



**Manual of Government
Affairs Publicity and
Benefiting Enterprises
in Beijing**



*Administration optimizes business environment
Publicity serves enterprise development*

Manual of Government Affairs Publicity and Benefiting Enterprises in Beijing

Beijing Municipal Administration of Governmental Affairs and Service
September 2020

Preface

In order to deeply implement Xi Jinping's Thoughts on Socialism with Chinese Characteristics in the New Era and the spirit of General Secretary Xi Jinping's Important Speech to Beijing, Beijing Municipal Party Committee and Municipal People's Government adhere to the people-centered approach, continue to optimize the business environment, stimulate the vitality of market entities, give full play to the market's decisive role in resource allocation, promote the modernization of the governance system and governance capabilities of the capital, and promote the high-quality development of the capital.

To effectively enhance the sense of gain of market entities in the information services of enterprise-related services, realize the customized and segmented push of government information, and serve the enterprises for the resumption of work and production, Beijing Municipal Administration of Governmental Affairs and Service, together with relevant departments of the municipal government, compiled and edited the recent policy consultation items and their answers with high demand in the city (as of June 30, 2020), and formed the "Manual of Government Affairs Publicity and Benefiting Enterprises in Beijing" (hereinafter referred to as the "Manual").

The "Manual" is based on the World Bank business environment evaluation indicators and involves 11 application scenarios and 383 concise questions and answers, including investment, qualification identification, access to electricity and municipal services, property registration, financing, tax, cross-border trade, employees, tender & bid, price regulation, and intellectual property. We hope that the "Manual" can help you to get a better understanding of the information on enterprise-related policies and is beneficial to your work and life. The electronic version of the "Manual" has been published on the "Facilitation for Enterprises" column of the portal website of Beijing Municipal People's Government ("E-Capital") for readers to download and read. You are welcome to scan the QR code below to provide valuable comments, and we will continue to enrich our policy information publication services.

Due to the time constraint and our writing level, please leave your comments if there are any inaccurate expressions.

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“Beijing Regulations on Optimizing Doing Business Environment” Announced

The legalization of optimizing business environment has entered a new stage!



Implement the decision and deployment of the CPC Central Committee and the State Council to optimize doing business environment.

Improve the legalization of the business environment in the capital.

Solve the pain points and difficult problems in key areas and key sections.

Promote innovative and high-quality development in the capital.

Beijing Characteristics in Beijing Version of Regulations

1. Fully implement the spirit of the National Regulations and relevant documents



Fully connect with the national “Regulations” and refine the implementation clauses.



Implement relevant requirements of the CPC Central Committee and State Council and refine relevant mechanisms.



2. Actively benchmark world-class standards



Benchmark with advanced international standards, absorb the advanced international experience and formulate innovative clauses based on the actual situation of the city.

3. In light of the reality of Beijing



Focus on the coordinated development of Beijing-Tianjin-Hebei region, put forward the collaborative promotion of optimizing the business environment.



Focus on the construction of the “four centers” functions, promote the development of key industries of science and technology and culture, and encourage market entities to build up incubators of technology and cultural enterprises.

4. Stick to problem-orientation philosophy



Persist in opening the door to legislation and strive to enhance the operable and purposeful legislation.

Full of innovation in five major systems

01 Establish an approval mechanism based on notification-commitment system

1. Comprehensively promote the notification and commitment system of administrative services

In industries and fields other than those directly related to national security, public safety, and people's lives and health, implement the notification and commitment system for administrative services.



If an applicant undertakes that relevant conditions are met, the relevant government department shall directly give consent.



An applicant who fails to fulfill the commitment shall be ordered to make rectification within a specified time limit.

If the conditions are still not met after rectification, the consent shall be revoked and the applicant's case shall be included in the municipality's credit information platform.



2. Facilitate the registration of market entities



Concerning application for the establishment of a market participant or modification of registration, if the applicant promises that the submitted materials are authentic, legal, and effective, the market regulation department shall conduct a formal review of the submitted documents.



Implement broad category management.

A market participant that establishes a general business project may register its business scope in accordance with the broad categories set in the Industrial Classification for National Economic Activities.



Implement “one address with multiple licenses”

Allow multiple market participants to register in the same address, and publish on its own the address of its actual production and operation via the Enterprise Credit Information Publicity System.



Promote “one license with multiple addresses”

A market participant that establishes a branch may apply to indicate the domicile of the branch on its business license, instead of applying for a separate business license.



Explore the “joint approval of license and permit”

Explore pilot projects for joint approval of business licenses and related administrative permits in certain fields. A market participant who applies for business registration upon establishment may concurrently submit the application for relevant administrative permits.

02 Build up a credit-based regulation system

Promote credit-based regulation by category system



Formulate regulatory standards by categories of credit

Based on the evaluation results of credit information, adopt differentiated supervision measures for market entities.



Improve credit repairing system

Market participants can carry out credit repair by making credit commitments, completing credit rectification, etc.



Clarify the administrative penalty public display period

For general illegal acts, the time period for the public display of received administrative penalties is no less than three months and no more than one year; for serious illegal acts, the time period is no less than one year and no more than three years.

The penalties shall not be publicized any longer than the time period, except in cases where administrative penalty decisions are not implemented.

Relevant government departments may, upon request by the market participant, shorten the time period by three to twelve months depending on the specific situation, provided that the market participant fulfills the requirements of the administrative penalty decision within the prescribed time period and acts proactively to eliminate or mitigate the damaging effect of the illegal act.



2. Adhere to fair, equitable, inclusive and prudent regulation



In industries and fields other than those directly related to national security, public safety and people's life and health, the municipality shall carry out "double random and timely release" supervision.



Implement inclusive prudential supervision.



3. Standardize law enforcement and discretion



Implement an administrative inspection list system, clarify inspection content, inspection methods, and inspection standards, etc.






Implement joint inspections.



Improve the benchmark system for the administrative penalty.




03 Establish a government service system based on standardization

1. Standardize government service system

-  Compile and publish a municipality-wide unified government service guideline.
-  Provide government services in the principle of benefiting market participants.
-  Do not require market participants to provide any information that can be obtained through information sharing among government departments.



2. Standardize government service behavior

-  **“Zero Contact” policy**
The staff of government departments shall not engage in any interactions with market participants that may affect the performance of their duties according to the law.
-  **Explore “at most two signatures”**
For matters that meet the conditions, implement a mechanism that at most two signatures may be required, from the operator and the chief representative respectively, before a final decision is made.
-  **“Automatically grant approval”**
Upon the application of market participants, make a decision on whether or not to grant an extension before the expiry of the validity of an administrative approval. In case where no decision is made before the expiry, an extension shall be deemed as having been granted.

3. Improve the level of government services



Implement “Nearest handling”

Establish government service systems at the municipal, district, sub-district and township levels, and set up as needed government service halls or stations in conveniently located areas.



Provide the “one-stop” service

Government departments shall grant their personnel at a government service hall or station sufficient authority for administrative review and approval.



Promote “one-window handling”

Relevant departments may entrust the government service department at the same level with receiving government service applications.



Promote “extended service”

Halls and stations shall open on weekends or for staggered or longer hours.



Explore the implementation of “one-seal approval”

Supports the Beijing Sub-Center Administrative Committee, the Beijing Economic-Technological Development Zone Administrative Committee, and the people’s governments of the districts where conditions permit in exploring the implementation of a pilot project on relatively concentrated administrative licensing power.



4. Improve the consultation and rights protection service mechanism



Establish a regular government-business communication mechanism, listen to the opinions of market participants.



Improve the policy consultation and rights protection service system supported by 12345 service hotline, government website, new government media, etc.

04

Build a data sharing and collaboration system underpinned by new-generation information technologies such as blockchain

1. Establish a municipality-wide unified online government service platform



Implement whole-process online processing for government service items.

2. Establish a municipality-wide unified big-data management platform and an information-sharing mechanism



Promote the sharing of government service information, and government departments shall provide information within their scope of duties to the big-data management platform.

3. Promote the application of electronic materials



Clarify that electronic signatures, electronic seals, electronic certificates and licenses are with the same legal effect as paper copies.



The electronic data generated in the use of blockchain technology may be used as the basis and archiving materials for handling government service matters.

4. Promote more convenient tax payment



Promote combined declaration and online payment of social insurance, medical insurance and housing provident fund.



Implement VAT electronic special invoices and other electronic bills.

5. Promote faster credit handling



On the premise of ensuring trade secrets and personal privacy protection, promote the sharing of information by real estate registration, taxation, market regulation, civil affairs and other government departments with financial institutions.



Build a blockchain-based information system for the electronic enterprise identity authentication.

05 Build a law-based policy support system

1. Strengthen market fair competition review



A fair competition review shall be conducted when the government and relevant departments formulate policy measures.

2. Improve the policy formulation process



When formulating policy measures that are closely related to the production and operation of market participants, the government and relevant departments shall fully listen to the opinions of market participants, industrial associations and chambers of commerce and improve a feedback mechanism on the adoption of opinions.

3. Improve policy implementation procedures



When formulating policy measures that are closely related to the production and operation of market participants, the government and relevant departments shall allow for an adaption period of no less than thirty (30) days for market participants.

4. Establish an appeal channel for objection



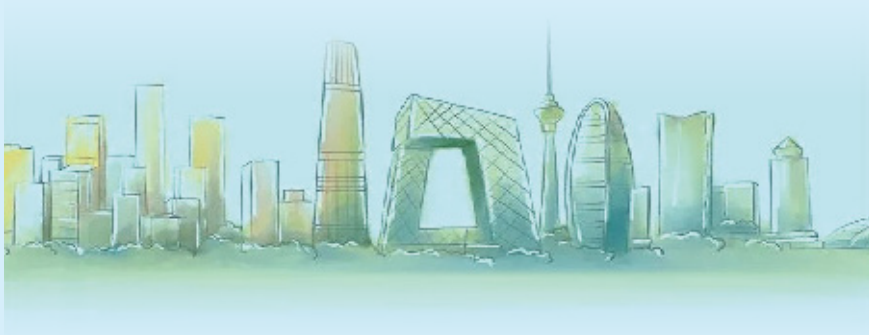
If a market participant believes that a policy measure undermines fair competition, it shall have the right to report to the market regulator. The market regulator shall address the matter in a timely manner and provide feedback.



If a market participant considers the government rules or administrative normative documents of the municipal people's government as in conflict with laws or regulations, it may submit a written application for review to the standing committee of the municipal people's congress.

The rule of law is the best business environment.

In 2020, Beijing will promote the continuous optimization of business environment to a new level.



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Regulation of Optimizing Business Environment

Circular of Beijing Municipal Administration for Market Regulation on Implementing the Pilot Program of Registration Notification Commitment System for Market Entities in Some Districts of Beijing
Jing Shi Jian Han [2020] No. 24



Announcement of Beijing Municipal Tax Service, State Taxation Administration on the Implementation of the Public Service Platform for VAT E-invoices [Enhanced Version]
Announcement [2020] No. 4



Circular on Further Improving the Efficiency of Starting a Business and Optimizing the Employees' Social Security Participation Procedures
Jing Shi Jian Fa [2020] No. 21



Circular on Further Streamlining the Procedures and Implementing the Contactless Mode of Whole-process Online Handling Services

Jing Shi Jian Fa [2020] No. 37



Starting a business

Circular on Issuing the Implementation Measures for Further Promoting the Facilitation of Market Entity Registration and Optimizing the Business Environment

Jing Shi Jian Fa [2020] No. 49



Supplementary Circular of Beijing Municipal Commission of Planning and Natural Resources on Improving the Whole-process Service Supervision Work for Simple and Low-risk Construction Projects

Jing Gui Zi Fa [2019] No. 435



Opinions on Improving the Planning and Permission Approval Services for Simple and Low-risk Construction Projects

Jing Gui Zi Han [2019] No. 2696



Circular of Beijing Municipal Commission of Development and Reform and Beijing Municipal Bureau of Economy and Information Technology on Filing Management Work of Simple and Low-risk Construction Projects with Social Investment

Jing Fa Gai [2019] No.1647



Handle construction permit

Measures on Improving the Examination and Approval
Services for Simple and Low-risk Construction Projects
Jing Gui Zi Fa [2019] No. 439



Circular of Beijing Municipal Commission of Housing
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Projects with Social Investment
Jing Jian Fa [2019] No. 434



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and Natural Resources on Engineering Survey Work of
Simple and Low-risk Construction Projects with Social
Investment
Jing Gui Zi Han [2019] No. 2812



Opinions of Beijing Water Authority on Improving Water
Supply and Drainage Access Services
Jing Shui Wu Pi Han [2019] No.6



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Jing Jian Fa [2019] No. 438



Announcement of Beijing Municipal Bureau of Ecological Environment on Releasing the Detailed Implementation Rules of Beijing Municipality for Classified Management Catalogue of Environmental Impact Assessment of Construction Projects (2019)

2019 No. 28



Circular of Beijing Municipal Commission of Housing and Urban-Rural Development on Work Related to Simplifying the Procedures for Changing Construction Permits

Jing Jian Fa [2020] No. 6



Circular of Beijing Municipal Commission of Housing and Urban-Rural Development on Further Clarifying the Quality and Safety Supervision and Inspection During the Construction of Simple and Low-Risk Construction Projects

Jing Jian Fa [2020] No. 43



Circular of Beijing Municipal Commission of Development and Reform on Further Improving the Work Related to Simple and Low-Risk Construction Projects with Non-Government Investment

Jing Fa Gai [2020] No. 238



Handle construction permit

Regulation on Further Implementing the Supervision and Inspection Requirements for the Quality and Safety of Simple and Low-risk Projects



Circular on Further Streamlining Joint Acceptance of Final Completion of Simple and Low-Risk Construction Projects with Non-Government Investment
Jing Jian Fa [2020] No. 80



Circular of Beijing Municipal Commission of Planning
Jing Gui Zi Fa [2019] No. 472



Registered Property

Strictly Implementing the Handling Standard at the Comprehensive Service Windows and Continuously Optimizing the Business Environment in Real Estate Registration Field
Jing Gui Zi Fa [2020] No. 16



Circular on the Whole-Process Online Registration of Non-Residential Stock Housing Transactions Among Enterprises
Jing Gui Zi Fa [2020] No. 59



Circular of Beijing Municipal Commission of Planning and Natural Resources on Further Streamlining of Inquiry Service of Real Estate Registration Information

Jing Gui Zi Fa [2020] No. 132



Circular of Beijing Municipal High People's Court on Issuing the Measures of Beijing Municipal High People's Court on Comprehensively Implementing the Working Mechanism of "Responding to and Handling Lawsuits Without Delay" for Contacting the Judge

Jing Gao Fa Fa [2020] No. 26



Circular on Further Promoting Online Case Filing

Jing Gao Fa Fa [2020] No. 96



Circular on Issuing the Provisions of Beijing Municipal High People's Court on Regulating the Adjourned Trials and Other Matters of Civil and Commercial Cases (Trial)

Jing Gao Fa Fa [2020] No. 102



Circular of the Beijing Municipal High People's Court on Issuing the Opinions of the Beijing Municipal High People's Court on Improving the Quality and Efficiency of Enforcement and Providing Judicial Guarantee for Optimizing the Capital's Business Environment (Trial)

Jing Gao Fa Fa [2020] No. 101



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Circular on the Issuance of the Measures of Beijing Municipal High People's Court on Assessing the Appraisal and Evaluation Conducted by Entrusted Professional Organizations (Trial)

Jing Gao Fa Fa [2020] No. 121



Implementation Opinions of Beijing Municipal High People's Court and Beijing Municipal Administration for Market Regulation on Promoting the Commitment and Confirmation by Enterprises and Other Market Entities on Legal Document Service Addresses (Trial)



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Issuing the Opinions on Accelerating the Optimization of the Finance and Credit Business Environment

Jing Jin Rong [2020] No. 31



Cross-Border Trade

Announcement on Providing Pre-classification Consulting Services for Samples of Imported Goods

Announcement [2019] No. 172 of the General Administration of Customs



Announcement of Beijing Customs District on Accepting Reports of Tax-Related Violations Voluntarily Disclosed by Import and Export Enterprises and Organizations

Announcement of Beijing Customs District, the People's Republic of China [2019] No. 15



Announcement of Beijing Customs District on Matters Concerning the Implementation of the Enterprise Coordinator Management

Announcement of Beijing Customs District, the People's Republic of China [2019] No. 18



Announcement of Beijing Customs District on Further Simplifying Documents for Customs Declaration

Announcement of Beijing Customs District, the People's Republic of China [2020] No. 5



