,000$	$100 \leq X < 300$ $2,000 \leq Y < 10,000$	$10 \leq X < 100$ $100 \leq Y < 2,000$	$X < 10$ $Y < 100$
Food and beverage industry	Employees (X) Operating income (Y)	Persons / RMB 10,000	$X \geq 300$ $Y \geq 10,000$	$100 \leq X < 300$ $2,000 \leq Y < 10,000$	$10 \leq X < 100$ $100 \leq Y < 2,000$	$X < 10$ $Y < 100$
Information transmission industry	Employees (X) Operating income (Y)	Persons / RMB 10,000	$X \geq 2,000$ $Y \geq 100,000$	$100 \leq X < 2000$ $1,000 \leq Y < 100,000$	$10 \leq X < 100$ $100 \leq Y < 1,000$	$X < 10$ $Y < 100$
Software and IT services	Employees (X) Operating income (Y)	Persons / RMB 10,000	$X \geq 300$ $Y \geq 10,000$	$100 \leq X < 300$ $1,000 \leq Y < 10,000$	$10 \leq X < 100$ $50 \leq Y < 1,000$	$X < 10$ $Y < 50$
Real estate development and operation	Operating income (Y) Total assets (Z)	RMB 10,000 / RMB 10,000	$Y \geq 200,000$ $Z \geq 10,000$	$1,000 \leq Y < 200,000$ $5,000 \leq Z < 10,000$	$100 \leq Y < 1,000$ $2000 \leq Z < 5,000$	$Y < 100$ $Z < 2,000$
Property management	Employees (X) Operating income (Y)	Persons / RMB 10,000	$X \geq 1,000$ $Y \geq 5,000$	$300 \leq X < 1000$ $1,000 \leq Y < 5,000$	$100 \leq X < 300$ $500 \leq Y < 1,000$	$X < 100$ $Y < 500$
Leasing and commercial services	Employees (X) Total assets (Z)	Persons / RMB 10,000	$X \geq 300$ $Z \geq 120,000$	$100 \leq X < 300$ $8,000 \leq Z < 120,000$	$10 \leq X < 100$ $100 \leq Z < 8,000$	$X < 10$ $Z < 100$
Other unspecified industries*	Employees (X)	Human	$X \geq 300$	$100 \leq X < 300$	$10 \leq X < 100$	$X < 10$

21. First-Rate Orchestras in Mainland China, Hong Kong, and Macau³

中国国家交响乐团 (China National Symphony Orchestra)

上海交响乐团 (Shanghai Symphony Orchestra)

中国爱乐乐团 (China Philharmonic Orchestra)

杭州爱乐乐团 (Hangzhou Philharmonic Orchestra)

广州交响乐团 (Guangzhou Symphony Orchestra)

香港管弦乐团 (Hong Kong Philharmonic Orchestra)

香港中乐团 (Hong Kong Chinese Orchestra)

澳门乐团 (Macao Orchestra)

22. Chinese Mainstream Media⁴

《人民日报》 (People's Daily)

新华社 (Xinhua News Agency)

³ Translator's note: The English translations in parentheses in this section were all included in the Chinese source text and are reproduced here in unedited form.

⁴ Translator's note: The English translations in parentheses in this section were all included in the Chinese source text and are reproduced here in unedited form.

中央电视台 (CCTV)

中央人民广播电台 (People's Central Broadcasting Station)

中国国际广播电台 (China Radio International)

《求是》杂志 (Qiushi)

《光明日报》 (Guangming Daily)

《经济日报》 (Economic Daily)

《中国日报》 (China Daily) and other central-level news media

Regional media including provincial (autonomous regions and municipalities)

Party newspapers, radio and TV news channels and etc.

(Municipal media including Party newspapers, radio and TV news channels of large and medium sized cities);

新华网、人民网等 (Xinhuanet.com, People's Daily Online, and other Major news websites supported by the State).

**Points-Based Assignment Table
(trial version)**

Point item	Criterion	Points
Items for which eligibility is granted directly	Selected under domestic talent recruitment plans and meets internationally recognized criteria for professional achievement recognition	—
	Meets criteria for market-oriented incentive position	—
	Excellent young innovation and entrepreneurship talent	—
Salary paid by domestic employer (RMB 10,000) / Maximum of 20 points	45 and above	20
	[35,45)	17
	[25,35)	14
	[15,25)	11
	[7,15)	8
	[5,7)	5
	Less than 5	0
Proof of education or professional qualification / Maximum of 20 points	PhD or equivalent	20
	Master's or equivalent	15
	Bachelor's or equivalent	10
Years of relevant work / Maximum of 20 points	Add 1 point for each year over 2 years	Maximum of 15 points
	2 years	5
	Less than two years	0
Time worked per year / Maximum of 15 points / Units: months	More than 9 months of work per year	15
	[6,9)	10

	[3,6)	5
	Less than 3	0
Chinese proficiency / Maximum of 10 points	Has received bachelor's or higher degree for which Chinese was the language of instruction	10
	Has passed the HSK Chinese Proficiency Test at level 5 or higher	10
	Has passed the HSK Chinese Proficiency Test at level 4 or higher	8
	Has passed the HSK Chinese Proficiency Test at level 3 or higher	6
	Has passed the HSK Chinese Proficiency Test at level 2 or higher	4
	Has passed the HSK Chinese Proficiency Test at level 1 or higher	2
Work destination / Maximum of 10 points	Western region	10
	Northeast and other old industrial base regions	10
	Central region special areas such as national-level poverty-stricken counties	10
Age (years) / Maximum of 15 points	[18,25)	10
	[26,45)	15
	[46,55)	10
	[56,60)	5
	Over 60	0
Graduated from a world-renowned university or has experience working at one of the world's top 500 corporations / Maximum of 5 points	Graduated from a renowned foreign university ranked among the world's 100	5
	Has experience working at one of the world's top 500 corporations	5
Incentive bonus points from provincial-level administrative department for foreigners working in China / Maximum of 10 points	Special talents in short supply for local economic and social development needs (specific criteria set by provincial-level administrative department for foreigners working in China)	0-10

Appendix 2

Service Guide to the Work Permit for Foreigners (trial implementation)

I. Scope of Application

This Guide is applicable to the handling of applications for work permits from foreigners employed by employers within the People's Republic of China, and the subjects for examination and approval are the foreigners and the employers employing the foreigners.

II. Item Information

The Work Permit for Foreigners is an administrative permission approved by the State Council, item number: D50001.

III. Type of Examination of Matters

Examination before approval.

IV. Basis for Handling

(I) *Administrative License Law of the People's Republic of China*.

(II) Article 41 of the *Exit and Entry Administration Law of the People's Republic of China* stipulates: Foreigners who work in China shall obtain work permits and work-type residence permits in accordance with regulations. No entities or individuals shall employ foreigners who have no work permit or work-type residence permit.

(III) Article 7 of the *Regulation of the People's Republic of China on the Administration of the Entry and Exit of Foreign Nationals* stipulates: To apply for an R visa, one must satisfy the conditions or requirements determined by the competent authority of the Chinese Government for the recruitment of foreign professionals who are highly skilled or whose skills are urgently needed, and the relevant certificates shall be submitted in accordance with provisions. To apply for a Z visa, a work permit and other relevant certificates shall be submitted in accordance with provisions.

Article 16 stipulates: To apply for a work-type residence permit, one must submit such certification documents as a work permit; in the case of a high-level talent who is needed, or a professional whose skills are urgently needed, by the State, one must submit relevant certification documents in accordance with relevant provisions;

(IV) *Decision of the State Council on Establishing an Administrative License for the Administrative Examination and Approval Items Really Necessary to Be Retained* (Order of the State Council No. 412, Item 93: Employment Permit for Foreigners; Item 443: Permit for Foreign Experts Working in China).

(V) *Letter of Opinions on the Integration of Work Permits for Foreigners by the Office for Administrative Examination and Approval System Reform under the State Council* (2015 No. 95).

V. Acceptance Authorities

Administrative departments for foreigners working in China of provincial-level people's governments and the Xinjiang Production and Construction Corps, and their legally authorized local people's government administrative departments for foreigners working in China, or their entrusted agencies.

VI. Decision-Making Authorities

Administrative departments for foreigners working in China of provincial-level people's governments and the Xinjiang Production and Construction Corps, and their legally authorized local people's government administrative departments for foreigners working in China.

VII. Quantitative Limits

Foreign high-end talents (Category A) are not subject to a quantitative limit; foreign

professionals (Category B) are limited according to market demand; and for ordinary foreign personnel (Category C), limits are imposed in accordance with relevant provisions, details of which may be queried using the Service System for Foreigners Working in China.

VIII. Application Requirements

(I) Basic requirements

1. Applicants shall be at least 18 years of age, in good health, and without a criminal record, have a definite legal employer in China, and possess the professional skills necessary to perform their work or a suitable academic degree.
2. Where the applicant is a professional whose skills are urgently needed domestically, the work engaged in shall conform to the requirements of China's economic and social development.
3. Where laws and regulations provide otherwise in regards to foreigners working in China, such provisions shall be followed.

(II) Foreign high-end talents (Category A)

Foreign high-end talents refers to scientists, leading S&T talents, international entrepreneurs, talents with specialized expertise, and other high-level, elite, cutting-edge, and in-demand foreign high-end talents urgently needed for China's economic and social development, in conformity with the "high-level, elite, cutting-edge, in-demand" (“高精尖缺”) and market demand-based orientation, who meet the points-based criteria for foreign high-end talents. Age and work experience restrictions may be waived for foreign high-end talents.

(II) Foreign professionals (Category B)

Foreign professionals refers to those who meet the requirements of the guidance catalog for foreigners working in China and of job positions, and who meet the points-based criteria for foreign professionals. They shall not be over 60 years of age, and shall have a bachelor's or higher degree and at least two years of relevant work experience; where there is a real need, age, academic degree, and work experience limitations may be relaxed appropriately.

(IV) Ordinary foreign personnel (Category C)

Ordinary foreign personnel refers to those who satisfy domestic labor market demands, and who are engaged in temporary, seasonal, unskilled, or service work that complies with the provisions of national policies.

(V) Approval is granted where the following conditions apply

1. It falls within the purview of administrative departments for foreigners working in China;
2. The application materials are true and complete and meet requirements;

3. The aforementioned requirements for foreigners working in China are met.

(VI) Approval is not granted where any one of the following circumstances applies

1. The application materials are incomplete;
2. The application materials do not meet requirements;
3. The application materials are false;
4. The applicant does not meet the requirements for working in China;
5. Other circumstances under which issuing a Work Permit for Foreigners is inappropriate.

IX. Catalog of Application Materials

(I) List of application materials

1 The employer or entrusted specialized service organization registers an account online

No.	Supporting documents	Original/photocopy	No. of copies	Paper/electronic	Requirements	Remarks
1	Information registration form of employer or entrusted specialized service organization	Original	1	Electronic	Affix the organization's official seal. If the employer affixes the official seal of its human resources or foreign affairs department, authorization is required.	
2	Proof of legal registration	Original	1	Electronic	Business license, organization code certificate, social insurance registration certificate or registration certificate of foreign enterprise's resident representative office, etc.: provide the unified social credit code.	
3	Proof of identity of the head of the business administration department of the employer or entrusted specialized service organization	Original	1	Electronic	If authorizing handling by another, the ID document of the handler must be submitted.	
4	Industry license certification documents	Original	1	Electronic	An industry license certification must be submitted where required by laws and regulations.	

