

# **Methods of Company Incorporation**

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## **1. Facilitation Services for Commercial Registration in Nine Cities of Guangdong-Hong Kong-Macao Greater Bay Area**





# Facilitation Services for Commercial Registration in Nine Cities of Guangdong-Hong Kong-Macao Greater Bay Area

## Services

- Consultation on commercial registration in the nine Mainland cities of the Greater Bay Area
- Collection of commercial registration documents
- Forwarding written documents to relevant authorities and collection of operating licences
- Postal fee payment

## Target user

Macao enterprises and citizens intending to invest or start up business in the nine Mainland cities of the Guangdong-Hong Kong-Macao Greater Bay Area

● Cidades Servidas na fase actual  
**Guangzhou, Shenzhen, Zhuhai, Foshan, Huizhou, Dongguan, Zhongshan, Jiangmen, Zhaoqing**

### Application form download



### Enquiry and application

Business Development Services Division,  
Macao Trade and Investment Promotion Institute

Address: 19/F, China Civil Plaza, Alameda Dr. Carlos D'Assumpção no.263

Tel: (853) 2872 8212 Fax: (853) 2872 8213

E-mail: sde@ipim.gov.mo

## Procedure

1

### Application

Applicants submit the application forms and required documents to IPIM for the commercial registration

2

### Approval

IPIM forwards the application information to the relevant authorities in Mainland China for approval

3

### Issuance

Relevant authority issues operating licences upon approval

4

### Collection of operating licence

Applicants collect the operating licences from the relevant authority in Mainland China, or IPIM collects the operating licence and notifies the applicants to collect

Source: Official website of the Macao Trade and Investment Promotion Institute



澳門貿易投資促進局  
Instituto de Promoção do Comércio e do Investimento de Macau  
Macao Trade and Investment Promotion Institute

In order to encourage Macao enterprises to invest in cities in

the Greater Bay Area by optimising the commercial registration procedures of the Guangdong-Hong Kong-Macao Greater Bay Area for Macao enterprises, the Macao Trade and Investment Promotion Institute (IPIM) inked an co-operation agreement with the Guangdong Market Supervision & Administration Bureau to roll out the Facilitation Services for Commercial Registration in Nine Cities of Guangdong-Hong Kong-Macao Greater Bay Area.

### Target User

Macao enterprises and citizens intending to invest or start up business in the nine Mainland cities of the Guangdong-Hong Kong-Macao Greater Bay Area

### Services

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Source: Macao Trade and Investment Promotion Institute

## 2. Guangdong Province Single-window Service System for Enterprises

Macao investors who intend to register in the nine cities of the Greater Bay Area as foreign-invested enterprises are required to submit application by signing up on the [!\[\]\(830769b31eeeaca920791081939ff8ba\_img.jpg\) Guangdong Province Single-window Service System for Enterprises](#) ,filling in the business registration information

and the initial report in the webpage “opening businesses” .

At the registration stage, the investor must declare whether they fulfil the [requirements of the “Special Administrative Measures for Foreign Investment Access \(Negative List\)”](#) fill in the business category and code, and truthfully select whether the business falls under special administrative conditions.

*Note: Among the Regulations stipulated in the Mainland and Hong Kong Closer Economic Partnership Arrangement and its subsequent agreements, [Mainland and Macao Closer Economic Partnership Arrangement and its subsequent agreements](#) , Cross-Strait Economic Cooperation Framework Agreement and its subsequent agreements, international treaties and agreements concluded or joined by China, those that are more favourable for the investment access of foreign investors shall prevail. Regulations that provide more favourable measures for eligible investors investing in special economic zones, such as pilot free trade zones, shall prevail.*

Procedure of Single-window Service					
Choose the enterprise type	Single-form Application		Approval of business	Single-window Collection Service	
	– Business registration – Bank account opening – Social security fund registration for employees	– Company seal making – Taxation services (receipt application) – Provident fund registration for employers		– Business License – Receipt	– Company seal – Tax-UKey (taxation management device)

Through the “Single-window Service System for Enterprises”, investors can complete the company incorporation procedures

including business registration, company seal making and receipt application, and fill in the foreign investment information report. Investors can also download the manuals for opening businesses and foreign investment information reporting from the system.



Under the streamlined identity document verification procedures for Hong Kong, Macao and Taiwan investors, natural persons of the Macao SAR who have submitted business registration applications using their Mainland Travel Permit can complete real-name authentication via the National Enterprise Real-Name Authentication System (name of the application: Enterprise Identity Authentication), without having to present their permits in-person at the registration department.

The Notice on Matters Related to Foreign Investment Information Reporting issued by the Ministry of Commerce stipulates that foreign investment enterprises that were incorporated or modified on or after 1 January 2020 only need to report their investment information based on the Measures for Foreign Investment Information Reporting and the Notice; record filing procedures for business incorporation or modification are no longer required.

Applicability	
Foreign investors who have established enterprises or joint ventures with direct investment in China's territory	Foreign-invested enterprises engaged in manufacturing and business activities in China's territory
	Representative offices of foreign enterprises engaged in manufacturing and business activities in China's territory
Modification Report	

	Local enterprises intending to become foreign investment enterprises must submit the initial report when registering the change of status.
	For foreign investment enterprises that have changed the controlling stake, tax deduction information for equipment importation, special economic zone where the business is based (with the residential address remaining the same), and/or foreign-invested companies limited by shares that have changed the basic information of shareholders except for promoters, the modification report must be submitted via the enterprise registration system within 20 workdays of change taking place; in-person submission to administrations for market regulation is not required.
Synchronised Reporting	
	The initial, modification, deregistration and annual reports of companies established in the territory by foreign investment enterprises (including those established with multi-tier investments) are shared between the State Administration for Market Regulation and the Ministry of Commerce, and no longer need to be submitted separately.