Regulation on Comprehensively Promoting the "Two-Step Declaration" Reform

[2019] No. 216 Announcement of the General Administration of Customs



Announcement of Beijing Customs District on Measures to Support the Prevention and Control of COVID-19 and Assist Enterprises to Resume Operation and Production

Announcement of Beijing Customs District, the People's Republic of China [2020] No. 6



Announcement of Beijing Customs District on the Decision to Expand the Scope of the Pilot Program for Authorized Economic Operators to Apply for Exemption from Guarantee

Announcement of Beijing Customs District, the People's Republic of China [2020] No. 7



Cross-Border Trade

Announcement on Several Measures to Further Optimize
the Business Environment and Facilitate Trading Across
Borders n at Beijing Ports and Tianjin Ports
Joint Announcement of Beijing and Tianjin No. 6



Announcement of Beijing Customs District on the
Error Tolerance Mechanism for “Two-step Declaration”
Announcement of Beijing Customs District, PRC [2020]
No. 8



Circular of National Office of Port Administration
on Promoting the Application of the Subscription and
Push Function for Customs Declaration Information and
Manifest Arrival Report Status
[2020] No. 20 Circular of National Office of Port
Administration



Announcement on Several Measures to Further Optimize
the Business Environment and Promote Cross-border Trade
Facilitation at Beijing Ports and Tianjin Ports
No. 7 Joint Announcement of Beijing and Tianjin



Tax

Circular on Matters Related to Tax Payment Service
Reminder and Tax Risk Correction Reminder



Announcement of Beijing Municipal Tax Service, State Taxation Administration on Updating the List of “One-stop Handling of Tax Affairs”

Announcement of Beijing Municipal Tax Service, State Taxation Administration [2019] No. 7



Announcement of Beijing Municipal Tax Service, State Taxation Administration on Matters Concerning the Launch of VAT Invoice Management System V2.0

Announcement of Beijing Municipal Tax Service, State Taxation Administration [2019] No. 7



Circular by Beijing Municipal Bureau of Finance and other Departments on Issuing Measures to Further Optimize “Paying Tax” in Doing Business

Jing Cai Shui [2019] No. 2101



Further Optimizing Business Environment by Exempting Enterprises from Administrative Approval for Low-voltage Power Access Projects Involving Road Occupation and Excavation

Jing Guan Fa [2020] No. 2



Circular by Beijing Municipal Commission of City Management on Issuing the Detailed Rules of Beijing Municipality for the Management and Control of Electricity Grid Power Supply Reliability (Trial)

Jing Guan Fa [2020] No. 3



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Implementation Measures of Beijing Municipal Higher People's Court and Other Departments on the Establishment of a Unified Coordination Mechanism for Enterprise Bankruptcy Featuring Linkage of the Government and Court

Jing Gao Fa Fa [2019] No. 698



Circular of Beijing No. 1 Intermediate People's Court on Issuing the Standards of Beijing Bankruptcy Court for Handling Insolvency Reorganization Cases (Trial)

Jing Yi Zhong Fa Fa [2019] No. 437



Announcement of Beijing Municipal Tax Service, State Taxation Administration on further Promoting Bankruptcy Facilitation and Improving Business Environment

[2020] No.4



Measures of the Higher People's Court of Beijing Municipality for the Use of Aid Funds for Bankruptcy Expenses (Trial)

Jing Gao Fa Fa [2020] No. 137



Circular on Handling of RMB Settlement Accounts and Credit Business by Bankruptcy Administrator

Jing Gao Fa Fa [2020] No. 146



Starting a business

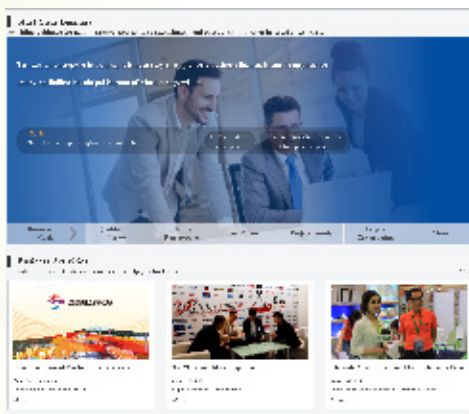




Registration

1. How to handle the relevant procedures for Starting a business?

Enterprises are recommended to register online. Applicants can handle business on the “E-window” platform (<http://english.beijing.gov.cn>) and fill in all the information at one time, and process the application of business license, official seal, invoice claiming and employment information collection.



2. When applying for Starting a business on the “E-window” platform, does the contact person, financial director, social security payment person in charge, housing fund person in charge of the enterprise need to be verified?

Yes. If you have passed identity verification on the “E-window” platform, you do not need to verify again at taxation departments and human resources and social security departments.

3. What should enterprises pay attention to when declaring the enterprise name?

The name of the enterprise shall be in Chinese characters conforming to national standard, and shall not contain any content or text that is detrimental to the public interest of the state and society or may cause deception or misunderstanding to the public.

4. Can the enterprise name of the start-up company be used throughout the city?

Yes. In order to facilitate applicants, we allow cross-district declaration of enterprise names across the city. In addition to the names that need to be inquired by the State

Administration of Market Regulation, the approved enterprise names can be used throughout the city, and you can choose to apply for enterprise registration at any district.

5 What kind of enterprise names need to be inquired by the State Administration of Market Regulation?

Enterprise names with the words “China, State, or National” and names without administrative divisions need to be declared through the comprehensive business system of the State Administration for Market Regulation (SAMR). If you are Starting a business, you can log into the official website of SAMR (www.samr.gov.cn) directly; and if you are changing the information of enterprise, you need to handle at the registration authority, who will report to SAMR.

6 How to choose the organizational form of the enterprise?

Organizational form is an embodiment of the organizational structure or form of responsibility of the enterprise. A corporation should normally be expressed as a “limited company” “limited liability company” “joint-stock company” or “joint-stock limited company”. Other enterprise types include “center” “store” “factory” “shop” ; besides, partnership enterprises should add “general partnership” “limited partnership” or “special general partnership” at the end of its organizational form.

7 Can a natural person establish multiple one-person limited companies?

No. One natural person can only invest and establish one one-person limited company across the country.



8 Is it necessary for a limited liability company to set up a board of directors? If it needs to be set up, how many people should there be?

A limited liability company with a small number of shareholders or

a small scale can appoint one executive director instead of setting up a board of directors. If a board of directors is established, it should be with three to thirteen members.

9. Is it necessary for a limited liability company to set up a board of supervisors? If it needs to be set up, how many people should there be?

A limited liability company with a small number of shareholders or a small scale can appoint one or two supervisors instead of setting up a board of supervisors. If a board of supervisors is established, it should be with no less than three members.

10. What are the restrictions for blacklisted personnel in the “Beijing Enterprise Credit Information Website” when they apply enterprises?

The blacklisted personnel shall not legally serve as legal representatives, directors, supervisors, senior management personnel, and chief representatives and representatives of the permanent representative offices of foreign enterprises during the restriction period.

11. What is the capital contribution method of the limited company?

Shareholders may use currency and non-monetary assets such as physical objects, intellectual property rights, land use rights, and equity to make capital contributions, except for properties that are not allowed to be capital contributions as required by laws and regulations.

12. What is the registered capital subscription system?

The registration authority only registers the total amount of registered capital subscribed by shareholders (promoters), and the paid-in capital is no longer a registered item, and there's no need to submit a capital verification report during company registration.

13. Is the “subscribed” registered capital allowed to not be paid?

Shareholders (promoters) shall make contributions to the company in accordance with the amount of subscribed capital recorded in the articles of association, the agreed capital contribution method and the capital contribution period. If the actual payment is not made according to the agreement, the company and the shareholders (promoters) who have

funded on time in full can be held accountable for breach of the contract. If the company is under bankruptcy and liquidation due to debt disputes, the shareholders (promoters), even if they have not paid in full, must also be liable for the amount of subscribed registered capital.

14. Is the larger the registered capital subscription amount, the better?

The subscription amount of the registered capital and the period of capital contribution will be disclosed to the public on the “Beijing Enterprise Credit Information Website”, and if the capital contribution is far beyond the economic strength of the shareholders, or the contribution period is beyond a reasonable time limit, it not only increases liability of shareholders, but also affects the company’s credibility and competitiveness.

15. In addition to limited companies, what are the other types of enterprises available for selection during registration?

The types of enterprises also include non-company legal person, partnership, and sole proprietorship. Applicants can apply according to their actual business needs.

16. What are the differences between a sole proprietorship and a one-person limited company?

One-person limited company has legal personality, and shareholders bear limited liability up to the amount of capital contribution; sole proprietorship is not with legal personality, and the investor assumes unlimited liabilities for corporate debts with their personal properties.

17. How to submit proof of residence if the house is located in a rural area?

If the house is located in a rural area and has not yet obtained a property ownership certificate, an applicant can submit a copy of “Rural Planning and Construction Permit” or “Temporary Rural Planning and Construction Permit” with official seals of the relevant authorities, and can also submit certification documents issued by the township government.

18. How should merchants in the market submit property rights certificates?

If the company is registered in the commodity trading markets, it should get a certificate issued by the market service and management authority, and submit a copy of the business license affixed with the official seal of the authority.

19. What business scope can I choose if I want to start a technology company?

According to the actual business needs of the enterprise, you can choose the business scope such as “technology development”, “technology promotion”, “technology transfer”, “technology consultancy”, “technology service”, etc.

20. What is the maximum operation term for a limited company during application?

The operation period of a limited company depends on the application of the enterprise, and the maximum is long-term (without a fixed term).



21. If there's no tax processor for newly established enterprises, can I apply for invoices for the first time on the “E-window” platform?

New enterprises can apply for invoices on the “E-window” service platform.

22. Is it true that I can apply for invoices only after opening a bank account?

No. Opening a bank account is not a prerequisite for invoice application.

23. After the company recruits employees, how can I handle social insurance registration for the employees?

The “E-window” platform of Beijing has integrated the function of employees’ insurance registration, which can realize “one window processing, one submission, and real-time effect” together with starting a business. If the enterprise is in need of employees in a certain period of time after receiving the business license, it can also handle the social insurance registration on the “E-window” platform.

24. If the enterprise recruits employees, what is the procedure of handling opening a housing provident fund account and housing fund business for employees?

The “E-window” platform of Beijing has integrated the function of employees’ housing provident fund, which can realize “one window processing, one submission, and real-time effect” together with Starting a business. If the enterprise is in need of employees in a certain period of time after receiving the business license, it can also handle the housing provident fund account opening on the “E-window” platform.

25. If an enterprise has been registered in the market administration authority but has not recruited employees, do I need to register at social insurance institutions or housing provident fund management center?

If there’s no employment behavior after the establishment of the enterprise, there’s no need to register at social insurance institutions or housing provident fund management center.

26. What is the application scope for simple cancellation of an enterprise?

Limited liability companies, non-listed joint-stock companies, enterprises owned by the whole people, enterprises of collective ownership, enterprises of sole proprietorship, partnership enterprises, farmer specialized cooperatives and their affiliates all with no creditor’s rights or debts occurred before applying for cancellation of registration after obtaining the business license, or having completed the liquidation of creditor’s rights and debts are subject to the simple cancellation procedure.

A company whose business license has been revoked for more than three years, if all or part of its shareholders commit in writing to complete liquidation and assume unliquidated claims is subject to simple cancellation procedure.

27. Do I need to go to the housing provident fund management center to handle the registration procedures for a newly established enterprise?

No. After a new enterprise is established, there’s no need to go to the housing provident fund management center for registration. Beijing Housing Provident Fund Management Center completes the institution registration on a daily basis via data sharing with Beijing Administration for Market Regulation.

28 Is it possible that an enterprise uses the “electronic business license” to log in the company business platform of the housing provident fund to handle business?

Enterprises can use the “electronic business license” to log in the company business platform to handle businesses such as registration and account opening of housing provident fund, deposit of housing provident fund, cross-year inventory verification, institution information change, etc., and the specific steps are shown as follows:

Step 1: The legal representative of the enterprise uses a smartphone to search and install the “electronic business license” mini-program via WeChat or Alipay.

Step 2: After opening the mini-program, the legal representative tap on the “download license” menu column and follow the prompts to get the electronic business license.

Step 3: Tap on the “license administrator management” or “manager’s license management” menu item to authorize the person in charge of the company’s housing provident fund to keep, hold, and use the electronic business license.

Step 4: The person in charge logs into the Beijing Housing Provident Fund Website (gjj.beijing.gov.cn) and clicks on the menu item “Company Online Business Platform” on the right side of the page.

Step 5: After entering, click on the menu item “Housing Provident Fund Online Business System” and click on “Electronic Business License Login” item, and a QR code will appear on the page.

Step 6: The person in charge opens the “QR Code Scan” function in WeChat or Alipay and scans the QR code to log in.

29 What are the differences between “yes” and “no” when answering the question “Do you need to pay ‘five insurances and one fund’ for your employees” in the page of the “E-window” platform?

If you choose “Yes”, it means that your company has already hired employees when registering at “E-window” platform, and you need to set up housing provident fund accounts for your employees. After entering the basic information of the enterprise, you also need to continue to enter the personal information of the hired employees.

If you choose “No, no employees have been hired”, it means that your company has not hired any employee when registering on the “E-window” platform, and you only

need to enter the basic information of the enterprise, and complete the company account opening of the housing provident fund. If you subsequently hire employees after the registration, you can handle the opening and payment of the housing provident fund account via online business system or counter of housing provident fund.

30. How long does it take for enterprise change appointment? How long does it take for handling?

The time for enterprise change appointment is within one working day. Except for performing substantive examination or a few extremely complicated situations, the change should be completed within one working day after the documents and certificates are available and accepted.

31. What is the handling model after the “multiple certificates in one” reform?

Enterprises whose business items are related to the registration matters of “multiple certificates in one” reform shall fill in the information of the matters to be jointly handled when applying for the establishment on the “E-window” platform. The market administration department and the relevant record management departments will complete the duties including data pushing, reception, claim, confirmation, feedback, and publicity of the recorded company according to their respective responsibilities.

32. What items are included in the equity pledge registration?

It includes the name of the pledgor and the pledgee; the name of the company where the pledged equity is located; and the amount of the pledged equity.

33. What types of enterprises are available for newly established foreign-invested enterprises after January 1, 2020?

A foreign-invested enterprise can be registered as a “limited liability company”, “joint-stock limited company” or a “partnership”, with the indication of foreign investment or investment from Hong Kong, Macau or Taiwan. For joint-stock company, it should be marked with “listed” or “not listed”.



34. Can the registered capital of a foreign-invested enterprise be expressed in a currency other than RMB?

The registered capital (amount of investment) of a foreign-invested enterprise can be expressed in RMB or other freely convertible foreign currencies.

35. How can natural person investors in Taiwan submit proof of subject qualifications?

The Residence Permit for Taiwan Residents issued by the public security departments in the Chinese mainland, and the Mainland Travel Permit for Taiwan Residents issued by the Entry-Exit Administration Department can be used as identification certificates for natural person investors from Taiwan without the need for notarization.

36. What is the information reporting system for foreign-invested enterprises?

Foreign investors or foreign-invested enterprises shall submit investment information to the competent commercial authorities through the enterprise registration system and the enterprise credit information disclosure system.

When applying for the establishment and change registration of a foreign-invested enterprise, the applicant should fill in the initial report and the change report of the foreign investment. The applicant can also continue to fill in the foreign investment report to report information after submitting the application for enterprise registration. Foreign investors or foreign-invested enterprises should submit the “Multiple Reports in One” annual report via the National Enterprise Credit Information Publicity System.

37. How does a foreign-invested enterprise implement the “negative list”?

The registration authority conducts a formal examination of relevant application materials. Foreign investors or foreign-invested enterprises investing in the areas other than the “negative list” shall be registered in accordance with the principle of consistency between domestic and foreign investment. For foreign investors or foreign-invested enterprises who invest in areas with restrictive provisions such as the proportion of capital contribution, nationality of the legal representative (person in charge), etc., those who meet the conditions for the special management measures for access shall be registered in accordance with the law; if the competent department of the industry has approved the enterprise license-related matters before registration, the registration authority does not need to repeatedly review whether it meets the condition of the special management

measures for access. Foreign investors or foreign-invested enterprises investing in areas prohibited by the “Negative List” shall not be registered.

38. After January 1, 2020, if a foreign natural person investor has already established a one-person limited company, is he allowed to establish a new one-person company?

No.

39. What is the Registration Notification-Commitment System for Market Entities?

The Registration Notification-Commitment System for Market Entities refers to a system in which the market entity registration authority conducts a formality examination based on the application and credit commitment of the applicant, confirms the market entity qualifications and general business qualifications via registration, and publishes them.