Remarks:

1. If the employer's registration information changes, the changed information must be provided.
2. If there is a change in the employer's business address, economic type, etc., it is necessary to provide an approval letter issued by the relevant administrative department, the business license, unified credit code or certificate of organization code, and other proof of legal registration.
3. If the applicant is changed to a legal representative or chief representative, it is necessary to provide the post-change business license, organization code certificate, social insurance registration certificate, or registration certificate of foreign enterprise's resident representative office and unified social credit code.
4. Where handling is entrusted to a specialized service organization, the name, ID number, and telephone number of the handling personnel must be filled in.

2 Applying for the Work Permit for Foreigners from Outside of China

(1) Application for *Notification Letter of Work Permit for Foreigners in the People's Republic of China*

No.	Supporting documents	Original/photocopy	No. of copies	Paper/electronic	Requirements	Remarks
1	Application Form for Work Permit for Foreigners	Original	1 copy	Paper/electronic	Fill out online and print. After the applicant signs it, affix the official seal of the employer or its authorized department and upload to the system.	
2	Work qualification certificate	Photocopy	1 copy	Paper	Certification of work experience related to the current employment position, issued by the organizations where the applicant has worked, including positions, length of time worked, or projects undertaken, and contact person information for certification, must be affixed with the official seal of those organizations or signed by their persons in charge.	The honor system is adopted for those who have been selected under relevant domestic talent plans. If the applicant has won prestigious awards in professional fields, corresponding documents certifying the winning of such awards may be provided.
3	Highest (academic) degree certificate, or relevant approval document or occupational qualification certificate	Photocopy	1 copy	Paper	The highest (academic) degree certificate must be certified by a Chinese embassy or consulate, or by an embassy or consulate of the applicant's country in China, or by a notary agency of the country in question or an academic credential certification body in China. Where China's laws and regulations require being pre-approved by the industry department in charge, or having the corresponding entry-type occupational qualifications in China, it is necessary to provide the approval document from the industry department in charge or occupational qualification	The honor system is adopted for those who have been selected under relevant domestic talent plans. If one has a professional qualification certificate, it must be certified by a Chinese embassy or consulate, or by an embassy or consulate of the applicant's country in China, or by a

					certificate.	notary agency of the country in question.
4	Certificate of no criminal record issued by officials of the applicant's country of nationality or country (region) of permanent residence	Original or photocopy	1 copy	Paper	Certified by the police, public security, notary public, or other authorities of the applicant's country of nationality or place of permanent residence, as well as the embassy or consulate in China of the country of nationality, or a Chinese embassy or consulate abroad. Place of regular residence refers to a country or region in which the applicant last lived continuously for more than one year after leaving his/her country of nationality, including in China.	The honor system is adopted for the required items of foreign high-end talents (Category A).
5	Physical examination certificate of the applicant	Photocopy	1 copy	Paper	A physical examination report issued by an overseas health care facility and certified by an overseas Chinese embassy or consulate, or a health certificate issued by an inspection and quarantine institution in China, is required, with the time since issuance being 6 months or less.	
6	Employment contract or proof of employment	Original or photocopy	1 copy	Paper	A contract in Chinese shall be provided. It must be signed by the applicant and affixed with the official seal of the relevant organization, and it shall be free of alterations.	The contract shall include the job location, content, salary, dates, and position, and a cover page (signed).
7	The applicant's passport or international travel document	Photocopy	1 copy	Paper	Data page of passport or international travel document.	
8	Bare-headed, full-face photograph of the applicant within the last 6 months.	Original	1 photo	Electronic	A recent bare-headed electronic photograph, white background, no border, with the head in the center and occupying approximately 2/3 of the area of the photo, which shall be clear, without spots, blemishes or printing defects, in JPEG format. The file size shall be greater than 150KB, the dimensions in pixels shall be 1024 (height) by 768 (width), and the resolution shall be no lower than 300DPI, in 32-bit True Color.	
9	Relevant certification documents of accompanying	Photocopy	1 copy	Paper	Include the accompanying family member's passport (or international travel document) data page, proof of familial relationship	Where there are special provisions, those special provisions shall be

	g family members				(spouse: wedding certificate; child: birth certificate), physical examination report (for family members over the age of 18), and electronic photograph.	followed.
10	Other materials					

Remarks:

1. Chinese translations of all non-Chinese certification documents must be provided and be affixed with the employer's official seal, with the exception, however, of a passport or international travel document.
2. All original paper documents and Chinese translations must be uploaded to the processing system electronically.
3. Foreign high-end talents must, in accordance with the classification criteria for foreigners working in China, submit relevant certification materials that comply with the recognition requirements. The application form must be signed by the applicant and affixed with the employer's official seal, and the permit approval decision-making authority shall conduct supplemental investigation as required.
4. Where the criteria for high-end talents are met by means of cumulative points, it is necessary to provide the corresponding highest (academic) degree certificate, occupational qualification certificate, Chinese proficiency (HSK Chinese Proficiency Test) certification, proof of income from working in China, and work qualification certification documents.
5. When applicants who have received a foreigner's work permit within the last three years apply again, they do not need to submit document submission item 3 (highest degree certificate) or 4 (certificate of no criminal record). Where the job position applied for and the position approved for employment under the former work permit are the same, submission item 2 (work qualification certification documents) does not need to be submitted.
6. In the case of a change of nationality, it is necessary to reapply for the Work Permit for Foreigners.
7. In an application to work in China, the duration usually shall be the same as the duration of the employment contract or proof of employment, but where it is different under special circumstances, the duration for the application to work in China shall not exceed that of the employment contract or proof of employment, and the reasons must be explained.

(2) Application for Work Permit for Foreigners in the People's Republic of China

No.	Supporting documents	Original/photocopy	No. of copies	Paper/electronic	Requirements	Remarks
1	Visa (Z or R) or valid residence permit held by the applicant	Original	1 copy	Electronic	Passport (or international travel document) visa page, entry stamp page, or residence permit data page.	
2	Visas or valid residence permits of accompanying family members	Original	1 copy	Electronic	Passport (or international travel document) visa page, entry stamp page, or residence permit data page.	

Remarks:

1. The applicant must additionally fill in the portion of information in the *Application Form for Work Permit for Foreigners* on applying for a Work Permit for Foreigners.
2. If original copies of the employment contract or proof of employment, work qualification certificate, certificate of no criminal record, physical examination certificate, or certificate of highest degree were not submitted for verification when applying for the *Notification Letter of Work Permit for Foreigners*, the originals must be submitted when applying for the *Work Permit for Foreigners*. In the case of certification materials for which the honor system is adopted, it is not necessary to provide paper documents.

3 Applying for the Work Permit for Foreigners from Within China

Those for whom the following circumstances pertain may apply for the Work Permit for Foreigners directly from within China:

(1) High-end talents (Category A) already in China who hold another visa or valid residence permit;

(2) Those working in China who change employers, but whose job position (occupation) has not changed, and their work-type residence permit is within its period of validity;

(3) Foreigners working in China whose family members hold valid visas or currently valid residence permits;

(4) Others whom the approval authority deems eligible.

No.	Supporting documents	Original/photocopy	No. of copies	Paper/electronic	Requirements	Remarks
1	Application Form for Work Permit for Foreigners	Original	1 copy	Paper/electronic	Fill out online and print. After the applicant signs it, affix the official seal of the employer or its authorized department and upload to the system.	
2	Work qualification certificate	Original	1 copy	Paper	Certifications of work experience related to the current employment position, issued by the organizations where the applicant has worked. They shall include positions, length of time worked or projects undertaken, and contact person information for certification, and must be affixed with the official seals of those organizations or signed by their persons in charge.	The honor system is adopted for those who have been selected under relevant domestic talent plans. If the applicant has won prestigious awards in professional fields, corresponding documents certifying the winning of such awards may be provided.
3	Employment contract or proof of employment	Original	1 copy	Paper	A contract in Chinese shall be provided. It must be signed by the applicant and affixed with the official seal of the relevant organization, and it shall be free of alterations.	The contract shall include the job location, content, salary, dates, and position, and a cover page (signed)
4	Physical examination certificate of the applicant	Original	1 copy	Paper	A physical examination report issued by an overseas health care facility and certified by an overseas Chinese embassy or consulate, or a health certificate issued by an inspection and quarantine institution in China, is required, with the time since issuance being 6 months or less.	If a foreigner who is already working in China changes employers, it is not necessary to provide them again.
5	Visa or currently valid				If a foreigner who is already working in China changes	

	residence permit				employers, it is necessary to provide a work-type residence permit.	
6	Other				Those who hold a <i>Work Permit for Foreigners</i> must bring the permit with them to handle permit formalities.	

Remarks:

1. Where a family member of a foreigner working in China holds a valid visa or currently valid residence permit, the highest (academic) degree certificate, certificate of no criminal record, and work qualification certificate must be submitted for authentication to a Chinese embassy or consulate, or an embassy or consulate of the applicant's country in China, or a notary agency of the country in question, or an academic credential certification body in China.
2. Where the job position (occupation) applied for and the position (occupation) approved for employment under the former work permit are the same, the work qualification certificate does not need to be submitted.
3. Where the job position (occupation) applied for and the position (occupation) approved for employment under the former work permit are not the same, the work qualification certificate must be submitted. Where China's laws and regulations require being pre-approved by the industry department in charge, or having the corresponding entry-type professional qualifications in China, it is also necessary to provide the approval document from the industry department in charge or occupational qualification certificate.
4. In the circumstance where the applicant is not eligible to apply within China for processing the Work Permit for Foreigners, but is already in China, the processing must be in accordance with the procedures for applying for the Work Permit for Foreigners from outside of China.
5. Where the second type of application circumstance above applies, it is necessary to first cancel the existing work permit.

4 Applying for an extension of the Work Permit for Foreigners

Where the employer will continue to employ the applicant in the original position (occupation), an application should be submitted to the decision-making authority thirty days before the expiry of the applicant's work permit, but the submission may not be made earlier than ninety days before the expiry of the permit.

No.	Supporting documents	Original/photocopy	No. of copies	Paper/electronic	Requirements	Remarks
1	Application Form for Extension of Work Permit for Foreigners	Original	1 copy	Paper/electronic	Fill out online and print. Upload to the system after the applicant has signed it and the employer has affixed its official seal.	
2	Employment contract or proof of employment	Original	1 copy	Paper	A contract in Chinese shall be provided. It must be signed by the applicant and affixed with the official seal of the relevant organization, and it shall be free of alterations. A Chinese translation of any non-Chinese proof of employment must be provided and be affixed with the employer's official seal.	
3	Visa or valid residence permit	Original and photocopy	1 copy	Paper	Passport (or international travel document) visa page, entry stamp page or residence permit data page.	
4	<i>Application for Work Permit for Foreigners</i>	Original	1 copy	Badge		
5	Other materials					

Remarks:

1. Where China's laws and regulations require being pre-approved by the industry department in charge, it is necessary to provide the approval document from the industry department in charge.
2. In the case of a change to new job duties, it is necessary to first change the original Work Permit for Foreigners, then apply for an extension of the Work Permit for Foreigners in accordance with procedures.
3. In the case of a change of job position (occupation), it is necessary to reapply for the Work Permit for Foreigners.
4. All original paper documents and Chinese translations must be uploaded to the processing system electronically.

5 Applying for a change to the Work Permit for Foreigners

Where a change occurs in matters such as the applicant's personal data (name, passport number, job duties, classification), an application should be submitted to the decision-making authority within 10 days from the date the change occurred.