More information:

1.  [Notice on Matters Related to Foreign Investment Information Reporting issued by the Ministry of Commerce](#)
2.  [Guangdong Province Single-window Service System for Enterprises](#)


Source: [Invest Guangdong 2022](#) by the Department of Commerce of Guangdong Province



## **Registration Procedures:**

**Contact Address:** Block 1, 189 Baoxing Road, Hengqin New Area, Zhuhai

## **More Information:**

 [Hengqin Guide of the Zhuhai Hengqin New Area Government Portal](#)

Source: Hengqin Guide of the Zhuhai Hengqin New Area Government Portal

Source: [Guangdong Investment Guide 2022, Department of Commerce, Guangdong Province](#)

# 3. Hengqin New Area Commercial Entity Registration

## 1. Registration of Commercial Entities

Service scope: Registration of Commercial Entities

Official Website

<http://www.gdzwfw.gov.cn/portal/branch-hall?orgCode=ZH050005V>

Application methods and procedure:

(1) Electronic (online)

Website: <https://www.yizhuce.gov.cn/webMain/toMainIndex>

Option 1 (electronic signature): Declaration of the name of the commercial entity (non-mandatory) → Fill in the commercial entity application information → System automatically generates the final form → Electronic signature of the commercial entity → Approval by the registration authority → Commercial entity receives the business licence (approved registration document)

Option 2 (hand-signed signature): Declaration of the name of the commercial entity (non-mandatory) → Fill in the commercial entity application information → System automatically generates the final form → Pre-vetting by the registration authority → Commercial entity downloads, prints and signs the standardised application documents → Submission to the founter for approval → Approval by the registration authority → Commercial entity

receives the business licence (approved registration document)

Enquiry number: 0756-8841949 (within the mainland);  
86-756-8841949 (outside the Mainland)

(2) Service counter: Block 1, No. 189 Bao Xing Road, Hengqin

Procedure: Declaration of the name of the commercial entity (non-mandatory) → Commercial entity downloads the forms, prepares and signs the application documents → Submission to the counter for approval → Approval by the registration authority → Commercial entity receives business licence (approved registration document)

Consultation telephone number: 0756-8841721 ( within the mainland ); 86-756-8841721 (outside the mainland )

## II. Bank account opening

### I. Registration of Commercial Entities

Service scope: Registration of Commercial Entities

Official Website

<http://www.gdzfw.gov.cn/portal/branch-hall?orgCode=ZH050005V>

Application methods and procedure:

(1) Electronic (online)

Website: <https://www.yizhuce.gov.cn/webMain/toMainIndex>

Option 1 (electronic signature): Declaration of the name of the commercial entity (non-mandatory) → Fill in the commercial entity application information → System automatically generates the final form → Electronic signature of the commercial entity → Approval by the registration authority → Commercial entity receives the business licence (approved registration document)

Option 2 (hand-signed signature): Declaration of the name of

the commercial entity (non-mandatory) → Fill in the commercial entity application information → System automatically generates the final form → Pre-vetting by the registration authority → Commercial entity downloads, prints and signs the standardised application documents → Submission to the founter for approval → Approval by the registration authority → Commercial entity receives the business licence (approved registration document)

Enquiry number: 0756-8841949 (within the mainland);  
86-756-8841949 (outside the Mainland)

(2) Service counter: Block 1, No. 189 Bao Xing Road, Hengqin

Procedure: Declaration of the name of the commercial entity (non-mandatory) → Commercial entity downloads the forms, prepares and signs the application documents → Submission to the counter for approval → Approval by the registration authority → Commercial entity receives business licence (approved registration document)

Consultation telephone number: 0756-8841721 ( within the mainland ); 86-756-8841721 (outside the mainland )

## II. Bank account opening

Service scope: Provide bank account opening service for enterprises

Available banks

(1) ICBC

Address: No. 4-5, First Floor, No. 1 Yinhe Street, Hengqin, Zhuhai

Contact number: 0756-3328697

(2) Bank of China

Address: No. 83, Bao Xing Road, Hengqin, Zhuhai

Contact: 0756-8842090

(3) Agricultural Bank of China

Address: No. 2 Building, Hengqin Financial Industry Service Base, Zhuhai

Contact: 0756-5259089

(4) Construction Bank

Address: 2/F, Huazhe International Building, No. 8 Guan'ao Road, Hengqin, Zhuhai

Contact: 0756-8842685

(5) China Minsheng Bank

Address: Area A, Building 10, Financial Industry Development Base, No. 9 Cross Gate Avenue, Hengqin, Zhuhai

Contact: 0756-8689915

(6) SPD Bank

Address: No. 412 Houpao Road, Building 1, Hengqin International Science and Technology Innovation Centre, Hengqin, Zhuhai

Contact: 0756-6336673

(7) Ping An Bank

Address: No. 13 Minghe Lane, 1/F, Block 2, Hengqin International Business Centre, Phase I

Contact: 0756-8688265

(8) China Guangfa Bank (Hengqin Branch)

Address: Shop A-109,301, Hengqin Central Place, No.10

Xiangjiang Road, Hengqin New District, Zhuhai

Contact: 0756-8891770

Learn more: Hengqin New District Hengqin Life Services Guide  
“[Xiaoqin Book](#)”