40. What principles should be followed to implement the Registration Notification-Commitment System for Market Entities?

The Registration Notification-Commitment System for Market Entities follows the principles of legal registration, independent declaration, voluntary autonomy, credit commitment, information sharing, convenience and efficiency.

41. What is the scope of application of the Registration Notification-Commitment System for Market Entities?

The Notification-Commitment System is applicable to the establishment, change, cancellation, filing, addition, reissuing and replacement of licenses, and registration of equity pledges of market entities.



42. Can one place be registered as the residence of multiple market entities?

Yes.

43. If there's a dispute between the shareholders and the company or between the shareholders due to enterprise registration, what approaches shall be taken to seek relief?

Disputes between shareholders and the company or between shareholders due to company registration are civil disputes. The parties should file a civil lawsuit to the people's court in accordance with the law to seek judicial relief.

44. If the actual situation of the market entity does not match the registration commitment, and the situation is discovered by the dual random inspection, how will it be treated?

If a market entity is discovered by inspection that it failed to fulfill their registration commitments, or the actual situation of the registered market entity under the commitment system is not consistent with the content of the commitments, they shall be ordered to make rectification within a certain time limit; for those who cannot meet the conditions after rectification, the decision will be revoked and the relevant situation will be included into the credit information platform of Beijing; for those who have made false promises, the decision will be revoked directly, and the relevant legal responsibilities shall be pursued in accordance with the unauthorized engagement in relevant activities, and the relevant situation will be included into the credit information platform of Beijing.

45. If citizens, enterprise legal persons or other organizations report that the actual situation of the market entity under the commitment system is not consistent with the announced commitment, how will it be treated?

The market administration departments of the place where the residence is located shall conduct a comprehensive verification within 15 working days, and it shall be dealt with according to law if the report is verified.

46 If the submitter or applicant submits false materials (documents) or take other fraudulent measures to conceal the relevant situation and important facts to complete the registration, how will it be treated?

The registration authority will not accept the application or refuse to handle it, and will bring the submitter or applicant into the national database of false registration responsible persons.

If the market entity registration authority handles the commercial registration of the submitter as a jointly entrusted representative or agent within three years, it shall review the substance of the application materials in accordance with statutory conditions and procedures.

If the market entity registration authority handles the commercial registration of the applicant within three years, it shall verify the substance of the application in accordance with statutory conditions and procedures.

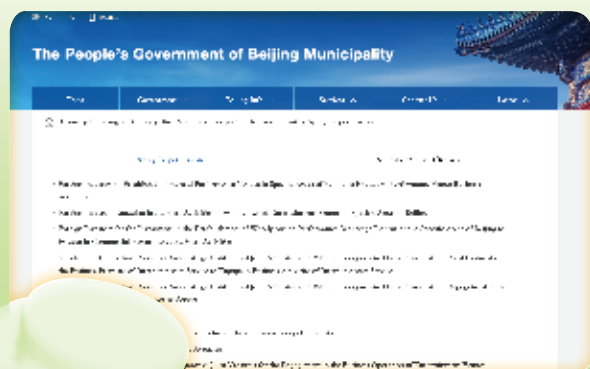
47 How does an enterprise handle cancellation registration if it is ruled out for compulsory liquidation or declaration of bankruptcy by people's courts?

Relevant liquidation groups and managers of the enterprise can apply for the simple cancellation directly at the registration authority, and the relevant liquidation groups and managers of the enterprise should hold the ruling to terminate the compulsory liquidation procedure or bankruptcy procedure issued by people's court, the application for cancellation registration, and the original and copy of the business license, instead of going through the simple cancellation announcement process.



Apply for Permission





Qualification of Inspection

1. What are the high-tech fields supported by the state?

The key high-tech fields supported by the state include electronic information technology, biology and new medical technology, aerospace technology, new materials technology, high-tech service industry, new energy and energy conservation, resources and environment, advanced manufacturing and automation.

2. What preferential policies will the enterprise be granted after obtaining the high-tech enterprise qualification?

Since the year of qualification, the enterprise can carry the certificate of “high-tech enterprise” and its copy to the competent tax authority to go through the relevant procedures and enjoy tax incentives in accordance with the “Enterprise Income Tax Law of the People’s Republic of China” and the “Regulations on the Implementation of the Enterprise Income Tax Law of the People’s Republic of China”, “China’s Tax Collection Administration Law” and “China The People’s Republic of China Tax Collection and Administration Law Implementation Rules”, “High-tech Enterprise Certification Management Measures” and “High-tech Enterprise Certification Management Guidelines” and other relevant regulations; in the year of expiration, before passing the re-qualification, the enterprise income tax is temporarily prepaid at a rate of 15%. If it has not obtained the qualification of high-tech enterprise before the annual settlement and payment, the outstanding tax shall be paid back in accordance with the regulations.



3. How to submit the annual development report of high-tech enterprises?

After an enterprise obtains a high-tech enterprise qualification, it shall submit an annual development report on intellectual property rights, scientific and technological personnel, research and development expenses, operating income, etc., in the previous year through the “High-tech Enterprise Qualification Management Work Website” before the end of May each year within the term of validity of the qualification.

4. What do relevant documents of the technological advancement and innovation of new technologies and products (services) in Beijing refer to?

Documents such as scientific and technological novelty reports and scientific and technological achievement appraisal certificates related to the declared new technologies and new products (services).

5. Which are the necessary materials in the application materials for new technologies and products (services) in Beijing?

Necessary materials include a declaration affixed with the legal person’s signature and the company’s official seal, enterprise business license, organization code certificate (an enterprise that has completed the “three certifications in one” does not need to provide), relevant documents of independent intellectual property rights, examination report or relevant certificates issued by a third-party inspection institution with legal qualification, relevant documents showing that product (services) the meet special regulations and requirements. If the declared new technology and product (service) have already generated sales, a sales contract or invoice must be provided. It is recommended that when preparing the application materials, the enterprise should provide relevant materials as completely as possible in order to explain the technical innovation and quality reliability of the applied new technologies and new products (services) they are applying for.

6. Where can I submit the application materials for the evaluation of Small and Micro-Enterprise Innovation and Entrepreneurship Demonstration Base?

Submit electronic materials online. The notification information such as the application channels will also be clearly notified in the annual collection notification.

7. Can the evaluation of Small and Micro-Enterprise Innovation and Entrepreneurship Demonstration Base be applied at any time in a year?

No. The evaluation is organized annually, and the specific time of qualification can be found on the official website.

8. Are there any financial support for the approved Small and Micro-Enterprise Innovation and Entrepreneurship Demonstration Base?

No. However, if it gets excellent grade in the subsequent annual operation assessment, there will be certain financial rewards.

9. Can the enterprises registered in other regions apply for evaluation of Small and Micro-Enterprise Innovation and Entrepreneurship Demonstration Base?

No. The place of registration must be in Beijing, and the establishment time must be more than two years.

10. Is the qualification obtained after the evaluation of SME Public Service Demonstration Platform valid for a lifetime?

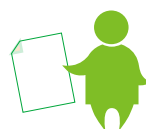
No. The period of validity is three years, and the title will be automatically invalidated after expiration. You can apply again in the year of expiration. If the conditions are not met or there is a violation of law or discipline, the qualification will be canceled.



Apply again in the year of expiration.

If the conditions are not met or there is a violation of law or discipline, the qualification will be canceled

The title will be automatically invalidated after expiration.



Construction Permit

1. What is the scope of simple and low-risk construction projects with social investment without the need for applying for a construction permit?

For those projects that meet the conditions of simple and low-risk construction projects with social investment, whose investment amount is less than 1 million, or the construction area is less than 300 square meters, no construction permit is required.

2. What is the simplified procedure for changing the construction permit?

For a project that has obtained a construction permit, if there's any change of the construction unit, building unit, or construction scale, it should reapply for the construction permit; if there are changes of other conditions, the construction unit shall notify the issuing authority through the construction permit system within 10 days after the change, and make a corresponding commitment that the content of the change is in compliance with the relevant laws and regulations, and bear the corresponding responsibility for the legitimacy and authenticity. After that, the construction unit can print the change notification receipt and go through the relevant procedures with it.

3. What are the working principles of quality and safety supervision and inspection of simple and low-risk construction projects?

First, it is made clear that the simple and low-risk project is not included in the scope of project quality and safety supervision. Housing construction projects with a project investment of less than RMB 1 million or a construction area of less than 300 square meters (including square meters) will not be included in the scope of engineering quality and safety supervision, and no supervision and inspection will be carried out.

Second, it is made clear that the district-level housing and urban and rural construction administrative department is responsible for the quality and safety supervision of simple and low-risk construction projects within its administrative area. The district-level engineering quality and safety supervision agencies specifically carry out supervision and inspection. If the construction quality and the safety supervision authority are set independently, the quality inspection authority will take the lead, cooperated by the safety supervision authority, and jointly carry out quality and safety inspections during construction.

4. What are the specific requirements for inspection frequency, inspection time, inspection stage, inspection form and content of quality and safety supervision of simple low-risk construction projects?

Inspection frequency and time: The construction quality and safety supervision institution shall cancel the first work report on quality and safety, and only carry out one supervision and inspection during the construction process, in which the longest time shall not exceed one day.

Inspection stage: For new construction, renovation and expansion projects, the supervision and inspection will be carried out during the structural construction stage; for interior decoration projects, the supervision and inspection will be carried out according to the construction progress and technical characteristics of the projects.

Inspection form and content: The supervisory authority should appoint two or more supervisors to carry out supervision and inspection on the construction site, and focus on spot checks on the implementation of laws and regulations and mandatory standards of construction. The spot check will involve the safety of engineering structure, quality of the construction entity with main functions, quality of the building materials, structural parts and equipment, as well as the implementation of the main body in the safety production responsibilities and the standardization of construction safety production of the construction responsibility subject.

5. What is the “one-to-one” full-process tracking service mechanism for quality and safety supervision and inspection of simple and low-risk construction project?

The quality supervision authorities of each district should appoint personnel to carry out the “one-to-one” full-process tracking service for simple and low-risk construction projects, to ensure that every project has “dedicated person of responsibility, follow-up, and service”, flexibly adopt non-face-to-face methods such as telephone, SMS, and WeChat,

and timely solve the difficulties encountered by enterprises of construction in accordance with the work requirements of “handle as soon as received”. In case of important matters or problems that cannot be solved, they should promptly report to Beijing Municipal Commission of Housing and Urban-Rural Development. The municipal commission has established a weekly project progress reporting system to summarize, analyze, and organize. For some special problems that require multi-party communication and coordination, a regular video consultation mechanism will be established to coordinate and solve various problems, so as to effectively help construction enterprises to promote the project progress.

6. What is the application scope of the Technical Guidelines of Beijing Municipality for Classified Safety Risk Control and Hidden Risk Screening and Elimination of House Construction and Municipal Infrastructure Projects?

Technical Guidelines of Beijing Municipality for Classified Safety Risk Control and Hidden Risk Screening and Elimination of House Construction and Municipal Infrastructure Projects is applicable to the quality risk control and classification of newly-built, expanded, and renovated house construction and municipal infrastructure projects within the administrative area of Beijing. Rail transit construction projects can also be implemented by reference.

7. What is the definition of construction quality risk?

The combination of the occurrence probability of quality defects in the aspects of structural safety, important functions in the construction process and the severity of their consequences.

8. What is included in the occurrence probability analysis?

Occurrence probability analysis includes historical occurrence probability, construction site management level, project scale level, and project quality control difficulty level.

9. What is included in the consequence severity analysis?

The consequence severity analysis includes the engineering entity quality impact level, economic loss severity level, surrounding sensitive target impact severity level, social attention level, engineering use nature level, engineering entity quality impact range level, and fire hazard impact level.

10. What is the construction quality risk level?

The construction quality risk level is divided into four levels: major risk, greater risk, general risk and low risk.

11. What are the management and control measures of construction quality risk?

The management and control measures of construction quality risk include technical measures, management measures, emergency measures, etc.



12. What are the principles of classified construction quality risk control?

Construction quality risk should be controlled by grade, classification, stratification, and profession, and the severity of the risk, object of control, responsibility of control, and subject of control should be clarified; quality risk control should follow the principle of “higher risk level, higher control level”, and focus on management and control of major risks and greater risks; if the upper level is responsible for the management and control of construction quality risks, the lower level must also be responsible for specific control and implementation of specific measures at each level.

13. What conditions should be met when applying for joint acceptance of simple and low-risk construction projects with social investment?

The project has completed the construction tasks required by the planning permit documents, construction design documents, and the contract; the engineering design and construction meet the requirements of planning permit, and the registration of the special equipment has been completed; the construction division of the project has completed self-inspection and the construction unit has signed the project quality warranty documents; the project is with a complete set of technical archives and construction management data; the project has met the requirements of completion acceptance.

14. How to submit an application for joint acceptance of the completion of simple and low-risk construction projects with social investment?

After the completion of the simple and low-risk construction project with social investment, the project construction unit can submit an application for joint acceptance

of the completion at the “One-Stop” System for Simple and Low-Risk Construction Project with Social Investment on the e-Beijing website. Only the “Commitment for Comprehensive Notification of Joint Acceptance of Simple and Low-risk Construction Projects with Social Investment” needs to be filled in and uploaded, and there’s no need to upload other acceptance materials.

15. What are the contents of the joint acceptance of simple and low-risk construction projects with social investment?

The district-level housing and urban-rural development department conducts spot checks on the quality of engineering entity (including quality of fire protection engineering construction and functional testing of fire protection facilities), technical archives, and construction management materials (including the certification documents of fire protection facilities).

The district-level planning and natural resources management department shall directly clarify the acceptance opinions in the “One-Stop” System for Simple and Low-Risk Construction Project with Social Investment according to the condition of process supervision before the time of agreed joint acceptance.

The district-level market supervision and management department shall handle the registration of the use of special equipment before the time of agreed joint acceptance.

Advertisement Publication

1. Which units need to register for advertisement publication?

According to the regulations stated in “Provisions on the Administration of Advertisement Publishing Registration”, broadcasting stations, television stations, newspapers and publishing units engaged in advertisement publication business shall handle the registration of advertisement publication.



2. What materials do I need to submit for registration of advertisement publication?

- (1) Application form for registration of advertisement publication;
- (2) Original legal person qualification documents (for inspection only): copy of the legal person certificate of public institution or copy of the business license of enterprise legal person.

3. Under what circumstances do I need to apply for change registration of advertisement publication?

According to the “Provisions on the Administration of Advertisement Publishing Registration”, if there are changes in the registration items of advertisement publication, the change registration of advertisement publication shall be handled. The registration items of advertisement publication include: unit name, legal representative, address, media name, expiration date, etc.

4. How long does it take to process the registration for change registration of advertisement publication?

In accordance with the requirements of the “Provisions on the Administration of Advertisement Publishing Registration”, if there are changes in the registration items of advertisement publication, the change registration of advertisement publication shall be

applied within 30 days from the date of the change. (It is reminded here that the 30-day time limit is subject to the date of change of the certificate of the legal entity of the institution or the business license of the enterprise legal entity.)



5. What materials need to be submitted to change the name of the unit?

- (1) Application form for change registration of advertisement publication;
- (2) The original “Notice on Approval of Advertisement Publication Registration”;
- (3) Legal person qualification documents of the unit to be changed (for inspection only) : copy of the legal person certificate of public institution or copy of the business license of enterprise legal person.

6. What materials need to be submitted to change the address?

- (1) Application form for change registration of advertisement publication;
- (2) The original “Notice on Approval of Advertisement Publication Registration”;
- (3) Legal person qualification documents of the unit after being changed (for inspection only) : copy of the legal person certificate of public institution or copy of the business license of enterprise legal person.

7. What materials need to be submitted to change the legal representative?

- (1) Application form for change registration of advertisement publication;
- (2) The original “Notice on Approval of Advertisement Publication Registration”;
- (3) Legal person qualification documents of the unit after being changed (for inspection only) : copy of the legal person certificate of public institution or copy of the business license of enterprise legal person.

8. What materials need to be submitted to change the media name?

- (1) Application form for change registration of advertisement publication;
- (2) The original “Notice on Approval of Advertisement Publication Registration”;

9. What materials need to be submitted to change the validity period?

- (1) Application form for change registration of advertisement publication;
- (2) The original “Notice on Approval of Advertisement Publication Registration”;
- (3) Original copy of legal person qualification document (for inspection only)
: business license of enterprise legal person or certificate of legal person of institution.