No.	Supporting documents	Original/photocopy	No. of copies	Paper/electronic	Requirements	Remarks
1	Application Form for Change to Work Permit for Foreigners	Original	1 copy	Electronic	Fill out online and print, then upload to the system after the applicant has signed it and the employer has affixed its official seal.	
2	Certification documents for matters in the application for change.	Original	1 copy	Electronic	See the Remarks for the specific requirements.	
3	Other materials					

Remarks:

1. For the applicant's passport (international travel document) number, it is necessary to provide the passport (international travel document) number, data page, and visa page.
2. For a change to new job duties, it is necessary to provide a change of application letter and corresponding certification documents, and where laws and regulations provide otherwise, those provisions shall be followed.
3. In the case of a change of job position (occupation), it is necessary to cancel the existing work permit and reapply for the Work Permit for Foreigners.
4. All original paper documents and Chinese translations must be uploaded to the processing system electronically.

6 Applying for Cancellation of the Work Permit for Foreigners

Where a Work Permit for Foreigners is not extended before its expiry, it will be directly and automatically cancelled; where it is revoked, withdrawn, or suspended according to law, the decision-making authority will cancel it directly. Where the applicant dies or is incapacitated, or terminates his/her contract or rescinds the employment relationship early, the employer shall apply to the decision-making authority for cancellation within 10 working days of the date the event occurs. Where the employer (用人单位) is terminated, the applicant may apply to the decision-making authority for cancellation of the work permit. Where the Work Permit for Foreigners has already been cancelled, the decision-making authority may issue a proof of permit cancellation upon request.

No.	Supporting documents	Original/photocopy	No. of copies	Paper/electronic	Requirements	Remarks
1	Application Form for Cancellation of Work Permit	Original	1 copy	Electronic	Fill out online and print. Upload to the system	

	for Foreigners				after the applicant has signed it and the employer has affixed its official seal.	
2	Certifying documents related to the rescission of employment relationship, contract termination, or other reasons for cancellation	Photocopy	1 copy	Electronic	In the case of rescission of employment relationship or contract termination, signing by both parties is required.	
3	Other materials					
Remarks: Where the employer is terminated according to law, the applicant does not need to have the official seal affixed when submitting the <i>Application Form for Cancellation of Work Permit for Foreigners</i> , but must submit documents certifying that the employer has been terminated according to law and is unable to apply for cancellation, an explanation of the applicant's circumstances regarding the permit cancellation, and the <i>Work Permit for Foreigners</i> .						

7. Applying for Replacement of the *Work Permit for Foreigners in the People's Republic of China*

For replacement of the *Work Permit for Foreigners in the People's Republic of China*, the applicant shall post a statement on the Service System for Foreigners Working in China from the date the document was lost or discovered to be lost, and apply to the decision-making authority for replacement. If the document is damaged, bring the original document to the permit decision-making authority to apply for a replacement.

No.	Supporting documents	Original/ photocopy	No. of copies	Paper/ electronic	Requirements	Remarks
1	Application Form for Replacement of Work Permit for Foreigners	Original	1 copy	Electronic	Fill out online and print. Upload to the system after the applicant has signed it and the employer has affixed its official seal.	
2	Applicant's explanation of the circumstances of the loss or damage.	Original	1 copy	Electronic		Chinese translations of non-Chinese certification documents must be provided and be affixed with the employer's official seal.
3	Other materials					

(II) Submission of application materials

The employer shall submit information online, and after it passes the preliminary review by the acceptance authority, written materials shall be submitted to the acceptance authority by the applicant, the employer, or its entrusted specialized service organization. Foreign high-end talents (Category A) may submit corresponding electronic materials online, and do not need to submit paper materials in addition to this.

X. Application Acceptance

(I) Online submission of information

Log in to: "Service System for Foreigners Working in China."

(II) Acceptance of written materials

Administrative departments for foreigners working in China of provincial-level people's governments and of the Xinjiang Production and Construction Corps, and their legally authorized local people's government administrative departments for foreigners working in China, or their entrusted agencies. The office address, transportation routes, contact persons, telephone numbers, and office hours of specific acceptance authorities are published separately by the local permit decision-making authorities.

XI. Basic Handling Process

(I) The procedures for applying for a Work Permit for Foreigners from China or abroad, and for applying for extension or cancellation of the Work Permit for Foreigners, are as follows:

1 Online application. The employer shall log in to the system, submit information online, and provide the relevant electronic materials. Where a specialized service organization is entrusted to submit materials on-site, it is necessary to register online the organization's name, lawful registration certificate (business license or organization code certificate, social insurance registration certificate, or registration certificate of foreign enterprise's resident representative office, etc.), and the name, ID number, and telephone number of the handling personnel, and submit on-site the employer's authorization letter and personal identification of the handling personnel.

2 Online preliminary review. The acceptance authority shall carry out a preliminary review of the materials submitted online within 5 working days. The applicant shall submit an application for the *People's Republic of China Work Permit for Foreigners* (hereinafter referred to as the *Work Permit for Foreigners*) within 15 days after entering the country. If the materials are incomplete or the contents do not conform to regulations, the acceptance authority shall give a one-time online notification of required corrections; where the materials are complete and the contents conform to regulations, online notification will be made or an appointment will be made for on-site submission of materials.

3 Acceptance. After its review, the acceptance authority will decide whether to accept the application for processing. If the application matter falls within the purview of the administrative agency, and the application materials are complete and meet the requirements, acceptance shall be granted on the spot, and the acceptance authority will issue a *Work Permit for Foreigners Application Acceptance Receipt* with the special administrative seal of the acceptance authority affixed and the date indicated; if the application materials are incomplete or fail to comply with the legally stipulated forms, notification of the corrections required shall be given on the spot, a one-time notification letter will be issued, and acceptance will be granted after the corrections are made; if it does not fall within the purview of the administrative agency, or the application eligibility requirements are not met, the acceptance authority will explain the reasons and basis for not granting acceptance, and it will issue a notification of non-acceptance affixed with its special administrative permission seal, which it will deliver to the applicant or the employer within 5 days after receiving the paper materials.

4. Review. After the submitted materials are verified, the decision-making authority shall conduct its review and make a decision within 10 working days. For all applications for the *Work Permit for Foreigners*, it is necessary to verify originals of the employment contract or proof of employment, work qualification certificate, certificate of no criminal record, physical examination certificate, and certificate of highest degree.

5. Decision. Where the requirements and criteria are met, the decision-making authority will decide to grant administrative permission, produce a *Notification Letter of Work Permit for Foreigners* online, and issue and deliver a *Work Permit for Foreigners* within 10 days from the date of the permission decision; where the requirements and criteria are not met, a written decision to not grant permission will be made explaining the reasons and informing the applicant or employer that they have the right to apply for administrative reconsideration or file administrative litigation in accordance with law.

The permit decision-making authority may, based on the credit circumstances of the employer and applicant, simplify the verification of paper materials for the application for extension of *Work Permit for Foreigners*.

(II) Where the application is for a change of *Work Permit for Foreigners* or replacement of *Work Permit for Foreigners*, the procedure is as in (I) above. An electronic acknowledgment receipt will be used for the acceptance decision and approval decision, and the applicant does not need to provide paper materials for verification.

(III) The following measures are provided for the convenience of foreign high-end talents (Category A) applying from abroad or in China for a *Work Permit for Foreigners*, as well as for an extension or cancellation of a *Work Permit for Foreigners*:

1. Those who pass the acceptance authority's online preliminary review will be accepted directly, and an electronic receipt acknowledging the acceptance will be given. Applicants do not need to provide paper materials for verification prior to entering China.
2. Fully online processing shall be implemented for high-end foreign talents selected for relevant domestic talent plans, and it is not necessary to submit paper materials for verification.
3. Where a foreign high-end talent applies for the *Notification Letter of Work Permit for Foreigners*, or applies from within China for an extension or cancellation of a *Work Permit for Foreigners*, the decision-making authority shall carry out its review and make a decision within 5 working days.

XII. Methods for Handling

(I) The first time an employer uses the Service System for Foreigners Working in China, it must create an account, fill in the employer-related information online, and provide the corresponding electronic materials. It may only use the system after it has been successfully certified. Regions may determine whether to verify paper materials based on the employer's [social] credit rating.

(II) If the materials are submitted by the employer, the handling personnel's information shall be added online, and the entity's certifications shall be presented in person.

Where a specialized service organization is entrusted to submit the materials, this organization must create an account online, add information on its staff, and submit in person the employer's authorization letter and personal identification of the handling personnel

XIII. Processing Time Limit

The decision-making authority shall conduct a review of the Work Permit for Foreigners application accepted for processing. It shall make the corresponding decision and notify the employer within 20 working days, and in special circumstances an extension of 10 working days shall be made. Where special circumstances are encountered which require an extension of the time limit, the employer shall be informed of the reasons for extending the time limit. The period from when the applicant receives the *Notification Letter of Work Permit for Foreigners* to the submission for verification of materials for the application for *Work Permit for Foreigners* shall not be counted in the time limit for permit review and approval.

XIV. Basis and Standards for Review Fees

No fees are charged.

XV. Review Result

Where the review is passed successfully, the decision-making authority shall issue a *Work Permit for Foreigners* to the applicant.

XVI. Delivery of Result

After the decision-making authority makes its permit decision, it shall notify the employer by means of a public notice on the Service System for Foreigners Working in China. If approved, the applicant or employer may print out the *Notification Letter of Work Permit for Foreigners* online, and collect the written decision to grant permission and the *Work Permit for Foreigners*; if not approved, the employer shall collect the written decision to not grant permission.

XVII. Rights and Obligations of the Applicant

(I) In accordance with the *Administrative License Law*, the applicant or employer shall have the following rights by law:

1. To learn of the progress of the application's processing;
2. To know the reasons why the application was not accepted for processing or approved;
3. To enjoy the right of statement and defense in respect of the administrative agency's implementation of administrative permission;
4. To apply for administrative reconsideration of the review result or to initiate administrative litigation.

(II) In accordance with the *Administrative License Law* and other laws, the applicant, the employer, and the entities or individuals that issue certifying documents shall

perform the following obligations in accordance with law:

1. To ensure that the applications materials submitted are complete, truthful, and valid;
2. To cooperate with the permit decision-making authority in face-to-face interviews, telephone interviews, on-site investigations, etc., so as to verify the authenticity of application materials.
3. If a permit is obtained, work shall be within the scope of the permit.
4. A lawfully obtained Work Permit for Foreigners is non-transferable.

XVIII. Consultation Channels

(I) Consultation may be via service window, telephone, email, or written correspondence: Public announcements shall be made separately by the Work Permit for Foreigners application acceptance and decision-making authorities of different locations.

(II) Online consultation: The consultation window of the Service System for Foreigners Working in China.

XIX. Supervision and Complaint Channels

(I) Complaints may be made via service window, telephone, email, or written correspondence, for which public announcements shall be made separately by the Work Permit for Foreigners application acceptance and decision-making authorities of different locations.

(II) Online complaints: One may lodge a complaint online via the Service System for Foreigners Working in China.

XX. Office Addresses and Times

(I) Public announcements shall be made separately by the Work Permit for Foreigners application acceptance and decision-making authorities of different locations.

XXI. Checking Processing Progress and Results

Beginning from the date the application is submitted online, the employer may log in to the system to check the processing status and check the review results in real time.

XXII. Other Matters for Attention

(I) Visa handling procedures

The Work Permit for Foreigners may not serve as or substitute for a visa. Foreigners must submit the *Notification Letter of Work Permit for Foreigners* and other materials, and go to a Chinese visa authority abroad to apply for a Z or R visa.

(II) Residence permit handling procedures

Foreigners shall submit the *Work Permit for Foreigners* and other materials to the

entry-exit administrative agencies of the public security organs of the local people's government at the county level or higher in their place of residence to handle the relevant procedures.

