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## Company Formation Questionnaire Shanghai Free Trade Zone

Please, **complete** the Questionnaire and e-mail to: [info@lengepartners.com](mailto:info@lengepartners.com)

Please, **note that** the information you provide us through this questionnaire will be processed by Lenge & Partners and its firms and agencies partners in order to find the most suitable solution for your business and company needs.

Please, **feel free** to send us additional information that you do not find in this questionnaire and that you think are relevant to get the most appropriate advice.

### 1) INVESTOR PROFILE

1.1. Are you an individual entrepreneur or a company?

1.2. What is your business entity? (e.g. limited company)

1.3. Corporate purpose of your company

1.4. Is the company part of a group of companies? If so, please provide a brief description of the group structure or send us a structure chart.

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1.5. Where is your business registered?

1.6. Where are you or your company headquarter located?

## 2) REGISTRATION IN SHANGHAI FREE TRADE ZONE

2.1. Please, can you briefly describe the reasons that led you to choose the Shanghai Free Trade Zone?

2.2. What is your company industry field?

- Shipping Industry  Financial Services  Commerce and Trade Services  
 Professional Services  Cultural Service Industry  Social Service Industry  
 Export Trading Industry  Media Industry

2.3. In addition to the company in Shanghai FTZ, shall other offices, companies, branches be set up in other Chinese or Asian cities?  Yes  No

2.4. Eventually, which other city?

2.5. Please, can you provide a brief description of your planned business structure in China and Asia?

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## 3) DIRECTORS, MANAGERS, SHAREHOLDERS AND BENEFICIAL OWNERS

*Please, answer to the questions only applicable to you*

3.1. Is the main shareholder a natural person(s) or a corporation?

3.2. Will the business entity registered have a board of directors?  Yes  No

3.3. How many people will be appointed as directors?

3.4. How many people will be appointed as managers?

3.5. Who will be the legal representative of the company in China?

3.6. Who shall manage the Asian company? Asian manager(s) already working for your company, new Asian hired manager(s), foreign manager(s) already working for your company, new foreign hired manager(s)?

3.7. In case of manager(s) from your company or new foreign hired manager(s), do they already hold a working visa and/or residence permit?  Yes  No  Not all

3.8. Are all director(s), manager(s), shareholder(s) or beneficial owner(s) eligible for working and/or traveling to China?  Yes  No

3.9. Do all director(s), manager(s), shareholder(s) or beneficial owner(s) speak Chinese?  Yes  No

3.10. Which language(s) do the manager(s) speak?

3.11. Which language(s) do the directors speak?

3.12. Which language(s) does the Legal Representative speak?

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3.13.Nationality(ies) of main shareholders

3.14.Nationality(ies) of designated manager(s), directors, legal representative

3.15.Will directors change most likely in nearer future?

Yes  No

3.16.Number of shares (if applicable)

3.17.Will new shareholders join the company in the future?

Yes  No

3.18.Shall shares be sold in future? (if applicable)

Yes  No

3.19.Please, describe your management and shareholders structure of your company in China and its parent company.

## 4) PERSONNEL IN SHANGHAI-CHINA

4.1.Do you need staff in China?

Yes  No

4.2.Where shall the staff be located?

4.3.Which nationality shall staff be?

4.4.Where is the payroll done?

4.5.Do you need support with recruitment?

Yes  No

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**4.6.** Please, describe your planned human resources organization in China (e.g. one foreign manager with a local assistant and three foreign employees).

## **5) BUSINESS SCOPE AND OPERATIONS**

**5.1.** What will the business scope be in China?

**5.2.** Please, describe your services and/or products.

**5.3.** Have you already checked if your services and/or products require special licenses or authorizations in China?  Yes  No

**5.4.** Does your company already have customers/clients in China?  Yes  No

**5.5.** Did your company already sell or try to sell its services and/or products in China?  Yes  No

**5.6.** Please, in case you have never tried to sell your services and/or products in China, can you tell us the reasons which led you to choose this market? Why should your business succeed in China?

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**5.7.** Does your company have a supply chain, warehouse, distribution organization, logistic organization in China and/or in any other Asian country such as Hong Kong?

Yes  No

If Yes, please specify what and where you have

**5.8.** Please, eventually, describe your planned distribution strategy in China including logistic, warehouse and supply chain.

## 6) TAXATION AND FINANCIAL TRANSACTIONS

**6.1.** What will be the estimated annual turnover in China?

**6.2.** Will the bookkeeping be done in China?

Yes  No

**6.3.** Does the bookkeeping have to be consolidated with the parent company?

Yes  No

**6.4.** If the bookkeeping has to be consolidated with the domestic company, is it a double book – keeping system and/or a certain software used?

**6.5.** Can you provide us an estimated amount of bank movements on the new Asian bank account per year? (please note that this information is very important and it includes in going and outgoing transactions e.g. monthly payroll transactions, transfers to affiliates, pay out of shareholders invoicing transactions etc.).

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**6.6.**Who will have the signature right for the bank account?

**6.7.**Will the signature right be single or joined?

**6.8.**Do you or your company have any bad record with your house bank?  Yes  No

**6.9.**Do you or your company have a personal or business bank account with a Chinese bank? If Yes, please specify if there are bad records.

Yes  No  Yes, there are bad records

**6.9.**Do the profits stay in China and/or in other Asian cities or you want to inject the profits to the domestic companies or pay out to shareholders?

**6.10.**Do you need to invoice companies in China?

Yes  No

**6.11.**Please, add your questions, notes or comments regarding to bank and financial aspects/operations.