10. Under what circumstances do I need to apply for cancellation registration of advertisement publication?

- (1) The validity period of the advertisement publication registration expires and the advertisement issuing unit has not applied for renewal;
- (2) The legal person qualification of the advertising agency is terminated according to law;
- (3) The registration of advertisement publication is canceled or revoked according to law;
- (4) Due to changes in conditions, the advertisement publication unit does not meet the conditions stipulated in Article 4 of the “Provisions on the Administration of Advertisement Publishing Registration”.

11. What application materials do I need to submit for the cancellation registration of advertisement publication?

- (1) Application form for cancellation registration of advertisement publication;
- (2) The original “Notice on Approval of Advertisement Publication Registration”;

12. Where can I apply for approval of advertisements for health foods and Food for Special Medical Purpose (FSMP)?

Applicants can bring all the application materials and apply at the reception window of Liuliqiao Administrative Center, or they can submit applications for advertisements of health food and FSMP by letter, fax, e-mail or e-government platform on the website of Beijing Municipal Administration for Market Regulation.



13. How many days does it take to approve advertisements for health foods and FSMP?

There need nine working days from the acceptance of materials to the completion of approval.

14. Who can apply for the review of advertisements for health food and FSMP?

The holders of registration certificates or filing certificates of health foods and FSMP and their authorized production and operation enterprises are the advertising applicants.

Advertisement review should be submitted to the advertising review authority where the production enterprise or import agency is located.

If the production enterprise (including entrusted production) or the import agency is located in Beijing, you may apply to the Beijing Municipal Administration for Market Regulation.

15. How can I receive materials after the advertisement review of health foods and FSMP?

When submitting materials, applicants can choose to apply for express delivery or pick up at Liuliqiao Administrative Center. We will provide you with free express delivery.

16. What is the consultation hotline for application for the review of advertisements for health foods and FSMP?

010-11616611.

17. Is it free for applying for advertisements for health food and FSMP?

It is free of charge.

18. Do all advertisements for health food and FSMP need to be reviewed?

There are three situations that will do not need to be reviewed.

- (1) Those only publicizing the names of health foods and FSMP do not need to review.
- (2) According to the provisions of Article 3, Paragraph 2, Item 4 of the “Interim Measures on the Administration of Internet Advertising”, production and operation enterprises of “three products and one machine” who use their own Internet media resources (such as official websites, official Weibo accounts, WeChat public accounts, Taobao shop pages, self-owned applications, etc.) to objectively display product information (including name, label, specification, grade, price, usage method, payment and delivery methods, after-sales service, civil liability, etc.) in accordance with the laws and regulations of the Law of the People’s Republic of China on the Protection of Consumer Rights and Interests, E-Commerce Law of the People’s Republic of China, etc., are not within the scope of advertisement review.
- (3) If advertisement review is applied directly with product samples or product packaging displayed only in kind, the advertisement review authority will not accept the application.

19. If the registration documents have expired, can I apply for advertisement review during the renewal of registration?

Yes. You need to provide the status query results of product registration renewal.



20. After the renewal of registration of health foods, if the product batch number, product name or other information changes, do I need to apply for advertisement review again?

If there's an advertisement review number that is still within the validity period, you can continue to publish the content according to the original approved content within the validity period. If you re-apply for a new advertisement review number, you need to submit product-related certification materials consistent with the newly-applied advertisement.

21. Can one advertisement of health foods and FSMP involve multiple products?

If the multiple products are health foods or FSMP, they can appear in one advertisement.

22. Are there any special restrictions on the advertisement publication of FSMP?

The advertisements of special total nutrition formula foods of FSMP can only be published on medical and pharmaceutical professional journals jointly designated by the health administrative department and drug regulatory department of the State Council.

It is not allowed to use the names of prescription drugs or special total nutrition formula foods to advertise for various activities. It is not allowed to use the trademark or enterprise name same as the name of the prescription drug or special total nutrition formula food to publish advertisements in disguise in media other than medical and pharmaceutical professional publications, nor to use the trademark and enterprise name to advertise various activities.

Advertisements for infant formula foods for special medical purposes may not be published in mass media or public places.

Product Quality and Safety

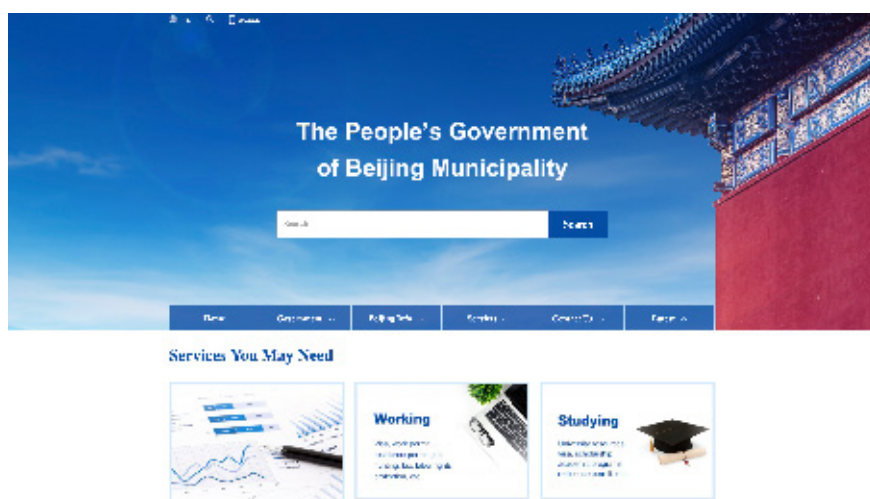
1. What is the process of applying for a production license for industrial products?

According to products, industrial product production license is approved by the State Administration for Market Regulation or province-level market administrations.

The products approved by the State Administration for Market Regulation follow the simplified approval procedures. After an enterprise submits the application and the qualification report of product inspection, and makes a commitment to ensure product quality and safety, it can obtain a production license after passing on-site review.

The products approved by province-level market administrations (except for hazardous chemicals) follow the approval procedures of postponement on-site review and notification commitment. After an enterprise submits the application and the qualification report of product inspection, and makes a commitment to ensure product quality and safety, it can obtain the product license after approval. Within one month after obtaining the license, the administrative authority will implement a supervisory on-site review. The procedures for hazardous chemicals are the same as approval procedures of products approved by the State Administration for Market Regulation.

For detailed information of the handling procedures, you can log in to the “Government Services” column of the “e-Beijing” website, and refer to the guidelines for “Issuance of Production License for Important Industrial Products”. Or call 010-89150531 for telephone consultation.



2. What are the requirements for an enterprise to apply for a production license for industrial products?

- (1) The enterprise should be with business license suitable for the intended production activities;
- (2) The enterprise should be with professional and technical personnel suitable for the products produced;
- (3) The enterprise should be with production conditions and inspection and quarantine means suitable for the products produced;
- (4) The enterprise should be with technical documents and process documents suitable for the products produced;
- (5) The enterprise should be with a sound and effective quality management system and responsibility system;
- (6) The product should comply with relevant national and industry standards, and the requirements to protect human health and personal and property safety;
- (7) The enterprise should be in line with the relevant industrial policies of the state, and there are no such situations as outdated process, high energy consumption, environmental pollution, and waste of resources that the state has explicitly eliminated and prohibited from investment and construction.

Applicants can log on to the portal website of the State Administration for Market Regulation (<http://samr.aqsiq.gov.cn>) or the portal website of Beijing Municipal Administration for Market Regulation (<http://scjgj.beijing.gov.cn>) to view and browse the general rules and specific regulations for the implementation of industrial product production license.



3. How does the applicant apply for a production license?

- (1) Products issued by the State Administration for Market Regulation: Applicants can log in to the portal of the State Administration for Market Regulation (<http://samr.aqsic.gov.cn>) or the portal of the Beijing Municipal Administration for Market Regulation (<http://scjg.beijing.gov.cn>) for online application.
- (2) Products issued by the Beijing Municipal Administration for Market Regulation: Applicants log in to the Beijing Municipal Market Supervision Administration Portal (<http://scjg.beijing.gov.cn>) for online application.
- (3) Before applying, applicants can query online through the portal of the State Administration for Market Regulation (<http://samr.aqsic.gov.cn>) or the portal of the Beijing Municipal Administration of Market Supervision (<http://scjg.beijing.gov.cn>).

4. How long does it take to obtain an industrial product production license?

The time limit for handling will be different depending on the products to be issued and the method of approval. For detailed information on the specific time limit, you can log in to the “Government Services” column of the “e-Beijing” website, and refer to the guidelines for “Issuance of Production License for Important Industrial Products”.

5. What materials do I need to prepare for an industrial product production license?

- (1) “Application Form for National Industrial Product Production License”;
- (2) “Letter of Commitment”;
- (3) Product inspection report (the product inspection report shall be an inspection conformity report issued by an inspection agency with the qualification of recognizing inspection and testing institutions of the corresponding inspection items within one year, meeting the current valid standards. The inspection report shall be any type of the following: the type test report of the applied product unit, the entrusted product inspection report, or the supervision inspection report from provincial-level government and above).

6. For an enterprise with production license, if the name, residence, or production address of the enterprise changes, do I need to handle the change procedures?

Within the period of validity of the production license, if the name, residence, or production address of the enterprise changes, but the production conditions, inspection methods, production technology or process has not been changed, the enterprise shall file an application for name change within one month after the change item occurs. The enterprise should submit the following materials:

- (1) "Application Form for National Industrial Product Production License";
- (2) "Letter of Commitment".

7. For an enterprise with production license, if the production conditions, inspection methods, production technology or process changes, do I need to handle the change procedures?

Within the period of validity of the production license, if important production processes and technologies or key production equipment has changed, production address has been moved, production sites (locations) have been added or removed, or the product unit has changed, the enterprise shall file an application for change within the scope of permit, and the enterprise shall submit the following materials when applying:

- (1) "Application Form for National Industrial Product Production License";
- (2) "Letter of Commitment";
- (3) Product inspection report.



8. How long in advance should I apply for the extension of industrial product production license?

The enterprise shall file an application for renewal no more than one year before the expiration of the production license.

Certification

1. If the product I bought has some quality issues, where can I do the test and issue a test report in Beijing?

The inspection and testing institutions with China Metrology Accreditation (CMA) certificate issued by Beijing Municipal Administration for Market Regulation has been publicly announced. You can query if they meet your testing needs. Please check at Beijing Municipal Administration for Market Regulation > Query Services > Institutional Qualification Query > Result Announcement of Metrology Accreditation of Product Quality Inspection and Testing Institutions (Qualification of Inspection and Testing Institutions). (<http://scjgj.beijing.gov.cn/cxfw/>)

2. What are the conditions of applying for an administrative license for qualification certification (or metrology accreditation or CMA) of inspection and testing institution?



- (1) The inspection and testing institution shall be a legal person or other organization established according to law and capable of assuming corresponding legal responsibilities;
- (2) Has inspection and testing technicians and management personnel suitable for their inspection and testing activities;
- (3) Has a fixed workplace, and the working environment meets the requirements of inspection and testing;
- (4) Has inspection and testing equipment and facilities necessary for inspection and testing activities;
- (5) Has and effectively operate a management system that guarantees the independence, fairness, authenticity, and integrity of its inspection and testing activities;
- (6) Meets the special requirements stipulated by relevant laws, regulations, standards and technical specifications.

3. What materials should be provided for application for qualification certification? What are the material requirements?

Beijing Municipal Administration for Market Regulation has made a public announcement on the website. Please check the “Guidelines for the Qualification of Inspection and Inspection Institutions” in the website homepage - Service Handling - Public Services - Metrology.

4. What are the entity qualification conditions for applicants to apply for an administrative license for qualification certification of inspection and testing institution?

- (1) The applicant shall be a professional technical organization established according to law, which conducts inspection and testing of products and specific objects stipulated by the law and regulations with technical conditions such as instruments and equipment and professional skills, in accordance with relevant standards or technical specifications. The internal inspection and testing institution within the production enterprise is not within the scope of the qualification certification of the inspection and testing institution.
- (2) The location of fixed office and inspection and testing workplace of the applicant shall be within the administrative area of the municipality;
- (3) The operation/business scope of the applicant's license shall include inspection and testing business, and there shall be no business items that affect the fairness of its inspection and testing;
- (4) Applicants should establish and effectively run a management system in accordance with the "General Requirements for Inspection and Testing Institutions of Accreditation of Inspection and Testing Institutions" (RB/T214-2017) and the supplementary requirements for accreditation of specific objects as stipulated by relevant laws, regulations and rules.

5. What is the procedure for administrative licensing of qualification certification?

- (1) The applicant submits the application online;
- (2) The qualification accreditation department conducts a preliminary review of the application and related materials submitted by the applicant, and makes a decision of acceptance or rejection;
- (3) The qualification accreditation department appoints a review team to complete the technical assessment of the applicant, including written assessment and on-site review, according to the requirements of the basic standards and assessment criteria of qualification assessment of the inspection and testing institutions.
- (4) After completing the technical review, the review team submits the review materials to the qualification certification department, and the qualification

certification department reviews the materials level by level;

- (5) After the materials are reviewed to meet the requirements, the qualification accreditation department makes a written decision on whether to grant permit;
- (6) If the permit is granted, the qualification accreditation department shall issue the qualification accreditation certificate and the appendix to the application.

6. How long is the term of validity of the qualification certificate?

Six years.

7. When should I apply if the accreditation certificate is about to expire and needs to be extended?

The application of renewal (re-assessment) must be submitted to the department of license issuance within 3 to 6 months before the expiration date of the qualification certificate. If the application is not submitted within the prescribed time limit, the application shall be processed as a first application.

8. What conditions must be met to change the name in the administrative license of accreditation?

Within the validity period of the certificate, if the basic conditions, such as the personnel, facilities, equipment and management system, and inspection and testing capabilities of the inspection and testing institution are not changed, there's only change of the original registered name or original address name, and the 18-digit unified social credit code remains unchanged, the institution shall handle the name change within 30 days of the official registration of the new name; if there are major changes of conditions of inspection and testing institutions due to restructuring, reorganization, merger, etc., and there's a re-registration of the inspection and testing institution, it shall be handled as a first application.

9. What conditions must be met to change the standard in the administrative license of accreditation?

Within the validity period of the accreditation certificate, if only the year/number of the standard which the qualification is based is changed, there's no substantial change in the relevant content of inspection and testing methods, and there's a substitution relationship between the old and new standards, where the inspection and testing abilities

are not influenced, the implementation standards should be changed; if the substantive content of the standard changes significantly, which is enough to influence the existing inspection and testing capabilities and scope of restrictions, or there's no substitution relationship between the old and new standards, it should be handled as item expansion.



10. What conditions must be met to change the address in the administrative license of accreditation?

Within the validity period of the accreditation certificate, if the basic conditions, such as the personnel, facilities, equipment and management system, and inspection and testing capabilities of the inspection and testing institution are not changed, and there's only change of the address of the workplace, it should apply for relocation before officially carrying out inspection and testing business after the workplace is relocated.

11. How to apply for CCC exemption (exempt from compulsory product certification)?

Log in to ccmb.cnca.cn, and applicants of CCC exemption must register in the CCC exemption management system. After registration, log in with the username and password (for the specific operation method, you can download and refer to the "Enterprise User's Manual" from the system homepage). When submitting the application for CCC exemption, you must fill in the accurate contact information. The contact person should be an official employee of the application, and the applicant should designate a dedicated person to keep and use the username and password, and be responsible for business contact with the market administration department.

12. What are the requirements for applying for CCC exemption?

After logging in to ccmb.cnca.cn, there is a clear description of the requirements for application in the first post in the notification bar, named "Notice of the State Administration for Market Regulation on Clearing the Requirements for Exemption from China Compulsory Certification" (Guo Shi Jian Certification Letter [2019] No. 153).

13. What materials should be prepared to apply for CCC exemption?

After logging in to cccmb.cnca.cn, there is a clear description of the application requirements for application in the first post in the notification bar, named “Notice of the State Administration for Market Regulation on Clearing the Requirements for Exemption from China Compulsory Certification” (Guo Shi Jian Certification Letter [2019] No. 153). After logging in to the system, you can upload the required materials according to the different materials prompted in the system based on conditions of application. If there’s difficulty in understanding, you can consult the person in charge of the district-level market administration where you want to make the application.

14. How long can I get the CCC exemption certificate?

According to regulations in Beijing, the CCC exemption certificate will be issued within two working days.

15. Are the goods allowed to handle customs clearance in other provinces, after receiving CCC exemption certificate?

After the CCC exemption certificate is issued, the relevant data will be uploaded to the customs’ system. You need to consult the local customs where you can handle the clearance in other customs outside the place where the CCC exemption certificate is issued.