(III) Credit management system

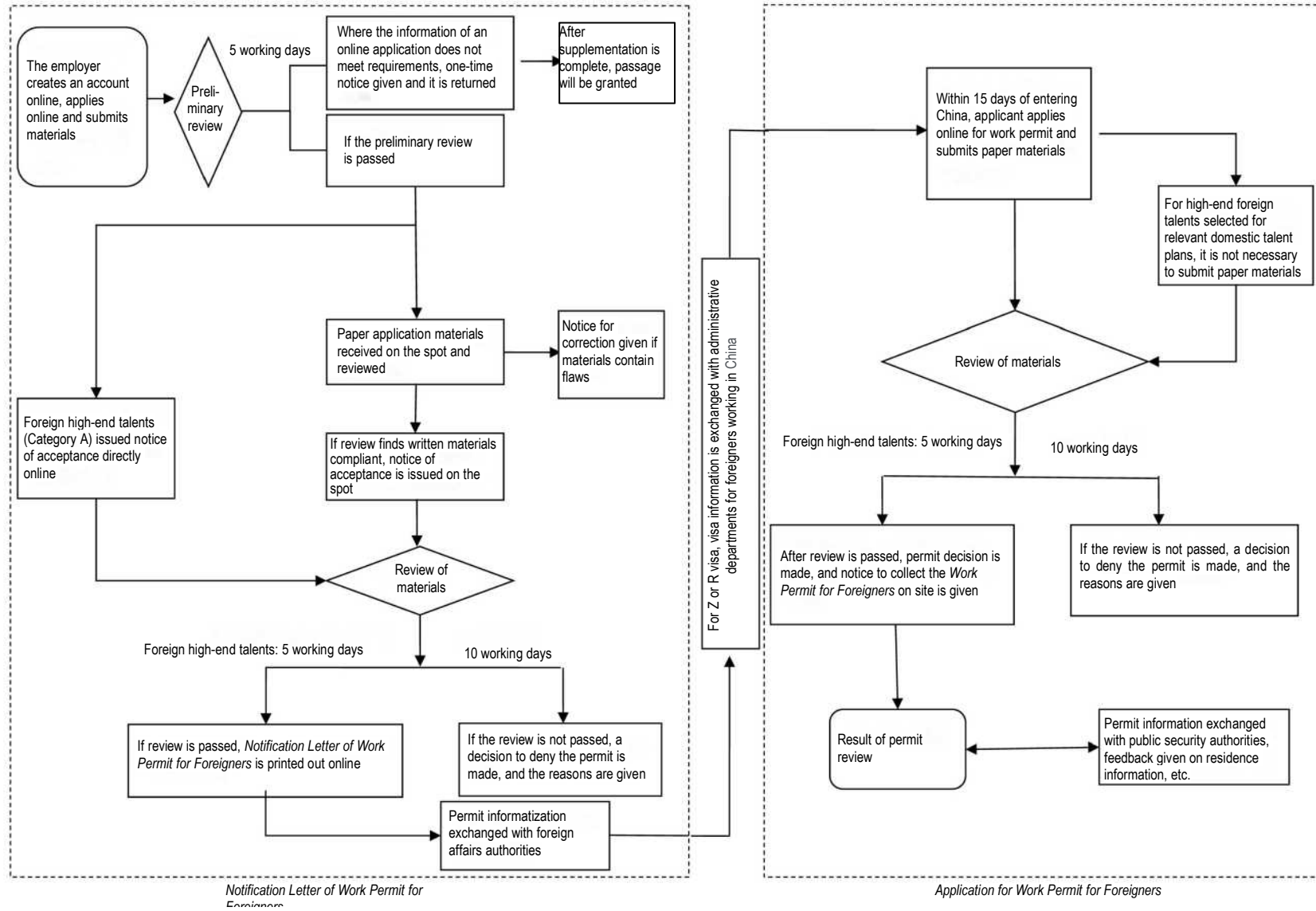
Credit-based categorized management is implemented for foreigners working in China, employers, and entrusted specialized service organizations, and an exception management list has been established.

(IV) Annexes

See annexes for details of the Flow Chart of the Work Permit for Foreigners Handling Process, Work Permit for Foreigners Application Acceptance Receipt, *Notification Letter of Work Permit for Foreigners*, *Work Permit for Foreigners*, style samples of relevant forms and sample texts of application materials. Specific review rules shall be announced separately by the decision-making authorities.

- Annexes:
1. Flow Chart for Work Permit for Foreigners Handling Process
 2. Work Permit for Foreigners Application Acceptance Receipt
 3. *Notification Letter of Work Permit for Foreigners* in the People's Republic of China style sample
 4. *People's Republic of China Work Permit for Foreigners* style sample
 5. *Written Decision to Grant (Deny) Administrative Permission* style sample
 6. Explanation for Cancellation of Work Permit for Foreigners
 7. Relevant Forms
 8. Sample Texts

Annex 1



Annex 2

Work Permit for Foreigners Application Acceptance Receipt

Application Number:

Application matters for administrative permission			
Applicant (entity) information	Name of applicant (entity)		
	Name of contact person		
	Telephone/fax		
	Email		
	Address		
Acceptance status	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
		Basis for non-acceptance	1. Not undertaken by this agency; 2. Processing has been suspended; 3. Other matters for which permit review is not necessary; 4. Application materials are incomplete or fail to comply with the legally stipulated forms, and still could not be corrected following notification.
Date materials accepted	(YYYY/MM/DD)	Legally stipulated processing time limit	Processing to be concluded within 20 working days (exceptional circumstances such as appraisals are not counted in the time limit, and additional days are necessary)
Acceptance date	(YYYY/MM/DD)	Promised processing time limit	Processing to be concluded within 20 working days (exceptional circumstances such as appraisals are not counted in the time limit, and additional days are necessary)
Acceptance personnel		Telephone number	

Seal
(YYYY/MM/DD)

The *Administrative License Law of the People's Republic of China* stipulates:

When applying for an administrative license, an applicant shall faithfully submit relevant materials to the administrative organ and report the actual information, and shall be liable for the authenticity of the substantial contents of the application materials. The administrative organ may not ask the applicant to submit technical materials and other materials that have nothing to do with the matters under the administrative license.

Where an applicant for an administrative license conceals any relevant information or provides false materials in applying for the administrative license, the administrative organ shall not accept its application or shall not grant it such administrative license, and shall give a warning; if such an application for administrative license directly concerns public security, human health, or the safety of life and property, the applicant shall not re-apply for that administrative license within a year thereafter.

Annex 3

File No:

NOTIFICATION LETTER OF FOREIGNER'S WORK PERMIT IN THE PEOPLE'S REPUBLIC OF CHINA

Upon approval by _____, Mr./Ms. _____ (Passport NO. Category Work Permit NO.) from _____ (Country of citizenship) is hereby permitted to work in _____ (Employer) in _____ County(City,District), _____ City(Prefecture), _____ Province(Autonomous Region, Municipality Directly under the Central Government) of the People's Republic of China for _____ months.

Date of issue day month year

There will be _____ accompanying family member(s). Spouse's full name:

Child(ren)'s full name(s):

Other accompanying member's full name:

VALID FOR 6 MONTHS FROM THE DATE OF ISSUE. THIS IS NOT A VISA AND MAY NOT BE USED IN PLACE OF A VISA.

IMPORTANT NOTICES

Foreigners working in China should follow relevant work permit regulations. Those who have received this notification letter of work permit for foreigners working in the People's Republic of China should go through the following procedures:

1. Present the notification letter and other relevant documents to the embassy or consulate office of the People's Republic of China when applying for a visa.
2. Present the valid visa, employment contract and other relevant documents to the local government departments in charge of foreigners working in China where the employer is located to apply for foreigner's work permit.
3. Within thirty (30) days of entry into the People's Republic of China, the foreigner who has obtained work permit should present the work permit and other relevant documents to the local public security authorities to apply for work-type residence permit.

Annex 4

People's Republic of China Work Permit for Foreigners style sample



Notes on production of certificates during the pilot period

Certificate-issuing organizations in the pilot areas shall produce the *Work Permit for Foreigners in the People's Republic of China* themselves in accordance with the following steps:

(I) Information systems shall produce two PDF documents that include the front and back of the certificates with card face information and background graphics, in accordance with the style sample and dimensions of the *People's Republic of China Work Permit for Foreigners*.

(II) Certificate issuing organizations shall download the PDF documents from the system, print out the certificates using special paper, and affix a 1-inch photo of the applicant.

(III) A laminating machine shall be used to seal the paper certificates.

Annex 5

(Name of administrative organ)
Written Decision to Grant Administrative Permission

Number

Applicant:

Passport Number:

Employer:

Legal representative:

Address of employer:

On _____(date), this organization accepted the application for Work Permit for Foreigners submitted by you (your organization). Following review, it has been found to meet the legally stipulated requirements and criteria. Pursuant to the provision of Paragraph 1, Article 38 of the *Administrative License Law of the People's Republic of China*, this organization has decided to grant an administrative permission, valid from _____(date) to _____(date).

(Seal of administrative organ)
(YYYY/MM/DD)

This notification was received on _____(date).

Signature of recipient:

(This certificate is made in two copies, one copy being delivered to the applicant and one copy kept on file for reference.)

(Name of administrative organ) / Written decision to deny administrative permission

Number

Applicant:

Passport Number:

Employer:

Legal representative:

Address of employer:

This organization accepted the application for Work Permit for Foreigners submitted by you (your organization) on _____(date). Following review, because (specific reason(s) for denying permission), pursuant to Paragraph _____, Article _____ of the *Administrative License Law of the People's Republic of China*, this organization has decided to deny administrative permission.

If you do not accept this decision, you may apply to (a people's government at this level or a department in charge at a higher level) for administrative reconsideration in accordance with law within sixty days from the date this written decision is received; if you do not agree with the reconsidered decision, you may file a lawsuit with a people's court within fifteen days from the date the reconsidered decision is received.

(Seal of administrative organ)
(YYYY/MM/DD)

This notification was received on _____(date).

Signature of recipient:

(This certificate is made in two copies, one copy to be delivered to the applicant and one copy kept on file for reference.)

Annex 6

Explanation for Cancellation of Work Permit for Foreigners

_____ The Work Permit for Foreigners received by Mr. / Ms.
_____ (passport number: _____ , Work permit number: _____)
_____ following approval, and valid from _____ (date)
_____ to _____ (date), has been cancelled.