16. What should I do if the goods with the CCC exemption certificate need to be destroyed after use according to the regulations?

Before the destruction, you can contact the handling personnel of the district-level market administration who issued the CCC exemption to inquire whether to witness the destruction on-site. If it is replied that it can be destroyed by yourself, you can find a destruction company with professional destruction capabilities to destroy, and the destruction company will provide the destruction certificate. At the same time, you need to take photo or video to keep the evidence during the destruction. All destructed evidence needs to be kept for two years from the date of destruction for inspection, and can be disposed after two years.



Food safety

1. What license do I need to apply to open a restaurant, a beverage shop, a coffee shop or a bakery in Beijing?

If you want to open a restaurant, a beverage shop, a coffee shop, a bakery, etc., you need to apply for the “Food Operation License”; those that meet the definition of “small restaurant” should apply for the “Beijing Small-scale Food Production and Operation License”.

2. How to apply for “Food Operation License”?

- (1) You need to obtain legal entity qualifications such as business licenses in advance. If you apply for a staff canteen for an organization, you can also use the entity as stated in the registration certificate of legal person of public institution, registration certificate of social organization, or business license at the applicant;
- (2) Log in to the website of the Beijing Municipal Administration for Market Regulation (<http://scgj.beijing.gov.cn>) and fill in the “Application Form for Food Operation License”;
- (3) Carry the application materials to the government service window of each district to submit the application or choose to apply online.

3. How to apply for “Beijing Small-scale Food Production and Operation License”?

- (1) You need to obtain legal entity qualifications such as business licenses in advance;
- (2) Log in to the website of Beijing Municipal Administration for Market

Regulation and fill in the “Application Form for Small Restaurants”;

- (3) Carry the application materials to the government service window of each district to submit the application or choose to apply online.

4. What materials do I need to submit for opening a restaurant, a beverage shop, a coffee shop or a bakery, etc.?

You can log in to the website of Beijing Municipal Administration for Market Regulation (<http://scjgj.beijing.gov.cn>) to check the specific requirements.

- (1) Application form for opening;
- (2) The specific location of the business site (such as the orientation map), the plane layout flow charge (including the layout of the main equipment and facilities), the operation process, etc.



5. What are the basic conditions for opening a restaurant, a beverage shop, a coffee shop or a bakery beverage shop, etc.?

- (1) There should be locations for raw material processing compatible with the variety and quantity of the food for production and operation, as well as food processing, packaging, storage, etc., keep the place clean and tidy, and maintain a prescribed distance from toxic and harmful places and other pollution sources;
- (2) There should be production and operation equipment or facilities suitable for the variety and quantity of foods for production and operation, together with corresponding disinfection, dressing, lavatory, lighting, illumination, ventilation, rot-proof, dust-proof, fly-proof, rat-proof, insect prevention, washing, as well as waste water treatment, garbage and waste storage equipment or facilities;
- (3) There are full-time or part-time food safety professional technical

personnel, food safety management personnel, and rules and regulations to ensure food safety;

- (4) There are reasonable equipment layout and process flow to prevent cross-contamination between food to be processed and food to be directly put into mouth and raw materials and finished products, and avoid food contact with toxic and unclean materials;
- (5) It should also comply with the requirements of the “Detailed Rules of Beijing Food Operation Licensing Review (Pilot)”.

6. What are the basic conditions for opening a small restaurant?

- (1) The environment of the business site should be clean and well-ventilated, and it should be kept away from toxic and harmful places and other pollution sources with a prescribed distance;
- (2) There should be effective refrigeration and freezing, washing, disinfection, anti-corrosion, dust-proof, fly-proof, rat-proof, and insect-proof equipment, as well as closed waste collection equipment; for those of processing and making cold foods, raw foods, decorated cakes, and individual food operation, there should be dedicated rooms with dedicated tools, dedicated disinfection equipment, and dedicated refrigeration and freezing equipment, etc.;
- (3) The processing place should be with a reasonable layout and effectively isolated from the dining place and toilet. The functional areas of rough processing, cooking, tableware, drinking utensils cleaning and disinfection, and food raw material storage are clearly separated to prevent cross contamination due to food storage and production;
- (4) It should also comply with the requirements of the “Administrative Measures for Small-scale Food Production and Business License Filing in Beijing (Pilot)”.



7. Do I need to handle the procedure if there's any change of operating items (or renovation and decoration)?

- (1) If the permit items or layout process changes, you should apply for a change in operation license within 10 working days after the change (if the operation site changes, you should reapply for the food operation license);
- (2) Submit a change application form, a copy of the original permit, and a flow chart of the layout (mark the main equipment and facilities).

8. How to go through the procedures when the license expires?

- (1) If the license is about to expire and needs to be renewed, you should apply to the original authority of issuance within 30 working days before the expiry date of the food operation license.
- (2) Submit an application for extension, the original license and copy of the license, and a statement on whether the operating conditions have changed (if there's a change, you need to provide documents including a flow chart of the layout corresponding to food operation, operation process, etc.).

9. How can I handle the procedures if I have lost (damaged) the license?

- (1) If the license is lost or damaged, you should apply to the original authority of issuance for a re-issuance.
- (2) Submit an application form for license re-issuance, an announcement of loss (published on the websites of district bureau or direct branch bureau, or other major media of district-level and above) or a damaged license.

10. How do I go through the procedures if I don't plan to continue operation?

- (1) A food operator who is about to terminate food business should apply to the original authority of issuance for cancellation procedures within 30 working days.
- (2) Submit the cancellation application form and the original and copy of the license.

11. What is the legal basis for food production permit items?

According to the laws, regulations, and rules including Food Safety Law of the People's Republic of China, Administrative License Law of the People's Republic of China, Food Safety Regulations of Beijing Municipality, and the Administrative Measures for Food Production Licensing, as well as the General Rules for the Review of Food Production Permit.

12. Which entities can apply for food production permit?

You should first obtain legal subject qualifications such as a business license, prior to application for a food production permit.

The applicant should be the entities stated on the business licenses, such as enterprise legal persons, partnerships, sole proprietorships, etc.

13. What materials are required to apply for a food production permit?

To apply for a food production permit, you should submit an application for food production license;

If it requires on-site verification, the on-site verification includes the site of food production and processing, and the layout of its surrounding environment, layout of each functional section, layout of process equipment, and flow chart of the food production process; if the applicant entrusts others to apply for a food production license, the agent shall submit a letter of authorization and the ID documents of the agent.

14. What is the application method for food production permit?

The service guidance is posted on the website of Beijing Municipal People's Government ("e-Beijing") and Beijing Municipal Administration for Market Regulation, which include information of the process, application form, materials need to be submitted, time limit and consultation hotline. Applicants can log in to the official website of Beijing Municipal Administration for Market Regulation. The process has realized fully electronic handling, and the applicant can handle the process remotely, without requirements of written application.

15. What is the classification of food production permit?

Applications for food production permit should be made in accordance with the following food categories: processed food product, edible oil, fat and their product, condiment, meat product, dairy product, beverage, convenience food, biscuit, canned food, frozen drink, frozen food, potato and puffed food, confectionery product, tea and related

product, alcohol, vegetable product, fruit product, roasted seed and nut product, egg product, cocoa and roasted coffee product, sugar, aquatic product, starch and starch product, pastry, soy product, bee product, health food, FSMP, infant formula food, and other food.

16. What is the definition of edible agricultural products? Do I need to apply for a food production permit to sell edible agricultural products?


Edible agricultural product refers to plants, animals, microorganisms and their products for human consumption obtained in agricultural activities. Agricultural activities refer to traditional agricultural activities such as planting, cultivating, picking, and fishing, as well as modern agricultural activities such as facility agriculture and biological engineering. Plants, animals, microorganisms and their products refer to those products directly obtained in agricultural activities and those whose basic natural characteristics and chemical properties are not changed after processes of sorting, peeling, shelling, drying, crushing, cleaning, cutting, freezing, waxing, grading, packaging, etc.

No permit is required to sell edible agricultural products.

17. What conditions should be met to apply for a food production permit?

- (1) There should be locations for raw material processing compatible with the variety and quantity of the food for production and operation, as well as food processing, packaging, storage, etc., keep the place clean and tidy, and maintain a prescribed distance from toxic and harmful places and other pollution sources;
- (2) There should be production and operation equipment or facilities suitable for the variety and quantity of foods, together with corresponding equipment or facilities for disinfection, dressing, lavatory, lighting, illumination, ventilation, rot-proof, dust-proof, fly-proof, rat-proof, insect prevention, washing, as well as waste water treatment, garbage and waste storage ;



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- (3) There are full-time or part-time food safety professional technical personnel, food safety management personnel, and rules and regulations to ensure food safety. Additive production enterprises should also have professional and technical personnel suitable for the production of food additives.
 - (4) There are reasonable equipment layout and process flow to prevent cross-contamination between food to be processed and food to be directly put into mouth and raw materials and finished products, and avoid food contact with toxic and unclean materials;
 - (5) Other conditions stipulated by laws and regulations.

18. How long does it take to obtain a food production permit?

Legal time limit: the licensing authority shall make a decision on whether to grant an administrative permit or not within 20 working days from the date of acceptance.

Commitment time limit: eight working days.

19. Under what circumstances do I need to make changes to the permit?

Within the validity period of the food production license, if there's change on items of the existing process equipment layout and process flow, major production equipment facilities, food categories, food additive formula, etc. and it is necessary to change the license items stated on the food production license, the food producer (applicant) shall file an application for change within 10 working days after the change.

20. How to apply for the extension of food production permit?

If a food producer needs to extend the validity period of the food production permit obtained according to law, the applicant shall file the application within 30 days before the expiry date of the permit.

21. If an enterprise carries out food operations on third-party platforms and does not set up its own website to carry out food transaction, does it need to file?

Food producers and operators who carry out food operations on third-party platforms do not need to file.

22. How can an enterprise file if they trade through self-built websites?

Food producers and traders who trade through self-built websites may file with the market supervision and administration department where the place of registration is located.

23. What are the obligations of organizers if there's food operation activity in temple fairs, garden fairs, and trade fairs?

The organizer should examine the permits of the food operators entering the venue according to law, clarify their food safety management responsibilities, conduct regular check of their business environment and conditions. If the organizer discovers that there's violation of the provisions of food safety laws and regulations, it should stop the behavior in a timely manner, and immediately report to local food safety supervision department.

24. What qualifications should food operators obtain to participate in the activities?

Food operators entering the venue shall hold legal and valid qualifications such as business licenses, food production and operation licenses, etc. Among them, those who only sell edible agricultural products do not need to obtain a license.

25. How can the operators of the centralized trading markets strengthen the management of the quality and safety of edible agricultural products?

- (1) Establish and improve a food safety management system, urge sellers to fulfill their obligations and strengthen the prevention and control of quality and safety risks of edible agricultural products.
- (2) Appoint full-time or part-time food safety management personnel and professional and technical personnel, clarify the food safety management responsibilities of the sellers, and organize food safety knowledge training.

- (3) Build up archives of sellers entering the market, and faithfully record the name, social credit code or ID number, contact information, residence, main varieties of edible agricultural product, purchase channels, origin, etc. of the seller.
- (4) Check and preserve the photocopies of the social credit codes or ID cards of sellers entering the market, certificates of origin of edible agricultural products or purchase certificates, and qualification certificates.
- (5) Establish an inspection system for edible agricultural products, and inspect the sales environment and conditions of sellers and the quality and safety of edible agricultural products. (
- (6) Promptly post information such as the food safety management system, food safety management personnel, sampling inspection results of edible agricultural products, as well as the processing results of unqualified edible agricultural products and hotline of complaint, in a conspicuous location.

26. What are the obligations of the operators of wholesale markets for edible agricultural products?

In addition to fulfilling the general obligations of a centralized trading market operator, the operator of the wholesale market for edible agricultural products must also perform the following obligations:

- (1) Sign a quality and safety agreement of edible agricultural products with the seller to clarify the rights and obligations of quality and safety of edible agricultural products on both sides; those who have not signed the edible agricultural products quality and safety agreement shall not enter the wholesale market for sales.
- (2) Conduct sampling inspection of edible agricultural products sold in the market. The operator of the wholesale market shall be equipped with inspection equipment and inspection personnel, or entrust a qualified food inspection agency to carry out sampling inspection or rapid testing of edible agricultural products, and determine the frequency of sampling inspection or rapid testing according to the types and risk levels of edible agricultural products.

- (3) Print sales documents in a uniform format. Specify the name, place of production, quantity, date of sale, name, address, and contact information of the edible agricultural products. The sales document can be used as the sales record of the seller and the purchase inspection record of other buyers.
- (4) The operators of wholesale markets that have signed agreements with slaughterhouses (plants) and edible agricultural products planting and breeding bases should conduct field visits to the slaughterhouses (plants) and edible agricultural products planting and breeding bases to understand the production process of the edible agricultural products and relevant information, and inspect the relevant certification materials and bills of the edible agricultural products in the bases.

27. What are the market entry regulations for edible agricultural products?

- (1) Specify the conditions of market entry. The “Administrative Measures on the Quality and Safety of Sales of Edible Agricultural Products” stipulates that before the entry of edible agricultural products into wholesale, retail and other centralized trading markets must provide the certificate of origin or purchase certificate and qualification certificate of edible agricultural products; those that cannot provide the certificate of origin or purchase certificate and certificate of qualification must be subject to sampling inspection or rapid inspection; wherein those passed inspection can enter the market.
- (2) Set up key regulations on market entry for meat and imported edible agricultural products. For the sale of meat that needs to be quarantined and inspected in accordance with relevant regulations, it is necessary to provide certification documents such as quarantine certificate, meat inspection certificate, etc. For the sale of imported edible agricultural products, it is necessary to provide certification documents such as inspection certificate of imported goods issued by the entry-exit quarantine and inspection department.
- (3) Set up special regulations for the wholesale market entry of edible agricultural products. For the sale of edible agricultural products in

wholesale market, the wholesale market operator shall sign an edible agricultural product quality and safety agreement with the seller. If no such agreement is signed, it shall not be allowed to enter the wholesale market for sales.

28. Which edible agricultural products are prohibited from sale?

According to the regulations in “Administrative Measures on the Quality and Safety of Sales of Edible Agricultural Products”, the following edible agricultural products are prohibited for sale:

- (1) Products that have used veterinary drugs and highly toxic pesticides prohibited by the state, or added chemical substances other than food additives and other substances that may endanger human health;
- (2) Products whose contents of pathogenic microorganisms, pesticide residues, veterinary drug residues, biological toxins, heavy metals and other pollutants and other substances that endanger human health exceed the limits of food safety standards;
- (3) Products that have used food additives beyond the scope and limit;
- (4) Products with corruption and deterioration, rancidity of oils and fats, mildew and growth insects, dirt and uncleanness, mixture with foreign objects, adulteration or abnormal sensory properties;
- (5) Poultry, livestock, flesh, and aquatic animal meat that have died of illness, poison or unknown cause of death;
- (6) Meat without or failed in quarantine according to regulations;
- (7) Meat without or failed in inspection according to regulations;
- (8) Products whose food-related products such as preservatives, antiseptics and other food additives and packing materials do not comply with national food safety standards;
- (9) Products contaminated by packaging materials, containers, transportation vehicles, etc.;
- (10) Products marking false production date, shelf life or exceeded the shelf life;
- (11) Products prohibited from sales by the state for special needs such as

disease prevention;

- (12) Products marking false origin of edible agricultural products, name of the producer, address of the producer, or labeling forged or counterfeit certification marks or quality marks;
- (13) Other products that do not comply with laws, regulations or food safety standards.

29. What are the application methods for food operation permit?

Applicants can apply through the website of Beijing Municipal Administration for Market Regulation, or go to the office hall of the market administration bureau of the corresponding district or the direct branch of the municipal market administration bureau for application.

30. How long does it take to obtain a food operation permit?

Legal time limit: The licensing authority shall make a decision on whether to grant an administrative permit within 20 working days from the date of acceptance.

Commitment time limit: five working days.



31. Who can apply for food operation permit?

There are three types of applicants for food operation permit: food sales operator, catering service operators, and unit canteen.

32. What are the types of food sales operators?

Shopping mall and supermarket, convenience store, grocery store, food trader, food vending seller, and online food seller.

33. What are the types of food service operators?

Extra-large, large, medium, small, and micro catering operator, central kitchen, and collective dining delivery unit. Among them, extra-large catering, large catering, medium catering, small catering, and micro catering operators are ordinary catering operators.

34. Which applicants are not allowed to apply for food operation permit?

Food operator who conceals the true situation or provides false materials to apply for

a food operation permit, the local market supervision and administration department at or above county-level shall give a warning. The food operator shall not apply for a food operation permit again within one year.

If a food operator obtained a food operation permit by fraud, bribery or other improper means, the permit will be revoked by the original food and drug supervision and administration department of issuance, and a penalty of RMB 10,000-30,000 will be charged. The food operator shall not apply for a food operation permit again within three years.

Food operator and its legal representatives, directly responsible persons in charge and other directly responsible persons whose operation permit has been revoked shall not apply for food production and operation permit, engage in food production and operation management, or work as food safety management personnel of food production and operation enterprises within five years of the penalty decision.

35. What materials should be submitted to apply for food operation permit?

Applicants can apply through the website of Beijing Municipal Administration for Market Regulation, or go to the office hall of the market administration bureau of the corresponding district or the direct branch of the municipal market administration bureau for application.

Application procedures for food operation permit:

- Step 1: Fill in the “Application Form for Food Operation Permit” and submit relevant materials after consultation in the office hall or online application;
- Step 2: If the relevant documents and materials submitted are complete, you will receive the “material receipt” or “notice of acceptance” and wait for the result of the license approval. For those who need on-site verification, you shall cooperate with the market supervision department for on-site verification;
- Step 3: Obtain the “Food Operation Permit”.

Please pay special attention to the following points:

- (1) To apply for a food operation permit, you should first obtain a business license, a legal person registration certificate for administrative departments and other government institution, a social group registration certificate, or other legal subject qualification certificates;
- (2) The “Application Form for Food Operation Permit” can be downloaded

from the website of Beijing Municipal Administration for Market Regulation. Due to the different software versions, the downloaded and printed documents should be consistent with the PDF format documents;

- (3) The applicant should apply to the licensing authorities with licensing jurisdiction for the food operation permit.

Materials submitted to apply for food operation permit

- (1) Application Form for Food Operation Permit;
- (2) The specific location of the business site (such as the orientation map), the flow chart of the business plan layout (including the layout of the main equipment and facilities), the operation process, etc. compatible with the food operation;
- (3) Other materials: ① If the business site of the canteen is inconsistent with the address of the main body's qualifications, relevant materials for legal use of the site should be provided; ② The collective dining delivery unit that has no conditions to set up the inspection room should submit the relevant agreement of authorization and other documents; ③ If the vending equipment is used for food sales, you should submit the product qualification certificate and the specific place of placement of the vending equipment, the name, residence, contact information, the method of publicizing the food business license of the operator, and other materials.

Note: If the applicant entrusts an agent to submit the food operation permit, it should also provide the "agreement of authorization" and a photocopy of the trustee's ID card.

36. Can the address of the food operation permit be changed?

- (1) If the operation site on the food operation place changes, it should reapply for the food operation permit.
- (2) The applicant should first apply to the original license issuing department to go through the cancellation procedures.
- (3) After the original food operation permit is canceled, the applicant can apply for a new food operation permit to the market supervision and administration department where the changed business site is located for a new food business license.

37. Is it necessary to obtain the Liquor Circulation Filing Table for the sales of alcohol?

The “Administrative Measures of Liquor Circulation” of the Ministry of Commerce came into effect on January 1, 2006. On November 9, 2016, in accordance with the Ministry of Commerce Order No. 4 of 2016, “Decision of the Ministry of Commerce on Repealing Some Regulations”, the “Administrative Measures of Liquor Circulation” was abolished. For the sales of alcohol, you do not need to go to commercial department to apply for the liquor circulation filing table.

38. What is a small grocery store?

Small grocery store refers to a retail operator with a fixed business site, whose use area is less than 60 square meters (including 60 square meters), has obtained a business license according to law, and engage in the retail of food (including edible agricultural products) through stores, except for chain operations.

39. How to apply for the Grocery Store Filing Card?

Applicants can apply through the website of Beijing Municipal Administration for Market Regulation, or go to the office hall of the market administration bureau of the corresponding district or the direct branch of the municipal market administration bureau for application.

40. What materials should be submitted when applying for the Grocery Store Filing Card?

- (1) Grocery Store Records Form;
- (2) Floor plan of the business site (including main equipment, facilities, layout, main dimensions, and area);
- (3) Food safety commitment letter.

If the applicant entrusts an agent to submit the filing application, it should also provide the “agreement of authorization” and a photocopy of the trustee’s ID card.

41. How long can I get the filing card of the snack shop?

One working day.

42. At what level of market supervision and administration department should the small grocery store file for application? How is the jurisdiction divided?

The municipal market supervision and administration is responsible for supervising and guiding the filing management of the small grocery stores in Beijing. The district market administration bureaus and the direct branches of the municipal market administration bureaus are in charge of the handling, issuance, and management of filing cards of grocery stores in their jurisdictions.

43. If I've obtained a grocery store filing card, can I make food such as staple food on site?

According to the requirements of Article 19 of the "Regulations on the Administration of Small-scale Food Production and Operation in Beijing", small grocery stores should not engage in on-site food production and sales activities.

44. If enterprises in Beijing want to produce and sell health foods, what kind of works should the enterprise do as preparations?

The use of raw materials other than the list of raw materials for health foods or health foods imported for the first time shall be registered or filed through the State Administration for Market Regulation. Other domestically produced health foods shall be filed with the Beijing Municipal Administration for Market Regulation in accordance with the law. For details of the filing requirements, please see the official website of the Beijing Municipal Administration for Market Regulation.

After obtaining the health food registration certificate or filing certificate, the applicant needs to file the enterprise standard in accordance with the "Filing Measures (Pilot) of Health Food Enterprise Standard in Beijing Municipality". For specific handling requirements, please refer to the official website of the Beijing Municipal Administration for Market Regulation.

The state implements a licensing system for food production and operation. Health food production enterprises should organize production in accordance with the registered or archived technical requirements such as product formulas and production processes registered or filed, and obtain food production permit according to law; those engaged in health food sales should also obtain licenses according to law. For details of the handling requirements, please see the official website of the Beijing Municipal Administration for Market Regulation.

Access to Electricity and Gas





1 If the entity such as a property management company transfers electricity to users, what standard will follow for electricity charges?

According to national regulations, it is strictly forbidden for operators such as industrial parks and commercial complexes to collect various types of premium from the electricity sales price that the state regulates to the users of transferred electricity. Transferring entities that do not meet the conditions for the transfer of the internal power grid, such as property management companies, should consciously collect electricity charges according to the electricity charges in the catalog, or collect electricity charges in a reasonable manner of fair division. If the electricity charges are collected in a reasonable manner of fair division, it should proactively announce the information such as the payment amount of total electricity purchase, the electricity consumption of individual user meters, and the average monthly electricity charge standard. The sum of electricity charges collected from users should not exceed the total electricity bill paid to the power grid enterprises. The daily operation and maintenance costs of the common parts of the property, shared facilities and equipment should be collected through the property fee, and the power transfer unit shall not repeatedly charge and collect from the end user in the name of electricity service fee. If the power transfer entity does not implement the national electricity price policy, users can report to the price supervision and inspection department through the Beijing Municipal Administration for Market Regulation or the “12315” hotline.

2 What is the scope of the implementation of “three-zero services” for small and micro power projects?

The power supply voltage class shall be below 10 kV (excluding 10 kV), reported installed capacity is not greater than 160 kW, and the pipeline length shall be no more than 150 meters.

3 How to apply for municipal access service for newly built simple and low-risk construction projects with social investment?

When applying for construction project planning permit, the construction unit may simultaneously submit an application for access and installation to the municipal public facilities. After receiving the application, the municipal public enterprise will actively contact with the construction unit to provide corresponding services.

4 When the property right of the house changes, how to handle the transfer of municipal public service information?

If the property right of the house changes, the enterprise legal person can go to the electricity, gas, cable TV and other office halls to handle the transfer of municipal public service information with the electronic certificate of real estate registration obtained on the mobile terminal, without carrying paper materials.



5 Can heating companies (units) of heating services in Beijing receive subsidies?

According to Article 25 of the Interim Measures for the Price Control of Urban Heat Supply (No.1195 [2007]) issued by the National Development and Reform Commission and Ministry of Housing and Urban-Rural Development, in the regions where the heating price is insufficient to compensate for the normal heating cost, and the heating prices cannot be timely adjusted, the provincial and municipal People's Government may impose temporary subsidies on heating enterprises (units). Currently, the municipal finance department arranges hearing subsidy funds to district-level financial departments, and the management methods and standards for heating subsidy funds are formulated by each district. Heating enterprises (units) engaged in heating services in Beijing can apply for heating subsidies to the municipal management committee of their respective districts.

6 How can heating companies (units) apply for heating subsidies?

Heating enterprises (units) should apply for the record to the urban management committees of the districts where the boiler room and other heating facilities are located. The enterprise can provide other related materials of heating operation, management and services, apply for heating subsidies according to the territorial requirements of the district, following the local industrial supervision and management.

7 How should companies apply for and consult the “three zero services” for power access?

If the low-voltage power connection project meets the scope of “three zero” service scope, users can apply for relevant business through channels and the 95598 interactive website.

8 After the introduction of the new policy, are all road occupation and excavation for low-voltage electric power connections exempted from approval?

If the location of the road occupation and excavation is within a non-restricted area, there is no need to go through administrative licensing procedures. For details, please refer to the first paragraph of Article 4 “Relevant Requirements” in the “Notice on Further Optimizing Business Environment and Exempting Enterprises from Administrative Approval of Road Occupation and Excavation of Low-Voltage Power Access” (Jing Guan Fa [2020] No. 2).

9 Which companies can enterprises contact if they want to connect the natural gas pipelines?

Enterprise can contact the pipeline natural gas supplier in the area where the gas is used for connection. The details are shown as follows:

Beijing Gas Group Co., Ltd.: Dongcheng, Xicheng, Chaoyang, Haidian, Fengtai, Shijingshan, Changping, Shunyi, Mentougou, Fangshan, Tongzhou, Daxing, Miyun, Huairou, Pinggu, Yanqing, and Beijing Economic-Technological Development Area.

Beijing Shunyi Gas Co., Ltd.: Shunyi District.

Beijing Huayou Gas Development Co., Ltd.: Mentougou District, Beijing Economic-Technological Development Area.

10. What are the preferential policies for newly developed commercial service users in Beijing?

In Beijing, all newly developed commercial service users who belong to “small and micro projects” enjoy the “zero-investment” policy for users, that is, pipeline natural gas supply companies are responsible for the investment and construction of indoor and outdoor gas systems.

11. What kind of project belongs to “small and micro projects”?

The newly developed commercial service users’ projects whose gas source is connected to the existing low-pressure pipeline network which does not involve with municipal roads, with a connection diameter of no more than DN100, a newly constructed outdoor pipeline of shorter than or equal to 200 meters, and no demolition or compensation.

12. What kind of projects are included in the “three-zero services” of newly built simple and low-risk engineering construction projects with social investment?

The gas connection services of small-scale public facilities affiliated to newly built simple and low-risk construction projects with social investment meeting the conditions of “design pressure below 10 kPa (excluding 10 kPa), connection pipeline diameter of no larger than 10 cm, and the pipeline length is shorter than or equal to 200 meters” are covered in the “three zero services”.

13. After the introduction of the new policy, are all road occupation and excavation for low-pressure gas and water supply and drainage projects of “three zero services” exempted from approval?

According to the requirements of the “Notice on the Exemption of the Administrative Approval of ‘Three-zero Services’ for Low-pressure Gas and Water Supply and Drainage Projects” (Jing Guan Fa [2020] No. 15), for the qualified “three-zero services” for low-pressure gas, water supply, and drainage projects, if the location of the road occupation and excavation is not within a restricted area, there is no need to go through administrative licensing procedures.



Registered Property





1. How to register the transactions of non-residential stocks between enterprises in our city?

There are two ways of registration: First, both enterprises carry all the application materials to apply at the comprehensive window of the real estate registration hall. The staff will accept the application, check the taxation fee, approve the registration, and issue the real property right certificate. Second, both enterprises can log in to the Beijing Real Estate Registration Online Service Platform (<http://bdc.ghzrzyw.beijing.gov.cn/eo>) with the “electronic business license”, fill in the information, upload application materials, pay the tax and registration charges after online pre-review of tax and registration departments, obtains the electronic real estate registration license, or receive a paper-form certificate via mail.

2. Is there any online signing process for the transaction of existing non-residential stocks between enterprises in our city?

No. According to the “Announcement on Cancellation of Compulsory Online Contract-Signing for Inter-corporate Non-residential Stock Housing Transactions”, our city has canceled the online signing of the inter-corporate non-residential stock housing transactions. Enterprises can sign the purchase and sales contracts by themselves and handle real estate registration with the contract. There is only one process for real estate registration of non-residential housing transactions between enterprises.

3. Is it necessary to verify and pay taxes in advance for handling the registration of transfers when enterprises buy and sell houses?

No. At present, every real estate registration hall in Beijing has a comprehensive window which integrates tax services. Enterprises can complete the verification and



payment procedures of real estate taxes in the comprehensive window.

If either party to the transaction is not registered in Beijing, it should first complete the cross-regional tax source registration with the taxation department of the district where the real estate is located.

4. How long will it take for enterprise to handle the transfer registration process?

For on-site application, the comprehensive window of the real estate registration hall will accept, review and issue certificates on the spot, and handle it on the same day.

For online handling, if the applicant completes the report and submits before 16:00 on the working day, the tax department and registration department will complete the review on the same day; if the applicant completes online tax payment and the result is pushed by tax department before 16:00 on the same day, the registration department will record it in the registration book; if the applicant completes the online payment of the registration fee on the same day, he/she may obtain the real estate registration electronic license and the non-tax income electronic payment voucher on the same day.

5. For the transfer registration of purchasing and selling non-residential stock housing between enterprises, do I need to go to the certificate window to obtain the certificate?

No. For on-site registration, you can obtain the certificate at the comprehensive



window, and there's no need to go to other windows. You can also obtain the real estate registration electronic license at the mobile terminal. For online handling, you can obtain the real estate registration electronic certificate on the mobile terminal. If you need a paper-form certificate, the registration institution will deliver the paper certificate through EMS.

6. What are the taxes and registration fees for the buyer in the transaction of real estate between enterprises?

In general, the deed tax and stamp tax add up to 3.1% (wherein, the buyer pays a deed tax of 3% on the transaction price, and both parties pay a stamp tax of 0.05% each on the transaction price).

The real estate registration fee is charged on a per-piece basis. For the charging standard, you can query through the real estate registration items of the real estate registration column on the portal website of Beijing Municipal Commission of Planning and Natural Resources. Small and micro enterprises are exempt from real estate registration fees in accordance with state regulations.

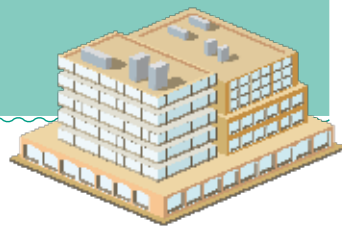
7. For the online transfer registration of non-residential stocks housing transaction between enterprises, what should I do to the original real estate certificate?

After the transfer registration business is registered, the registration institution will publicize the content of the registration in the "Publicity and Announcement of Non-Residential Real Estate Stock Transaction Between Enterprises" item of the real estate registration column on the portal website of Beijing Municipal Commission of Planning and Natural Resources, and at the same time, announce that the original real property ownership certificate is invalid in the "Publicity and Announcement of Real Estate Registration" item.

8. Can I apply for real estate mortgage registration at the mortgage bank?

Yes. Since May 2019, our city has launched a service extension which is the first registration and the cancellation services of real estate mortgage rights are extended to branches of banks and provident fund management center outlets, and the entire process is handled online. Enterprise and the public can initiate a mortgage registration application while handling the mortgage loan at the bank, without handling it in the registration department.

9. After Beijing Municipal Provident Fund Management Center, guarantee center, bank, etc. notified that the online real estate registration mortgage cancellation business had been finished, what procedure should I handle next?



There are two situations: the first is that the property right certificate is affixed with the collateral stamp, and the right holder believes that it is necessary to stamp the cancellation seal; the right holder carries the property right certificate and the original ID card of the right holder to the real estate registration hall for signing procedures; the second is that the property right certificate is not with mortgage seal or the right holder thinks that there is no need to affix the cancellation seal, there's no need to go through other procedures after receiving the notice.

10. How much does real estate registration cost?

The charging standards for real estate registration are publicized on the spot of each real estate registration hall and can also be queried online. Enterprises and the public can find it in the column "Real Estate Registration Fees According to Law" column on the portal website of Beijing Municipal Commission of Planning and Natural Resources.