(Seal)
(YYYY/MM/DD)

Annex 7

Organization Registration Information Form

Organization's registration number			
Name of organization (Chinese) *			
Name of organization (English) *			
Administrative region* (international) of current location		Industry *	
Legal representative/chief representative*		ID number/passport number of legal representative/chief representative*	
Person in charge of the business administration (业务经办) department*		ID number/passport number of person in charge of the business administration department*	
Mobile phone number of person in charge of the business administration department*		Landline phone number of person in charge of the business administration department*	
Organization code/unified social credit code/approval certificate number*		Type of organization*	
Registration body*		Economic type	
Registered capital		Country of investment	
Date of establishment		Business license or approval document valid until*	
Registered business address*			
Actual business address*			
Landline phone number of the organization*		Fax number of the organization	
<p>We hereby undertake to faithfully submit relevant materials to the administrative organ and report the actual information, and shall be liable for the authenticity of the substantive content of the application materials; we shall assume relevant legal liabilities, and agree to additional investigations by the permit decision-making authority as needed.</p> <p>Seal of the organization</p>	<p>Authorization of the organization's human resources or foreign affairs department to handle Work Permit for Foreigners-related business. (A paper authorization may be attached separately)</p> <p>Seal of human resources or foreign affairs department</p>		

Note: If the organization does not have a dedicated English name, please use Pinyin instead

外国人来华工作许可申请表

APPLICATION FORM FOR FOREIGNER'S WORK PERMIT⁵

外国人工作许可证号 CURRENT WORK PERMIT NUMBER		
姓(如护照所示) SURNAME (As in Passport)	名(如护照所示) FIRST AND MIDDLE NAMES (As in Passport)	照片 PHOTO
其他曾用姓氏(英文) OTHER SURNAME USED	其他曾用名字(英文) OTHER FIRST AND MIDDLE NAMES USED	
中文姓名 CHINESE NAME	性别 GENDER	
出生日期 DATE OF BIRTH (yyyy-mm-dd)	婚姻状况 MARITAL STATUS	
国籍 NATIONALITY	出生地 PLACE OF BIRTH (country)	护照类型 PASSPORT TYPE
护照号码 PASSPORT NUMBER	护照签发日期 ISSUANCE DATE	护照有效期至 EXPIRATION DATE (yyyy-mm-dd)
最高学位 HIGHEST ACADEMIC DEGREE	汉语水平 CHINESE PROFICIENCY	是否掌握其他语言 PROFICIENCY OF OTHER LANGUAGE
是否持有境外职业资格 证书 HAVE YOU EVER OBTAINED ANY PROFESSIONAL QUALIFICATION CERTIFICATE ABROAD?	职业资格证书名称和编 号 NAME AND NUMBER OF PROFESSIONAL QUALIFICATION CERTIFICATES	申请人电子邮箱 E-MAIL ADDRESS
列出所有曾授予你护照 的国家 LIST ALL COUNTRIES THAT EVER ISSUED YOU A PASSPORT	列出所有曾使用过的护 照号 码 LIST ALL PASSPORT NUMBERS THAT YOU EVER HAVE USED	与任职相关工作经验 RELATED WORKING EXPERIENCE AND LENGTH OF WORKING TIME
聘用合同/任职证明在华 工作起始时间 INTENDED WORKING TIME IN CHINA	申请在中国工作职务 INTENDED JOB TITLE IN CHINA	工作岗位(职业) OCCUPATION
聘用方式 EMPLOYMENT METHOD	所属行业 INDUSTRY CATEGORY	薪酬 SALARY(monthly)
申请在华工作时间 INTENDED WORKING TIME IN CHINA	每年在华工作时间 (月)WORKING TIME IN CHINA PER YEAR(months)	是否毕业于世界知名大学 IF YOU ARE GRADUATED FROM WORLD RENOWNED UNIVERSITIES

⁵ Translator's note: The bilingual documents on pp 46-53 are reproduced, unedited, from the Chinese source text.

是否需要行业主管部门 批准 HAVE YOU OBTAINED APPROVAL FROM RELATED CHINESE INDUSTRY AUTHORITY?	行业主管部门名称 NAME OF INDUSTRY AUTHORITY	行业主管部门批准证书文 号 APPROVAL DOCUMENT NUMBER
是否持有中国职业资格 证书(准入类) HAVE YOU EVER OBTAINED ANY CHINESE PROFESSIONAL QUALIFICATION CERTIFICATE (for industry access)?	职业资格证书(准入类 名称 NAME OF CHINESE PROFESSIONAL QUALIFICATION CERTIFICATES (for industry access)	职业资格证书号码 NUMBER OF CHINESE PROFESSIONAL QUALIFICATION CERTIFICATES OBTAINED (for industry access)

是否曾在世界 500 强企业、知名金融机构或律师事务所等任职 DO YOU HAVE ANY EXPERIENCE IN WORLD TOP 500 COMPANIES, WELL-KNOWN FINANCIAL INSTITUTIONS OR LAW FIRMS?		在上述单位曾担任最高 职务 HIGHEST POSITION YOU HAVE EVER HELD IN AFOREMENTIONED ORGANIZATIONS		是否入选中国国内相关人才计划 IF YOU ARE SELECTED AS A CANDIDATE OF ANY CHINA'S TALENT PLAN	
公认职业成就 RECOGNIZED PROFESSIONAL ACHIEVEMENT					
境外派遣单位名称 NAME OF DISPATCHING INSTITUTION ABROAD			派遣单位所在国家 LOCATION OF DISPATCHING INSTITUTION ABROAD		
在中国工作电话 BUSINESS TELEPHONE NUMBER IN CHINA			在中国工作传真 BUSINESS FAX NUMBER IN CHINA		
在中国工作任务 JOB DESCRIPTION IN CHINA					
列出曾就读的高等教育学校(含职业教育学校) LIST ALL HIGHER EDUCATIONAL INSTITUTIONS YOU HAVE ATTENDED (INCLUDING VOCATIONAL INSTITUTIONS)					
名称 NAME	所在国家 LOCATION	就读时间 DATES OF ATTENDANCE	专业 SPECIALITY	教育类型 EDUCATIONAL TYPE	学位 ACADEMIC QUALIFICATION

列出曾工作的单位					
LIST ALL EMPLOYERS YOU HAVE WORKED FOR					
名称	工作所在 国 家	起止时间	工作岗位	职务	工作任务
NAME	LOCATION	DATES	OCCUPATION	JOB TITLE	JOB DESCRIPTION
随行家属情况 ACCOMPANYING FAMILY MEMBERS					
是否有家属随行 DO YOU HAVE ANY ACCOMPANYING MEMBER?			人数 NUMBER OF THE ACCOMP ANYING MEMBERS		
随行家属姓名 NAME (As in Passport)	出生日期 DATE OF BIRTH (yyyy- mm- dd)	性别 GENDER	国籍 NATIONALITY	与申请人关系 RELATIONSHIP TO THE APPLICANT	护照号码 PASSPORT NUMBER

在华紧急联系人	与申请人关系	
EMERGENCY CONTACT PERSON IN CHINA	RELATIONSHIP TO THE APPLICANT	
联系电话	电子邮箱	
EMERGENCY CONTACT TELEPHONE NUMBER	E-MAIL ADDRESS	
申领外国人工作许可证		
APPLICATION FOR FOREIGNER'S WORK PERMIT		
是否已入境 ARE YOU CURRENTLY IN CHINA?	持有签证种类 TYPE OF VISA HELD	
	入境时间 DATE OF ENTRY	
签证号码 VISA NUMBER		
您是否由于犯有任何罪行而曾经被逮捕或被判有罪，即使后来得到了赦免或收回 等其他类似措施? HAVE YOU EVER BEEN ARRESTED OR CONVICTED FOR ANY OFFENSE OR CRIME, EVEN THOUGH SUBJECT OF A PARDON, AMNESTY OR OTHER SIMILAR LEGAL ACTION?		<input type="checkbox"/> 是 YES
		<input type="checkbox"/> 否 NO
您是否曾感染过对公共健康有影响的传染病或患过可造成危险的身体疾病或精神 病? HAVE YOU EVER BEEN AFFLICTED WITH A COMMUNICABLE DISEASE OF PUBLIC HEALTH SIGNIFICANCE OR A DANGEROUS PHYSICAL OR MENTAL DISORDER?		<input type="checkbox"/> 是 YES
		<input type="checkbox"/> 否 NO

您是否曾违反中国法律，被中国政府递解出境？ HAVE YOU EVER VIOLATED THE LAW OF CHINA, AND DEPORTED FROM CHINA?	<input type="checkbox"/> 是 YES <input type="checkbox"/> 否 NO
本人郑重承诺，在本国及境外无犯罪记录，来华工作后，将严格遵守中国法律法规，自觉服从聘请单位各项管理制度。本申请表上所做之回答均属实且详尽，所附材料真实、有效，若所提交的内容被发现不实或不详，本人愿意承担法律责任。对所提交的全部申请信息和附件授权可以调查，包括我的雇佣情况、工作表现、工作能力、教育、个人经历和无犯罪记录。如果我已超过 60 周岁，确保在中国工作期间有相应的医疗保险。 I SOLEMNLY PROMISE THAT I HAVE NO CRIMINAL RECORD BOTH AT MY HOME COUNTRY AND ABROAD. WHEN I ARRIVE IN CHINA AND START TO WORK, I WILL STRICTLY ABIDE BY THE CHINESE LAWS AND REGULATIONS, AND CONSCIOUSLY OBEY THE MANAGEMENT SYSTEM OF THE EMPLOYING INSTITUTION. CERTIFY THAT ALL THE ANSWERS TO THIS APPLICATION AND RELEVANT ATTACHMENTS TO IT ARE TRUE AND COMPLETED. IF THE INFORMATION IS FOUND TO BE UNTRUE OR UNCOMPLETED, I AM AWARE THAT NEED TO UNDERTAKE CORRESPONDING LEGAL RESPONSIBILITIES. I UNDERSTAND THAT ALL OF THE INFORMATION IN THIS APPLICATION AND DOCUMENTS SUBMITTED WITH THIS APPLICATION MAY BE CHECKED BY RELEVANT PARTIES, INCLUDING MY EMPLOYMENT, WORK PERFORMANCE, ABILITIES, EDUCATION, PERSONAL EXPERIENCES AND CONVICTION RECORDS. I CONFIRM THAT, IF I AM OVER SIXTY YEARS OLD, I WILL APPLY FOR MEDICAL INSURANCE COVERAGE AS ARE NEEDED DURING MY WORK PERIOD IN CHINA.	
申请人签名 SIGNATURE OF APPLICANT 日期 DATE (yyyy-mm-dd)	
用人单位承诺如实向行政机关提交有关材料和反映真实情况，并对申请材料实质内容的真实性负责，承担相关法律责任。 THE EMPLOYER HEREBY DECLARES THAT ALL THE DOCUMENTS AND INFORMATIONS SUBMITTED TO THE AUTHORITY ARE TRUE, AND SHALL BE RESPONSIBLE TO THE AUTHENTICITY OF THE DOCUMENTS AND UNDERTAKE CORRESPONDING LEGAL RESPONSIBILITIES.	
用人单位公章 (Seal of Employer)	
年月日 YYYY MM DD	

外国人来华工作许可延期申请表

APPLICATION FORM FOR EXTENTION OF FOREIGNER'S WORK PERMIT

外国人工作许可 证号 WORK PERMIT NUMBER	输入外国人工作证号，基本信息自动导入，可修改		
姓 (如护照所示) SURNAME (As in Passport)		名 (如护照所示) FIRST AND MIDDLE NAMES (As in Passport)	照片 PHOTO

其他曾用姓氏 (英文) OTHER SURNAME USED		其他曾用名字 (英文) OTHER FIRST AND MIDDLE NAMES USED		
中文姓名 CHINESE NAME		性别 GENDER		
出生日期 DATE OF BIRTH(yyyy-mm-dd)		国籍 NATIONALITY		
中国聘用单位名 称 NAME OF EMPLOYER IN CHINA				组织机构代码或批准 证书号 ORGANIZATIONAL CODE (Registration Certificate) NUMBER
在中国工作电话 BUSINESS TELEPHONE NUMBER IN CHINA		在中国工作传真 BUSINESS FAX NUMBER IN CHINA		电子邮箱 E-MAIL ADDRESS
持有签证种类 TYPE OF VISA HELD		签证号码 VISA NUMBER		有效期限至 EXPIRATION DATE (yyyy-mm-dd)
持有居留许可种 类 RESIDENCE PERMIT TYPE		居留许可号码 RESIDENCE PERMIT NUMBER		有效期限至 EXPIRATION DATE (yyyy-mm-dd)
工作岗位 OCCUPATION		薪酬 <i>SALARY (monthly)</i>		工作职位 JOB DESCRIPTION
行业主管部门批 准证书 文号 APPROVED DOCUMENT NUMBER		有效期限至 EXPIRATION DATE (yyyy- mm-dd)		聘用方式 EMPLOYMENT METHOD
申请延长工作许 可时间 INTENDED EXTENSION OF WORK PERMIT	起始时间 START DATE		终止时 间 END DATE	