11. How do I know how long it takes to complete each registration service?


The time limit for the processing various real estate registration services in Beijing is proactively disclosed. Due to the different types of registration business, the time limits are also different. Please call the real estate registration affairs for specific businesses.

12. Is there a charge for inquiring real estate registration information and cadastral maps?

It is free of charge.

13. How to query the parcel of land and housing information of my company? What materials should be submitted?

There are three ways of inquiry. The first is to carry the official letter of introduction



affixed with the official seal or power of attorney with the original ID of the trustee for inquiry, and go to the inquiry window of the real estate registration hall for handling (within working hours); the second is to query the self-service real estate inquiry machine in the hall (at any time); the third is to log in to the website of Beijing Real Estate Registration Online Service Platform for inquiry.

14. How to obtain the latest real estate registration reform policy documents in our city?

The documents are available online. For example: the “Policies and Regulations” column of the Optimizing the Business Environment - Real Estate Registration section on “e-Beijing” website and the portal website of Beijing Municipal Commission of Planning and Natural Resources, “Beijing Real Estate Registration Center” mobile App, “Beijing Real Estate Registration” WeChat public account, etc.

15. Is it necessary to pay taxes for the reorganization of a public institution into an enterprise? What kind of registration should be handled?

Yes. It needs to handle tax verification and transfer registration.

16. How many days does it take for the first registration of real estate for simple and low-risk projects with social investment?

The handling time limit shall not exceed three working days (except for announcements required by regulations).



Financing





1. What are the conditions for movable mortgage registration?

According to the “Property Law of the People’s Republic of China”, the mortgagor who handles the registration of movable property mortgages shall be enterprises, individual industrial and commercial businesses or agricultural production operators; the collateral shall be production equipment, raw materials, semi-finished products and products.

2. In which department is the movable mortgage registration handled?

According to the relevant provisions of the “Property Law of the People’s Republic of China” and the “Measures for the Registration of Mortgage of Movable Property”: Enterprises, individual industrial and commercial businesses, and agricultural production operators who use production equipment, raw materials, semi-finished products, and products as collateral shall register at the local market supervision and administration departments where the mortgagor lives in.

According to the “Regulations on Optimizing the Business Environment in Beijing”: The movable property financing registration system of the municipal branch of Peoples’ Bank of China shall uniformly register movable property collaterals, except for aircrafts, ships, motor vehicles, and intellectual property rights. When the market entity handles the registration of movable property collateral, it can provide a general description of the collateral.

In order to optimize the business environment in Beijing, according to the “Notice on the Pilot Unified Registration System of Movable Property Guarantee” Issued by Beijing Local Financial Supervision and Administration, Beijing Municipal Market Supervision and Administration and Operations Office (Beijing) of the People’s Bank of China, and the “Notice on the Pilot Movable Property Collateral Entrusted Registration” issued by Beijing Municipal Administration for Market Regulation, the pilot of unified guarantee registration publicity system is decided to conduct in Beijing. The market supervision departments of all districts entrust the Credit Registry Center of PBOC to perform the mortgage registration function of production equipment, raw materials, semi-finished products, and products, and mortgagors shall log in to the Unified Registration and Publicity System of Credit Registry Center of PBOC for movable property collateral registration (<https://www.zhongdengwang.org.cn>).

3. What are the rules for movable property registration?

According to the provisions in “Operation Rules of the Unified Registration and Publicity System of the People’s Bank of China”, the registration party shall register

independently and bear responsibilities for the authenticity, integrity, and legality of the registered contents.

4. What are the main functions and contents of Beijing Enterprise Credit Information Website?

The main function of the Beijing Enterprise Credit Information Website is to publicize enterprise credit information to the public on the Internet platform and open the information query function. Any individual, financial institution, industry association, and other social organization can inquire about enterprise credit information through the Beijing Enterprise Credit Information Website. The inquiry includes basic information on enterprise registration, licensing information, reminder information, warning information, good information, and association information.

- (1) Information inquiry: The enterprise credit information can be categorized and queried according to enterprise credit, enterprise registration, business abnormality list, unlicensed business investigation and punishment, quality of service of goods, job restrictions, tax credit, and judicial assistance.
- (2) Credit publicity: publicize the prompt information, warning information, good information and association information of the enterprise according to the information providing unit and the information providing time.

5. Can companies enter good information by themselves?

No. Currently, the sources of information on the Beijing Enterprise Credit Information Website are all administrative units such as municipal committees, offices, and bureaus in Beijing, and industry associations that have been incorporated into the construction of the Beijing Enterprise Credit System. Enterprises cannot enter good information by themselves at present.

6. What is “Changrong Program”? What is the “Online Smooth Financing Program”?

“Changrong Program” is an information docking and exchange service platform between financial institutions and enterprises, established by Beijing Local Financial Supervision and Administration, which arranges the docking between enterprises and financial institutions according to different themes, based on the frequency of annual, quarterly, monthly and weekly. The activities cover technological innovation, cultural and creation, 5G industry, green finance, airport economy and other key areas, help companies

use credit, bond issuance, equity, listing, funds, trusts and other methods to promote the solution of corporate financing needs, through policy interpretation, project release, financial products and services introduction by financial institutions, and enterprises financing needs exchange.

7. How can enterprises submit financing demands?

(1) Log in to the official website of the Beijing Local Financial Supervision and Administration (<http://jrj.beijing.gov.cn/jrfwksxy/>), enter the page of Online Changrong Project Quick Response Platform, dial the quick response contact hotline or download and fill out the corresponding form and send it to the designated mailbox (ksxy2020@163.com) to submit financing demands.

(2) Submit financing demands through the “Changrong Project” WeChat public account.

1) Scan the QR code or search on WeChat to follow the official account of “Changrong Project”;



Click “My” to enter your personal information and complete the registration;

Click “Investment Plaza” to enter the homepage;

Click “Suggestions” to enter the suggestion filling page;

Click “Financing” to enter the financing application page;

Beijing Local Financial Supervision and Administration will arrange a dedicated person to contact in time according to the content of the demand.

2) Call the “12345” citizen hotline or contact the financial office of the district where the company is registered.

3) You can log in to the “Enterprise Financing Demand Reporting System” (www.bjfindata.cn) published by the Operations Office (Beijing) of the People’s Bank of China for online submission. The requirements submitted by the enterprise will be automatically imported into the Beijing Bank-Enterprise Docking System. The business personnel of 55 Chinese and foreign banks within the jurisdiction will actively contact with the enterprise, visit the enterprise, ask for demand, and deliver services.

8. What is Beijing Loan Renewal Acceptance Center?

In order to actively implement the requirements of the CPC Central Committee, the State Council, the China Banking and Insurance Regulatory Commission, and the Beijing Municipal Party Committee and Beijing Municipal People's Government for the financing of small and micro enterprises and private enterprises, alleviate the problem of difficult and expensive financing, solve the problem of "bridging loan" and "refinancing", and reduce corporate financing costs, Beijing Municipal Banking and Insurance Regulatory Bureau, together with Haidian District Government, jointly established the "Beijing Enterprise Loan Renewal Acceptance Center" (hereinafter referred to as "Renewal Center"), by organizing some banking financial institutions to appoint personnel to form a unified office, and providing loan renewal acceptance and consulting services for small and micro enterprises and private enterprises.

9. How can an enterprises handle the renewal procedure at the Renewal Center?

If the loan renewal application materials are submitted 10 working days before the original loan expires, the bank will issue a loan for loan renewal business before the original loan expires to ensure a seamless connection between the new and old loans.

Application materials for loan renewal include: credit application, competent authority resolutions of borrower/guarantor (resolutions of shareholders' meeting/board), audit reports/financial statements, credit inquiry authorization, upstream and downstream business contracts, mortgage rights certificates (for real estate mortgage), mortgage assessment reports (for real estate mortgage loan), VAT tax returns, bank transaction flow (of enterprise and/or actual controller), unified social credit code certificate/three certificates (business license, tax registration certificate, organization code certificate), articles of association, industry qualification (high-tech enterprise certificate, special industry license, etc.), ID card (or/and spouse) of legal representative (or/and actual controller), proof of marriage status of the actual controller/guarantor (marriage certificate/divorce certificate/single certificate, etc.). Among them, if there is no change in the last five materials from the last time the loan was applied, they may not be provided repeatedly, but the enterprise needs to issue a "Commitment for Unchanged Materials" accordingly. After verifying the copy and the original, the original will be returned on site.

For application templates and specific precautions, please log in to the Haidian Online Government Affairs Service Hall (<http://www.bjhd.gov.cn/banshi/pubService/abilities/newSxjbx>) for inquiries.

10. What is Beijing First Loan Service Center? What services can it provide?

On April 1, 2020, Beijing First Loan Service Center, the first “First Loan Service Center” of China, officially opened in Beijing Municipal Government Service Center. The center is jointly established by the Beijing Municipal Government Service Bureau, together with Beijing Banking and Insurance Regulatory Bureau, Beijing Local Financial Supervision and Administration, and Operations Office (Beijing) of the People’s Bank of China. It is a government-led and market-oriented enterprise financing service platform, which aims to solve the difficulties of first loan of small and micro enterprises. At present, 22 banks and 6 financing guarantees and microfinance institutions have entered to provide differentiated and distinctive financial services for enterprises. The Municipal Real Estate Registration Center has also stationed in the First Loan Service Center to provide enterprises with zero-distance information query services and a green channel for real estate mortgage business.

The First Loan Service Center is located on the C island on the 4th floor of Beijing Municipal Government Service Center. There are nine comprehensive service windows in the form of “small front desk and large back office”. “One window” provides unified customer consultation, business registration and transfer services; and the accredited personnel from banks and other intermediary agencies stationed in the background are responsible for business guidance, docking and handling, in order to achieve a seamless connection between the front desk reception and the back office handling.

The service scope of the First Loan Service Center covers all types of large, medium, small and micro enterprises, focusing on private, scientific and technological innovation and small and micro enterprises. Through the integration of policies, services and information resources, in addition to the original branches of the bank, it provides a fast-track channel for small and micro enterprises to handle loan business, on-site business acceptance and consulting services for operation loans, and more bank options for corporate loans, more convenient financing channels, lower financing costs, faster financing efficiency, and better financing services qualities.



11. What is the online service platform for capital markets? What services can it provide?

In order to support high-quality enterprises in Beijing to log into the capital market and use the capital market to grow bigger and stronger, in 2018, the Beijing Local Financial Supervision and Administration promoted the establishment of a comprehensive listing service platform for enterprises. The comprehensive listing service platform mainly provides comprehensive services in the capital market for Beijing's high-quality "high-end" enterprises. The services include:

- (1) Providing multi-level capital market-related training services for enterprises;
- (2) Providing policy service consultation for enterprises;
- (3) Allowing the enterprises to independently apply to join the Beijing Enterprise Listing Reserve Library;
- (4) Providing intelligent IPO services to assist companies in formulating listing plans and enhance the availability of corporate equity financing;
- (5) Providing analysis of science and technology attributes.

Enterprises can directly click www.beijingipo.com.cn to log in to the platform.

12. What is the blockchain-based enterprise electronic identification information system (eKYC system)?

The blockchain-based enterprise electronic identification information system (hereinafter referred to as eKYC system) is a blockchain-based eKYC system developed under the guidance of Beijing Local Financial Supervision and Administration, Operations Office (Beijing) of the People's Bank of China, and Beijing Banking and Insurance Regulatory Bureau, led by Beijing FinTech Research Institute and National Computer Network Emergency Response Technical Team/Coordination Center of China as technical initiator, and jointly participated by Zhongguancun Bank and AIBANK, which was officially launched on March 15, 2020.

The eKYC system is based on a variety of technologies such as distributed ledger, data sharing, video authentication, time stamping, etc. It aims to establish a consortium chain composed of trusted nodes, accelerate online credit application of private, small and micro, and science and technology enterprises based on multidimensional data sharing, unify account information, simplify the account opening process, and reduce the duplication and paper submission of enterprise account opening materials.

Tax



TAX





1. What materials do I need to submit to apply for “Financial Bill Receiving and Purchasing Certificate” for the first time?

The applicant shall carry the application letter, legal person certificate of unit, the original and photocopy of the organization code certificate, fill in the “Application Form for Financial Bill Receiving and Purchasing Certificate”, and submit the relevant documents according to the type of the financial bills.

2. What materials should be submitted to apply for the Beijing Non-tax Income Uniform Bill for the first time?

The photocopy of the approval document of administrative fee collection issued by the State Council or financial department at or above the provincial level, together with the price management department, the photocopy of approval document of government fund issued by the State Council or Ministry of Finance, the original and copy of the “Uniform Social Credit Code Certificate” of the unit, the approval document (photocopy) of opening bank accounts issued by financial department, and the “Application Form for Financial Bill Receiving and Purchasing Certificate”.

3. What materials do I need to submit to apply for the bills for the settlement of funds between public administrative institutions in Beijing for the first time?

The original and copy of the “Uniform Social Credit Code Certificate” of the unit, “Bank Permission to Open Accounts” (original and photocopy), and the “Financial Bill Receiving and Purchasing Certificate”.

4. What materials do I need to submit to apply for Unified Receipt of Fines and Confiscations Collected on the Spot by Administrative Penalty in Beijing for the first time?

The photocopy of penalty document basis, the “Detailed Rules for the Implementation of Administrative Penalties”, the original and copy of the “Uniform Social Credit Code Certificate” of the unit, the financial department’s approval document (copy) to approve the opening of a bank account, the approval document (photocopy) of opening bank accounts issued by financial department, and the “Application Form for Financial Bill Receiving and Purchasing Certificate”.

5. What materials do I need to submit to apply for the Unified Bill of Charity Donation in Beijing for the first time?

The original and copy of the “Uniform Social Credit Code Certificate” of the unit, “Bank Permission to Open Accounts” (original and photocopy), the original and photocopy of the articles of association of social group (foundation) filed with the registration authority (affixed with the dedicated seal of Beijing Social Group Management Office), relevant donation agreements (original and photocopy), and the “Application Form for Financial Bill Receiving and Purchasing Certificate”.

6. What materials do I need to submit to apply for the Beijing Financial Medical Bill for the first time?

“Practice License of Medical Institutions (Non-profit)” issued by the competent health department and the “Application Form for Financial Bill Receiving and Purchasing Certificate”.

7. What materials do I need to submit to apply for a Unified Receipt for Membership Fee of Social Organizations in Beijing for the first time?

The original and copy of the “Uniform Social Credit Code Certificate” of the units, the original and photocopy of “Bank Permission to Open Accounts”, the original and photocopy of the articles of association filed with the registration authority (affixed with the dedicated seal of Beijing Social Group Management Office) approved by the civil affairs department, the original and photocopy



of the membership fee standard approved by the members' assembly or members' representative assembly, and the "Application Form for Financial Bill Receiving and Purchasing Certificate".

8. What materials need to be submitted and how to handle when the "Financial Bill Receiving and Purchasing Certificate" need to change or abolish, if the units revoke, reorganize, merge; the subject of collection or penalty changes; collection or penalty cancel or adjust?

Materials to be submitted by the handling unit: The application materials of when "Financial Bill Receiving and Purchasing Certificate" need to change or abolish, if the units revoke, reorganize, merge; the subject of collection or penalty changes; collection or penalty cancel or adjust, at the same time, relevant approval documents, "Financial Bill Receiving and Purchasing Certificate" and approval documents (including bills used but not inspected and unused blank bills).

The applicant shall carry the above-mentioned materials to Beijing Municipal Finance Bureau to go through the procedures such as unit change, inspection of used bills, and cancellation of unused bills (fill in the "Cancellation Form of Beijing Financial Bills"), etc.

9. What are the modes of electronic bill issuance?

There are 2 modes of electronic bill issuance, that is, online billing and system docking billing.

10. What materials do I need to submit to apply for electronic bills in online billing for the first time?

The applicant unit shall submit the following materials (including electronic version) to the financial department with the "Application Form for Financial Bill Receiving and Purchasing Certificate":

- (1) Application Letter of (Unit Name) for Using Financial Bill";
- (2) "Basic Information Form of Electronic Financial Bill Management Unit" (in duplicate);
- (3) "Application Form for Impression Sampling of Special Seal for Unit Charging";

- (4) “Individual Financial Digital Certificate Business Application Form” (in duplicate);
- (5) The original and copy of the ID card of the person handling the individual financial digital certificate (in duplicate);
- (6) Other materials required by the financial department.