<p>用人单位承诺如实向行政机关提交有关材料和反 映真实情况，并对申请材料实质内容的真实性负责 承担相关法律责任，同意许可决定机构根据需要进行 补充调查。</p> <p>Reference revision: The employer hereby declares that all the documents and information submitted to the authority are true, and shall be responsible for the authenticity of the documents and undertake corresponding legal responsibilities. The employer should give the consent to the authority's supplementary investigation as necessary.</p> <p>用人单位公章 (Seal of Employer)</p> <p>年月日</p> <p>YYYY MM DD</p>	<p>申请人签名:</p> <p>SIGNATURE OF APPLICANT</p> <p>年月日</p> <p>YYYY MM DD</p>
--	--

外国人来华工作许可变更申请表

APPLICATION FORM FOR CHANGE OF FOREIGNER'S WORK PERMIT

外国人工作许可 证号 WORK PERMIT NUMBER	输入外国人工作证号，基本信息自动导入，不可修改		
姓(如护照所示) SURNAME (As in Passport)	名(如护照所示) FIRST AND MIDDLE NAMES (As in Passport)		照片 PHOTO
其他曾用姓氏(英文) OTHER SURNAME USED	其他曾用名字(英文) OTHER FIRST AND MIDDLE NAMES USED		
中文姓名 CHINESE NAME	性别 GENDER		
出生日期 DATE OF BIRTH (yyyy-mm-dd)	国籍 NATIONALITY		
变更项 CHANGED OBJECTS	变更前 BEFORE CHANGE	变更后 AFTER CHANGE	
<p>用人单位承诺如实向行政机关提交有关材料和反映真实情况，并对申请材料实质内容的真实性负责，并承担相关法律责任，同意许可决定机构根据需要进行补充调查。</p> <p>Reference revision: The employer hereby declares that all the documents and information submitted to the authority are true, and shall be responsible for the authenticity of the documents and undertake corresponding legal responsibilities. The employer should give the consent to the authority's supplementary investigation as necessary.</p> <p>用人单位公章 (Seal of Employer)</p> <p>年月日</p> <p>YYYY MM DD</p>			<p>申请人签名:</p> <p>SIGNATURE OF APPLICANT</p> <p>年月日</p> <p>YYYY MM DD</p>

外国人来华工作许可注销申请表

APPLICATION FORM FOR CANCELLATION OF FOREIGNER'S WORK PERMIT

外国人工作许可证号 WORK PERMIT NUMBER	输入外国人工作证号，基本信息自动导入，不可修改			
姓(如护照所示) SURNAME (As in Passport)		名(如护照所示)		照片 PHOTO

		FIRST AND MIDDLE NAMES (As in Passport)			
其他曾用姓氏 (英文) OTHER SURNAME USED		其他曾用名字 (英文) OTHER FIRST AND MIDDLE NAMES USED			
中文姓名 CHINESE NAME		性别 GENDER			
出生日期 DATE OF BIRTH (yyyy-mm-dd)		婚姻状况 MARITAL STATUS			
国籍 NATIONALITY		出生地 PLACE OF BIRTH (country)			
中国聘用单位名称 NAME OF EMPLOYER IN CHINA				组织机构代码或批准证书号 ORGANIZATIONAL CODE (Registration Certificate) NUMBER	
注销原因 REASON FOR CANCELLATION	聘用合同解除 CONTRACT TERMINATED		聘用合同终止 CONTRACT ENDED		其他 OTHER REASONS
<p>用人单位承诺如实向行政机关提交有关材料和反映真实情况，并对申请材料实质内容的真实性负责，承担相关法律责任，同意许可决定机构根据需要进行补充调查。</p> <p>Reference revision: The employer hereby declares that all the documents and information submitted to the authority are true, and shall be responsible for the authenticity of the documents and undertake corresponding legal responsibilities. The employer should give the consent to the authority's supplementary investigation as necessary. 用人单位公章 (Seal of Employer)</p> <p>年月日 YYYY MM DD</p>			<p>申请人签名: SIGNATURE OF APPLICANT</p> <p>本人已与用人单位解除 (终止) 工作关系。</p> <p>I, the undersigned, declare that the labor contract between the employer and me has been terminated (has ended).</p> <p>年月日 YYYY MM DD</p>		

外国人工作许可证补办申请表

APPLICATION FORM FOR RENEWAL OF FOREIGNER'S WORK PERMIT CARD

外国人工作许可证 号 WORK PERMIT NUMBER			
姓(如护照所示) SURNAME (As in Passport)	名(如护照所示) FIRST AND MIDDLE NAMES (As in Passport)		照片 PHOTO
其他曾用姓氏(英文) OTHER SURNAME USED	其他曾用名字(英文) OTHER FIRST AND MIDDLE NAMES USED		
中文姓名 CHINESE NAME	性别 GENDER		
出生日期 DATE OF BIRTH (yyyy-mm-dd)	婚姻状况 MARITAL STATUS		
国籍 NATIONALITY	出生地 PLACE OF BIRTH(country)		
中国聘用单位名称 NAME OF EMPLOYER IN CHINA			组织机构代码 或批准证书号 ORGANIZATIONAL CODE (Registration Certificate) NUMBER
补退原因 REASON for RENEWAL	丢失 LOST	损坏 DAMAGED	其他 OTHERS
用人单位承诺如实向行政机关提交有关材料和反映真实情况，并对申请材料实质内容的真实性负责，并 承担相关法律责任，同意许可决定机构根据需要进行 补充调查。 Reference revision: The employer hereby declares that all the documents and information submitted to the authority are true, and shall be responsible for the authenticity of the documents and undertake corresponding legal responsibilities. The employer should give the consent to the authority's supplementary investigation as necessary. 用人单位公章 (Seal of Employer) 年月日 YYYY MM DD		申请人签名: SIGNATURE OF APPLICANT 年月日 YYYY MM DD	

Organization (单位) Change of Registration Information Form

Organization's registration number	
Original registered name of	

organization*		
Organization code/unified social credit code/approval certificate number*		
Contact Person		Telephone number
Item(s) changed	Before change	After change
<p>The employer undertakes to faithfully submit relevant materials to the administrative organ and to report the actual information, and shall be liable for the authenticity of the substantive content of the application materials; it assumes relevant legal liabilities, and agrees to additional investigations by the permit decision-making authority as needed. This organization hereby applies for change of registration information. Please grant the requested change.</p> <p style="text-align: center;">Organization's official seal.</p> <p style="text-align: center;">(YYYY/MM/DD)</p>		

Annex 8

Application Form for Work Permit for Foreigners sample text

1. Duplicate photocopy of business license
2. Photocopy of relevant qualification certificate
3. Certificate of highest degree

4. Professional qualification certification documents
5. Photocopy of physical examination report (issued by an inspection and quarantine agency in China)
6. Photocopy of physical examination report (form designated by a Chinese embassy or consulate abroad)
7. Valid job contract
8. Letter of appointment
9. Valid passport
10. Visa and residence permit
11. Marriage certificate of foreign couple
12. Birth certificates of children
13. Certificate of tax payment
14. Award certificates
15. Foreigner's certificate of no criminal record
16. Original certificate of separation without economic dispute issued by employer
17. Work permit of representative office's chief representative or representative

Sample 1: Duplicate photocopy of business license

JNG [REDACTED]



营 业 执 照

(副 本)

统一社会信用代码 9 [REDACTED] B

名 称 [REDACTED] 有限公司

类 型 有限责任公司(自然人独资)

住 所 天津市 [REDACTED]

法 定 代 表 人 [REDACTED]

注 册 资 本 [REDACTED]

成 立 日 期 二 [REDACTED] 年 [REDACTED] 月 [REDACTED] 日

营 业 期 限 2 [REDACTED] 年 [REDACTED] 月 [REDACTED] 日至长期

经 营 范 围 机械设备及配件、自动化设备制造、加工、销售；模具、汽车配件加工；电子部件、通讯器材、五金部件批发兼零售；模具技术开发、转让。（依法须经批准的项目，经相关部门批准后方可开展经营活动）



登 记 机 关

2 [REDACTED] 年 [REDACTED] 月 [REDACTED] 日



<http://www.tjajc.gov.cn/>

企业信用信息公示系统网址： 中华人民共和国国家工商行政管理总局监制

Sample 2: Photocopy of relevant qualification certificate

中华人民共和国
民办学校办学许可证

人社民[]号

名称:

地址:

负责人:

办学类型:

批准文号:

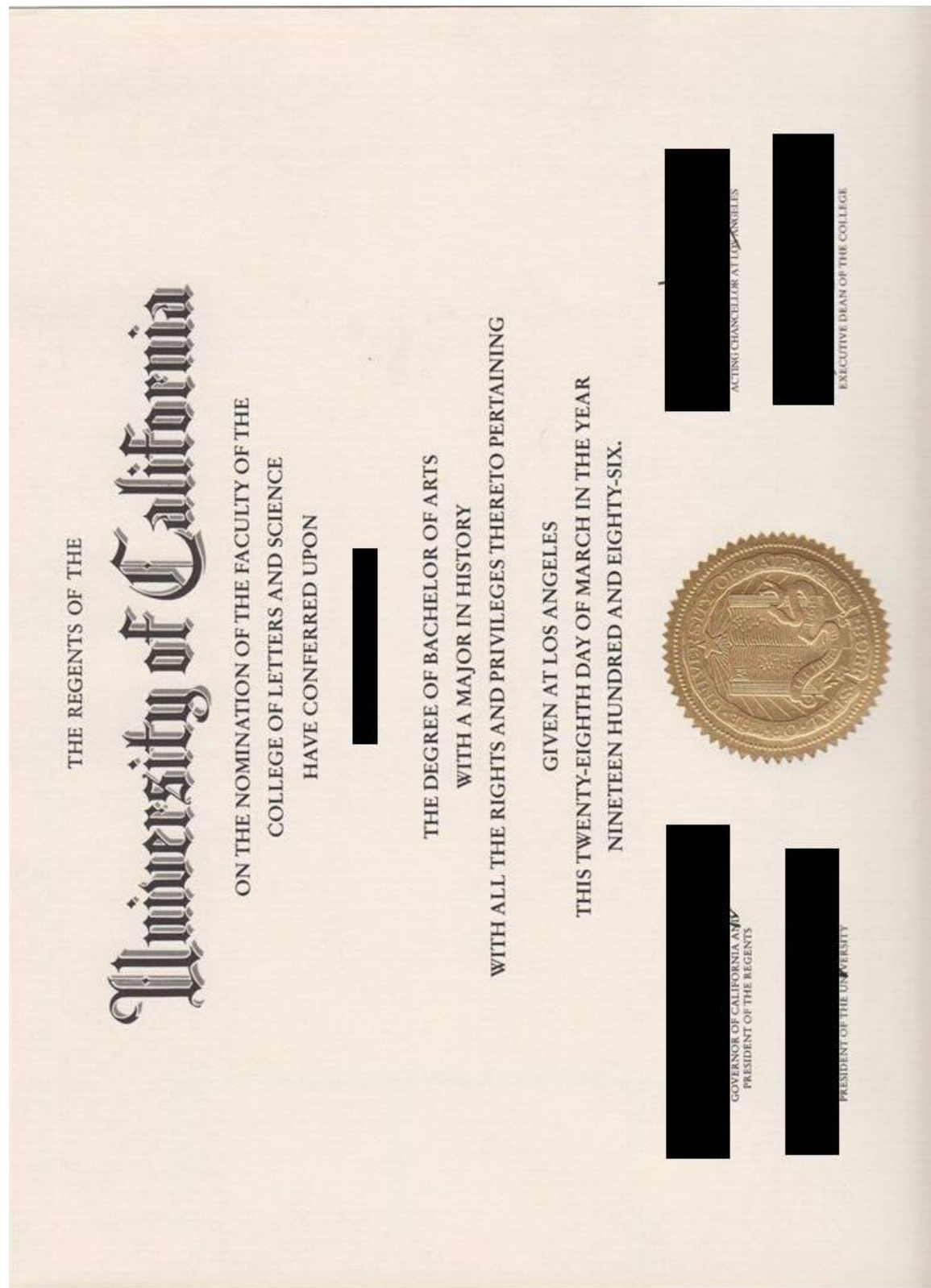
有效期:

发证机关(章)

发证日期: 二〇 年 月 日

中华人民共和国人力资源和社会保障部制

Sample 3: Certificate of highest degree



CFIA Institute

The Board of Governors of C.F.A. Institute confers the right to use the

Chartered Financial Analyst (CFA)

designation to



*for fulfilling all the requirements prescribed for use of this designation
subject to fulfilling the ongoing obligations of a CFA charterholder.*

*This charter is issued at Charlottesville, Virginia,
this fifteenth day of September, 2006.*

Charter Number



Chair



President



Sample 5: Photocopy of physical examination report (issued by an inspection and quarantine agency in China)

 <p>中华人民共和国出入境检验检疫 ENTRY-EXIT INSPECTION AND QUARANTINE THE PEOPLE'S REPUBLIC OF CHINA 境外人员体格检查记录验证证明 CERTIFICATE OF VERIFICATION (FOR PHYSICAL EXAMINATION RECORD FOR FOREIGNER OR OVERSEAS CHINESE)</p>		正本
		
		编号 No. 120107011
姓 / Surname	名 / Given names	
性别 / Sex	出生日期 / Date of birth	
男 / Male		
国籍 / Nationality	证件号码 / Passport or ID No.	
美国 / American		
职业 / Occupation		
管理人员 / Manager		
公司 / 学校 / 其它 Company / school / others		
通讯地址 [中国] / Mailing address (China)		
电话号码 [中国] / Telephone Number (China)		
		
<p>■ 兹证明此申请人所持健康检查记录，经过验证，符合要求。</p> <p>■ 本证明自签发之日起，有效期为六个月。</p> <p>This is to certify that the health examination record held by this applicant accords with the requirement as a result of verification.</p> <p>This certificate is valid for six months from the date of issue.</p>		
医生姓名 / Name of Doctor	医生签名 / Signature of Doctor	
田卉 TIAN HUI		
签发日期 / Date of issue	签发地点 / Place of issue	
18 Dec., 2015	<p>中国天津市塘沽新港二号路2-1126号 No. 2-1126 Xingang 2nd Road, Tanggu, TIANJIN, P. R. CHINA</p>	
		

[5-7(2003.1.1)*1]

AA0942540

Sample 6: Photocopy of physical examination report (form designated by a Chinese embassy or consulate abroad)

外国人 体格检查记录																																	
PHYSICAL EXAMINATION RECORD FOR FOREIGNER																																	
姓 名 Name		性别 Sex	<input checked="" type="checkbox"/> 男 Male <input type="checkbox"/> 女 Female	出 生 日 期 Birth Day-Month-Year																													
现在通讯地址 Present mailing address				血 型 Blood type																													
国 籍 Nationality		出生地址 Birth Place																															
<p>过去是否患有下列疾病：（每项后面请回答“否”或“是”）</p> <p>Have you ever had any of the following diseases?</p> <p>(Each item must be answered "Yes" or "No")</p> <table border="0"> <tr> <td>斑疹伤寒 Typhus fever</td> <td><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</td> <td>菌痢 Bacillary dysentery</td> <td><input type="checkbox"/> No <input type="checkbox"/> Yes</td> </tr> <tr> <td>小儿麻痹症 Poliomyelitis</td> <td><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</td> <td>布氏杆菌病 Brucellosis</td> <td><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</td> </tr> <tr> <td>白喉 Diphtheria</td> <td><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</td> <td>病毒性肝炎 Viral hepatitis</td> <td><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</td> </tr> <tr> <td>猩红热 Scarlet fever</td> <td><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</td> <td>产褥期链球菌 Puerperal streptococcus infection</td> <td></td> </tr> <tr> <td>回归热 Relapsing fever</td> <td><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</td> <td>感染</td> <td><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</td> </tr> <tr> <td>伤寒和付伤寒 Typhoid and paratyphoid fever</td> <td><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</td> <td></td> <td></td> </tr> <tr> <td>流行性脑脊髓膜炎 Epidemic cerebrospinal meningitis</td> <td><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</td> <td></td> <td></td> </tr> </table>						斑疹伤寒 Typhus fever	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	菌痢 Bacillary dysentery	<input type="checkbox"/> No <input type="checkbox"/> Yes	小儿麻痹症 Poliomyelitis	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	布氏杆菌病 Brucellosis	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	白喉 Diphtheria	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	病毒性肝炎 Viral hepatitis	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	猩红热 Scarlet fever	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	产褥期链球菌 Puerperal streptococcus infection		回归热 Relapsing fever	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	感染	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	伤寒和付伤寒 Typhoid and paratyphoid fever	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes			流行性脑脊髓膜炎 Epidemic cerebrospinal meningitis	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes		
斑疹伤寒 Typhus fever	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	菌痢 Bacillary dysentery	<input type="checkbox"/> No <input type="checkbox"/> Yes																														
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<p>是否患有下列危及公共秩序和安全的病症：（每项后面请回答“否”或“是”）</p> <p>Do you have any of the following diseases or disorders endangering the public order and security?</p> <p>(Each item must be answered "Yes" or "No")</p> <table border="0"> <tr> <td>毒物瘾 Toxicomania</td> <td><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</td> </tr> <tr> <td>精神错乱 Mental confusion</td> <td><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</td> </tr> <tr> <td>精神病 Psychosis: 躁狂型 Manic Psychosis</td> <td><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</td> </tr> <tr> <td>妄想型 Paranoid psychosis</td> <td><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</td> </tr> <tr> <td>幻觉型 Hallucinatory psychosis</td> <td><input checked="" type="checkbox"/> No <input type="checkbox"/> Yes</td> </tr> </table>						毒物瘾 Toxicomania	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	精神错乱 Mental confusion	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	精神病 Psychosis: 躁狂型 Manic Psychosis	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	妄想型 Paranoid psychosis	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	幻觉型 Hallucinatory psychosis	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes																		
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身高 Height	厘米 cm	体重 Weight	公斤 kg	血压 Blood pressure	毫米汞柱 mmHg																												
发育情况 Development		营养情况 Nourishment		颈部 Neck																													
视 力 左 L		矫正视力 左 L		眼																													
Vision 右 R		Corrected vision 右 R		Eyes																													
辨色力		皮肤		淋巴结																													
Colour sense		Skin		Lymph nodes																													
耳		鼻		扁桃体																													
Ears		Nose		Tonsils																													
心		肺		腹部																													
Heart		Lungs		Abdomen																													

编号：42（19×27cm）

Sample 7: Valid job contract

6/7

天津 [REDACTED] 有限公司
Tianjin [REDACTED] Co., Ltd

中国天津市津南区小站镇黄台工业与经济发展中心 [REDACTED] 邮编: [REDACTED] 电话: [REDACTED] 传真: [REDACTED]
Huantai Industrial & Economic Development Center, Xiaozhan County, Jinnan Dist, Tianjin, China 300353
Tel: [REDACTED] Fax: [REDACTED]
Internet website: [REDACTED] Email: [REDACTED].com

Job Contract 工作合同

Between 签于

Party A 甲方: Tianjin [REDACTED] Company Limited
天津 [REDACTED] 有限公司

Party B 乙方:

Position 职位: General Manager 总经理

Location 地点: [REDACTED] Huantai Economic and Industrial Development Center,
Xiaozhan County, Jinnan District, Tianjin, China
中国津南区小站镇黄台经济与工业发展中心 [REDACTED] 号

Terms and Conditions 条件:

This contract with Tianjin [REDACTED] Company Limited is considered to be a five years contract from 01 Jan 2015 to 31 Dec 2020.


The contract will be auto-extended for another one year if both parties have non-disagreement per contract.

与天津 [REDACTED] 有限公司签署的本合同期限为 5 年。时间: 2015 年 01 月 01 日至 2020 年 12 月 31 日。

如双方无异议, 合同自动延长一年。

Responsibility, please see attached.
工作职责, 见附件。

Party A 甲方



Tianjin [REDACTED] Co., Ltd
天津 [REDACTED] 有限公司

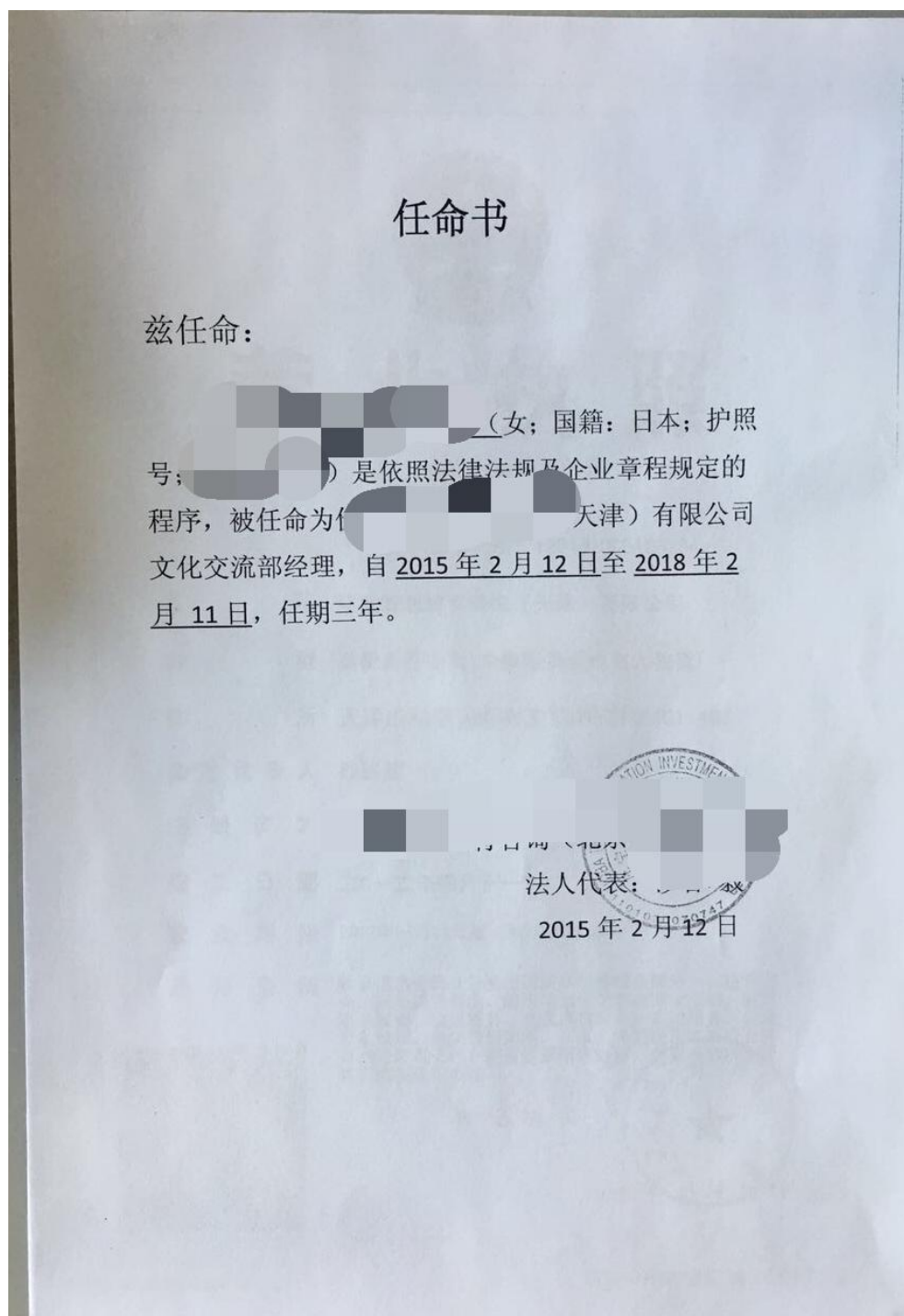
Date: 10 December 2014 年 12 月 10 日

Party B 乙方:

Date: 10 December 2014 年 12 月 10 日

[REDACTED]

Sample 8: Foreigner's letter of appointment



Sample 9: Foreigner's valid passport



中华人民共和国签证 CHINESE VISA		H3140039	
签证种类 CATEGORY	Z	次数 ENTRIES	01(壹)
请于此前入境 ENTER BEFORE	20AUG2013	入境后可停留 DURATION OF EACH STAY	000 天 DAYS AFTER ENTRY
签发日期 ISSUE DATE	20MAY2013	签发地点 ISSUED AT	香港
姓名 FULL NAME	[REDACTED]		
出生日期 BIRTH DATE	21DEC1952	护照号码 PASSPORT NO.	[REDACTED]
备注 REMARKS			



65

Sample 11: Foreign couple's marriage certificate

This is to certify that the undersigned,

*State of Nevada } ss:
County of Clark }*

Marriage' Certificate No. [redacted]

did on the 16th day of November, 2009

at [redacted] (ADDRESS OR CHURCH)

join in lawful wedlock

of FRANKFURT

and

of FRANKFURT

with their mutual consent, in the presence of

[redacted] (WITNESS)

Shirley B. Pappaguirre, County Clerk

(Official Seal)

Signature of Official Performing Marriage (shall ink copy)

Print Name and Title of Official

Address of Official Performing Marriage

City, State and Zip Code

Sample 12: Birth certificate of child

STATE OF CALIFORNIA CERTIFICATION OF VITAL RECORD									
COUNTY OF LOS ANGELES DEPARTMENT OF PUBLIC HEALTH									
CERTIFICATE OF LIVE BIRTH STATE OF CALIFORNIA USE BLACK INK ONLY					1 [REDACTED] 9				
STATE REGISTRATION NUMBER									
THIS CHILD	1A. NAME OF CHILD - FIRST			1B. MIDDLE		1C. LAST			
	[REDACTED]			[REDACTED]		[REDACTED]			
PLACE OF BIRTH	2. SEX			3A. THIS BIRTH SINGLE, TWIN, ETC.		3B. IF MULTIPLE, THIS CHILD 1ST, 2ND, ETC.		4A. DATE OF BIRTH - MONTH/DAY/YR	
	[REDACTED]			[REDACTED]		[REDACTED]		[REDACTED]	
PLACE OF BIRTH	5A. PLACE OF BIRTH - NAME OF HOSPITAL OR FACILITY					5B. STREET ADDRESS - STREET AND NUMBER, OR LOCATION			
	WHITTIER HOSPITAL					[REDACTED]			
PLACE OF BIRTH	6C. CITY					6D. COUNTY			
	WHITTIER					LOS ANGELES			
MOTHER	7A. NAME OF MOTHER - FIRST			7B. MIDDLE		7C. LAST		7D. DATE OF BIRTH - MONTH/DAY/YR	
	[REDACTED]			[REDACTED]		[REDACTED]		04/[REDACTED]/1981	
MOTHER	8A. NAME OF MOTHER - FIRST			8B. MIDDLE		8C. LAST		8D. DATE OF BIRTH - MONTH/DAY/YR	
	[REDACTED]			[REDACTED]		[REDACTED]		12/[REDACTED]/1980	
MOTHER	9. I CERTIFY THAT I HAVE REVIEWED THE STATE INFORMATION AND THAT IT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.					10A. PARENT OR OTHER AFFRONT - SIGNATURE		10B. RELATIONSHIP TO CHILD	
	[REDACTED]					[REDACTED]		MOTHER	
MOTHER	11. I CERTIFY THAT THIS CHILD WAS BORN ALIVE AT THE DATE, HOUR AND PLACE STATED.					12A. ATTENDING PHYSICIAN - SIGNATURE AND DEGREE OF TITLE		12B. LICENSE NUMBER	
	[REDACTED]					[REDACTED]		6072378	
MOTHER	13. TYPED NAME, TITLE AND MAILING ADDRESS OF ATTESTANT					14. TYPED NAME AND TITLE OF CERTIFIER (OTHER THAN ATTESTANT)			
	ABRAHAM HAN, MD, 1850 AXUSA AVE. #309, HACIENDA HEIGHTS					[REDACTED]			
MOTHER	15A. DATE OF BIRTH - MONTH/DAY/YR		15B. STATE REG. NO. - BIRTH ONLY		15C. LOCAL REGISTRATION - SIGNATURE		15D. DATE ACCEPTED FOR REGISTRATION - MONTH/DAY/YR		
	[REDACTED]		[REDACTED]		[REDACTED]		07/[REDACTED]/2013		


This is a true certified copy of the record filed in the County of Los Angeles, Department of Public Health if it bears the Registrar's signature in purple ink.

DATE ISSUED JUL - 1 2013

Director of Public Health and Registrar

This copy not valid unless prepared on registered border displaying seal and signature of Registrar.

Sample 13: Certificate of tax payment



中华人民共和国
个人所得税完税证明

(2005-1) 粤地93

地

号

纳税人完税凭证


填发日期: 2005 年 4 月 22 日

纳税人姓名	纳税人识别号	所属时期	实缴税款
		样本 (1)	
一、工资薪金所得		珠海红山24度印刷有限公司	
二、其他各项所得		TEL: 0756-7253889 FAX: 0756-7253889	
合 计			

感谢您为祖国繁荣昌盛做出的贡献!

Thank you for your contribution to

China's flourishing and prosperity!



Sample 14: Award certificates



Sample 15: Certificate of no criminal record

別記様式第2号

犯罪経歴証明書

Certificate of Criminal Record

氏名
Name

性別
Sex

生年月日
Date of birth

国籍等
Nationality

旅券番号
Passport No.

提出先
Information released to:

中国 関係機関御中
The Competent Authorities of China

上記の者は現在警察庁において保管中の指紋資料の調査によれば記載すべき犯罪経歴は認められない。
This is to certify that according to the fingerprint files currently maintained by the National Police Agency of Japan, the person mentioned above does not have any applicable criminal record as of the time of issuance of this certificate.

Je soussigné, certifie par la présente que, après avoir effectué des recherches dans le registre des empreintes digitales conservé par l'Agence de la Police Nationale japonaise, la personne mentionnée ci-dessus n'a aucun antécédent criminel à la date à laquelle ce certificat est établi.

Durch dieses Zeugnis, ausgestellt vom Nationalen Polizeiamt Japan, wird bescheinigt, dass für die oben erwähnte Person bis zum Datum der Ausstellung des Zeugnisses in Japan kein früherer Strafregistereintrag im Fingerabdruckregister des Nationalen Polizeiamts Japan besteht.

El presente certifica que la persona arriba mencionada no tiene ningún antecedente criminal aplicable en el Japón hasta la fecha de la expedición de este certificado, según los archivos de sus huellas digitales que conservan la Agencia Nacional de Policía del Japón.

発行日 (西暦)
Date of issue

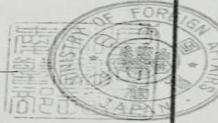
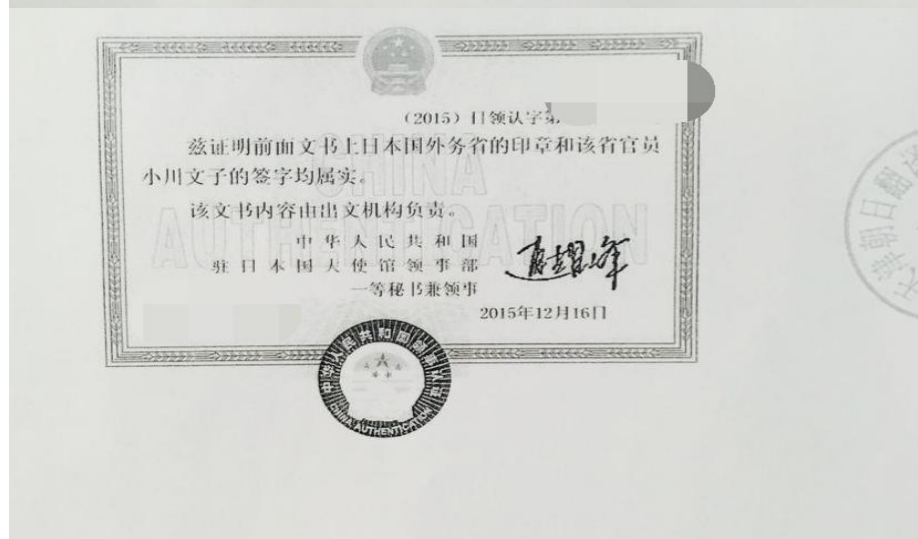
2015 年 11 月 26 日
(Nov. 26, 2015)

愛知県警察本部
警視監

Koichi Masuda
Senior Commissioner
Chief of Aichi Prefectural Police Headquarter

for legalization by the foreign consul in Japan
his is to certify that the Seal affixed to this document
s genuine.
Tokyo, DEC 14 2015

A. Ogawa
Official
Ministry of Foreign Affairs
(Consular Service Division)

离职证明

(个人原因离职适用)

_____先生/女士(身份证号: _____),
自_____年____月____日入职我公司担任_____部_____一
职, 劳动合同期限为_____年____月____日至_____年____月
____日。_____年____月____日因个人原因申请离职, 工作年
限: _____年, 期间工作良好, 无不良表现。

现已离职, 并办理交接手续。

因未签订保密与竞业限制相关协议, 遵从择业自由。

特此证明。

公司盖章:

签字:

日期: _____年____月____日

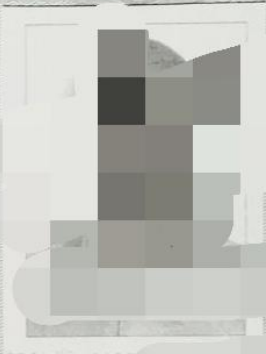


签收回执

本人已收到_____公司于_____年____月____日
出具的《离职证明》。

签收人(签名):

_____年____月____日

Sample 17: Work permit of representative office's chief representative or representative

<p>依据《外国企业常驻代表机构 登记管理条例》特发此证。</p> <p>This certificate is issued in accordance with the Regulations on Administration of Registration of Resident Offices of Foreign Enterprises.</p>		 编号 120001 No. _____ 发证机关 Issued by _____	
姓名 Name	 David	任职机构名称 Name of Office	 有限公司天津代表处
性别 Sex	男	发证日期 Issued on	2012-01-31
职务 Post	首席代表	有效期限 Expiration	2017-01-30

Cc: Office of the Reform Auditing Commission of the State Council, Ministry of Foreign Affairs, Ministry of Public Security, Ministry of Human Resources and Social Security, Legislative Affairs Office of the State Council

Office of the State Administration of
Foreign Experts Affairs

Issued September 27, 2016