11. What materials do I need to submit to apply for electronic bills in system docking billing for the first time?

The applicant unit shall submit the following materials (including electronic version) to the financial department with the “Application Form for Financial Bill Receiving and Purchasing Certificate”:

- (1) “Application Letter of (Unit Name) for Docking the Financial Electronic Bill Management System”;
- (2) “System Docking Plan”;
- (3) “Basic Information Form of Electronic Financial Bill Management Unit” (in duplicate);
- (4) “Application and Change Form for Institutional Certificate and Service Certificates” (in duplicate);
- (5) “Application Form for Impression Sampling of Special Seal for Unit Charging”;
- (6) “Application Form for Joint Adjustment of Unit Business System and Financial Electronic Bill System”;
- (7) Other materials required by the financial department.

12. How to re-apply for the electronic bill?

The billing unit shall report the previous electronic bill usage in the electronic bill system, and fill in the electronic bill application form for the electronic bills.

13. How long are the use period and storage period of electronic bills?

Use period: valid within the current year.

Storage period: 30 years.

14. How to check the authenticity of electronic bills?

The electronic bill can be inspected on the National Financial Electronic Bill Inspection Platform of the Ministry of Finance (<http://www.mof.gov.cn/zaixianfuwu/zxcx/>) and the official website of the bill management section of Beijing Municipal Finance Bureau (<http://czj.beijing.gov.cn/pjinfoshow>).

15. How to write off financial bills?

The ticket-using unit shall submit the relevant application for bill writing-off. For the bills of writing-off application that have been used and stored for more than five years, the unit shall be responsible for registering and archiving (specify the type, amount, and the corresponding bill numbers, etc. of the writing-off bills), fill in the “Writing-off Form of Financial Bills in Beijing”, “Financial Bills Verification Format Form in Beijing”, submit relevant writing-off bills and “Financial Bill Receiving and Purchasing Certificate”. After that, carry the above-mentioned documents to Beijing Municipal Finance Bureau to handle the writing-off procedures.

16. Can financial bills be written off in advance?

The ticket-using unit shall submit the relevant application for bill writing-off. For the bills of writing-off, the unit shall be responsible for registering and archiving (specify the type, amount, and the corresponding bill numbers, etc. of the writing-off bills), fill in the “Writing-off Form of Financial Bills in Beijing”, “Financial Bills Verification Format Form in Beijing”, submit relevant writing-off bills and “Financial Bill Receiving and Purchasing Certificate”.

17. What should I do if the “Financial Bill Receiving and Purchasing Certificate” or the financial bill is lost?

The ticket-using unit shall submit a replacement application to Beijing Municipal Finance Bureau with relevant materials. After approval, carry the relevant certificate issued by Beijing Municipal Finance Bureau to the newspaper office to handle the declaration of loss of “Financial Bill Receiving and Purchasing Certificate” and invalidation of the bills. After publishing, carry the newspaper to Beijing Municipal Finance Bureau to handle the replacement application of “Financial Bill Receiving and Purchasing Certificate” or bills, and print the “Financial Bill Receiving and Purchasing Certificate” and receive bills.

18. Are there any restrictions on the industry due to the VAT period-end tax refund reform policy in 2019?

There are no restrictions on industries. According to the “Announcement of the Ministry of Finance, the State Taxation Administration and the General Administration of Customs on Relevant Policies for Deepening the Value-Added Tax Reform” (Announcement No. 39 [2019] of the Ministry of Finance, the State Taxation Administration and the General Administration of Customs), as long as the general VAT taxpayers meet the conditions, they can apply for a refund of the incremental VAT retention credit. At the same time, according to the “Announcement of the Ministry of Finance and the State Taxation Administration on Clarifying the Policies on the Refund of Term-End Excess Input Value-Added Tax Credits in Certain Advanced Manufacturing Industries” (Announcement No. 84 [2019] of the Ministry of Finance and the State Taxation Administration), the tax refund policy conditions for part of advanced manufacturing taxpayer of production and sales of non-metallic mineral products and general equipment, etc. will be further relaxed.

19. What adjustments have been made by the tax authorities on the urban land use tax and real estate tax declaration forms, in order to reduce the number of tax declarations, facilitate taxpayers to handle taxes, and further optimize the business environment?

Announcement of the State Taxation Administration on Revising the Urban Land Use Tax Return and the House Property Tax Return (Announcement No. 32 [2019] of the State Taxation Administration) has revised the forms of declaration forms of urban land use tax and real estate tax, and the specific adjustments are as follows:

- (1) Adjusted some data items in the urban land use tax and real estate tax declaration forms and standardize the names of individual data items;
- (2) Combined the tax declaration form, tax reduction and exemption declaration form, and tax source breakdown form of the urban land use tax and real estate tax into “Declaration Form of Urban Land Use Tax and Real Estate Tax”, “Declaration Form of Urban Land Use Tax and Real Estate Tax Reduction and Exemption Breakdown”, “Tax Source Breakdown of Urban Land Use Tax and Real Estate Tax”.



20. What measures has the Beijing Municipal Tax Service introduced to promote bankruptcy facilitation?

According to the “Announcement of the Beijing Municipal Tax Service of the State Taxation Administration on Further Advancing Bankruptcy Facilitation and Optimizing the Business Environment” (Announcement No. 4 [2020] of the Beijing Municipal Tax Service of the State Taxation Administration), the measures include: the first is to further clarify the relevant procedures for inquiring tax-related information of bankrupt companies; the second is to simplify the procedures for relieving abnormal status; the third is to optimize the receipt of invoices; the fourth is to clarify the relevant procedures for reorganized enterprises to apply for tax credit restoration; the fifth is to optimize the tax cancellation procedures; the sixth is to provide tax policy support in accordance with the law.



21. The VAT invoicing software (UKey version) is officially launched on March 16th. Are there any charges for taxpayers to receive or replace the tax UKey?

It is free from charge. New taxpayers can apply for VAT invoices through “e-Window” and receive the tax UKey for free.

22. If the enterprise meets the preferential income tax policy for small and micro enterprises, does it need to go to the tax authority for filing before enjoying the policy?

No. All eligible taxpayers can enjoy the inclusive tax reduction policy for small and micro enterprises, without any approval process, no verification procedures, and no supporting materials, as long as they fill in the tax return truthfully.

23. How can taxpayers get the tax service reminders and tax risk correction reminders pushed by the Beijing Municipal Tax Service?

Taxpayers can log in to the official website of Beijing Electronic Tax Bureau for reminders of tax service and tax risk correction reminders of tax-related items.

24. What is the operation procedure for enterprises to apply for the online tax refund of 2019?

Log in to the Beijing Electronic Tax Bureau, and click [Tax Services] - [General Tax Refund (Deduction) Management] - [Refund of Tax Retention at the End of the VAT Period (2019)]. After entering the page, fill in the corresponding information and click Next to view the system receipt form, and wait for the approval result of tax authorities. In the meantime, you can enter the [Taxation Progress and Result Information Inquiry] module for item progress management. Finally, select the “Tax-related Document Inspection” function to view related documents.

25. How can tax authorities achieve zero cost for enterprise invoicing by promoting UKey?

The promotion of the tax UKey has achieved two “free of charge”. First, the equipment cost is free of charge; second, the operation and maintenance costs of the billing platform are no longer borne by taxpayers. In the past, the purchase cost and technical service fees of the tax key used by taxpayers for invoicing needs to be paid by taxpayers first, and can be deducted only after when the value-added tax is incurred later. However, all costs of the current tax UKey are borne by the national finance, which saves cash flow for enterprises, especially small and micro enterprises in the early days of establishment and achieves zero billing costs.

Cross-Border Trade





1. Are there any changes to the import and export declaration documents?

Beijing and Tianjin jointly streamlined accompanying declaration documents: for import declaration, enterprises do not need to submit contracts and packing lists to customs, and for export declaration, enterprises do not need to submit packing lists and invoices to customs.

2. What policies and measures have the customs introduced to shorten the customs clearance time in the past year?

Customs in Beijing and Tianjin have implemented the limited time completion for the declaration of “daily clearance” and “release of approval”, and the 7*24 hour customs clearance mechanism for goods; gradually promote the modes such as “release first and then update the bill”, “release first and then pay tax”, “release first and then test”; for advanced qualified enterprises, implement measures such as collective taxation and guarantee-free release.

3. If the enterprise is approaching the delivery deadline, can it briefly declare first, and then supplement the declaration?



According to the Announcement No. 127 and No. 216 of 2019 of the General Administration of Customs, there's a “two-step declaration” for imported goods: first, the enterprise submits a brief declaration to the customs and pick up the goods; second, complete the full report within the time required. This measure effectively reduces the delay in importing goods due to waiting for the information required for declaration.

4. When importing goods, do I have to handle all relevant customs procedures picking up the goods and leaving the port customs supervision area?

According to the Announcement No. 160 of 2019 of the General Administration of Customs, the supervision of imported goods is carried out in stages to speed up the inspection and release at ports, and if the imported goods meet the conditions of picking up, they can be picked up from the customs supervision area of the imported place.



5. What should I do if an error occurs during the “advance declaration” or “two-step declaration” process?

If a declaration error occurs in “advance declaration”, the enterprise can directly apply for a review in the form of electronic data to the enterprise management office through the “custom-enterprise cooperation platform” within 15 days from the date of customs declaration error; if the enterprise discovers a declaration content error of the “two-step declaration” within 14 days from the date of vehicle entry, it may apply to the customs for review through the “custom-enterprise cooperation platform”. If the content of the application conforms to the condition that will not be recorded in custom declaration error, the customs shall make the correction, and there’s no need to a paper form application and relevant explanatory materials on site. The review and correction records of “advance declaration” and “two-step declaration” determined by the customs to meet the conditions of active disclosure shall not be regarded as records of credit status of the enterprises.

6. Do I need to go to the customs department to print the certificate of origin, special customs payment letter, and overdue fine payment voucher? If the enterprise has already handled customs administrative licensing items on the online platform, do I need to go to the customs site to stamp?

No. According to the Announcement No. 169 of 2018, No. 77 of 2019, and No. 10 of 2020 of the General Administration of Customs, the certificate of origin, special customs payment letter through the electronic tax payment method of custom, and overdue fine payment voucher can be downloaded and printed by enterprises through the “single window” for international trade or “Internet + customs” integrated online service platform. According to the Announcement No. 160 of 2019 of the General Administration of Customs, since July 1, 2019, for administrative licensing items directly handled by the online platform for customs administrative approval, applicants for administrative licensing can view, download, and print the legal documents sent by the customs through the Internet affixed with customs administrative seal and special seal for administrative license.

7. Where can enterprises easily obtain the latest information on customs declarations and manifests?

According to Guo An Han [2020] No. 20, since April 1, 2020, the subscription and push function of standard version of the customs declaration and manifest arrival report of the “single window” went live. The declaration and return receipt information of import and export goods, and the arrival status of water and air manifests will be pushed to the enterprise by automatically importing into the client.

8. Is it necessary for an enterprise to actively disclose violations to the customs?

Yes, it is necessary. According to the Regulation of the People’s Republic of China on Customs Inspection, Announcement No. 161 of 2019 of the General Administration of Customs, and Announcement No. 9 of Tianjin Administration of Customs, enterprises that actively report violations, after the customs confirm that they are within the scope of the enterprise’s voluntary disclosure, will be lightened, reduced or exempted from administrative penalties, and may not be included in the record of the credit status of the enterprise recognized by the customs; if there’s underpayment or omission of tax which is voluntarily repaid, the customs may reduce or waive the overdue fine of tax.



9. What are the business scopes of non-guaranteed release of advanced qualified enterprises?

According to Announcement No. 7 of Beijing Customs, the 70 pilot advanced qualified enterprises can apply to Beijing Customs for exemption from guarantees. The business scope that enterprises can apply for exemption from guarantee includes: difference tax guarantee of temporary import and export goods, import goods for repairing, goods pending tax reduction and exemption, import goods for lease, and import formula pricing goods.

10. What should I do if I've very anxious to pick up/load a shipment of goods in Tianjin Port?

For qualified containers, enterprises can declare import/export goods in advance, which allows export goods to “directly load after arriving at the port” from the container port, and import goods to “directly pick up at the ship”.

11. What are the changes in port charges? Can enterprises reduce related costs?

According to Regulations on Collection of Port Charges of the People's Republic of China (Jiao shui gui [2019] No. 2), the collection standards of port service fee, port facility security fee, pilotage (shifting) fee, towage fee of domestic routes are reduced by 15%, 20%, 10%, and 5% respectively compared to the previous standard. Since January 1, 2019, the retention part (20%) of port construction fee will be refunded to the payer (subject to the



payer of the dedicated receipt for port construction fee). From March 1 to June 30, 2020, all import and export goods are exempted from port construction fees, and the government pricing charges such as port service fees and port facility security fees are reduced by 20%, and the non-tank cargo ship mandatory emergency response service and toll are canceled.

12. How can I enjoy the best charges if I plan to handle import and export business at Tianjin Port?

Tianjin Port Group launched the Sunshine Service Version 3.0, creating a “three-sunshine service” model of “one-stop sunshine price + sunshine service + sunshine efficiency” to comprehensively improve port operation efficiency and service levels. In this mode, the regular package price for 20-foot container is RMB 1,375 for import and RMB 1,515 for export, which is the medium and low level among various charges in Tianjin Port. See www.tjgportnet.com/m/yanguangig.aspx for details.

13. What is “two certificates in one”?

Since October 15, 2019, the “two certificates in one” reform of the foreign trade operators filing and the origin enterprises filing will be promoted nationwide. It implements the business procedure model that the commercial department is responsible for filing, collecting and pushing information, and customs and trade promotion institutions receive and import the filling information, realizing the “one-time acceptance, one-time filing, and one-time certificate issuance” for the foreign trade operators filing and the origin enterprises filing.





Employees





Social Insurance Handling

1. In which ways can employers handle the new social insurance registration procedures?

There are three ways for employers to handle new social insurance registration, and you can choose one of them:

- (1) Register unit information through the Beijing Enterprise Registration “e-Window” Service Platform;
- (2) Register unit information through Beijing Social Insurance Online Service Platform;
- (3) Register unit information through Beijing Social Insurance Information System Enterprise Management Subsystem - Ordinary Unit Version (this is an emergency approach).

2. What is the fastest way for employers to register for new social insurance?

It is faster and easier to handle in the Beijing Enterprise Registration e-Window Service Platform or Beijing Social Insurance Online Service Platform.

3. How can newly registered employers complete their social insurance registration via the Beijing Enterprise Registration e-Window Service Platform or Beijing Social Insurance Online Service Platform?

Beijing Enterprise Registration “E-Window” Service Platform has included social insurance registration as a service item in “one-stop handling”. Newly registered employers can use the Beijing Enterprise Registration “E-Window” Service Platform to complete the social insurance registration while registering enterprise. At the same time, the bank information of the enterprise is pushed to the social security institutions by “E-Window” platform



through the sharing with PBOC, and is directly used for social insurance premiums without the need to sign a paper-form bank payment agreement.

Employers who have not registered through the “E-Windows” platform can log in to the Beijing Social Insurance Online Service Platform, click into the “New Registered Unit Open Online Service” module to enter the Beijing Social Insurance Online Declaration and Inquiry System. According to the various types of organizations, click “Enterprise First Login” and scan the QR code with the Electronic Business License mini-program in WeChat, or “Enterprise Non-First Login” and enter the unified social credit code (organization code) and click “OK”. It will immediately complete after entering the unit information and successful submission, and you shall record the online registration transaction number. If you need to log in again, click “Login Again”, enter the unit’s unified social credit code (organization code) and the recorded online registration transaction number, and click “OK”.

4. In what ways can employers handle social insurance registration for new employees (non-government/public institutions) for the first time in Beijing?

You can choose one of the following three methods:

- (1) Register through the “E-Window” service platform (faster and more convenient);
- (2) Apply and handle through Beijing Social Insurance Online Service Platform (entire online process without review);
- (3) Handle through Beijing Social Insurance Information System Enterprise Management Subsystem - Ordinary Unit Version (this is an emergency approach).

5. How can employers handle social insurance registration for new employees (non-government/public institutions) for the first time in Beijing through the “E-Window” service platform or Beijing Social Insurance Online Service Platform?

- (1) The social insurance registration has been included as a service item of “one-stop handling” through the Beijing Enterprise Registration “E-Window” Service Platform. Newly registered employers can use the Beijing Enterprise Registration “E-Window” Service Platform to handle employees who are insured for the first time in Beijing. The registration of

social security (non-government/public institution) shall be completed immediately after successful submission.

- (2) After obtaining an electronic business license from the Beijing Municipal Administration for Market Regulation, the employing unit may use the electronic business license to log in to the Beijing Social Insurance Online Service Platform to handle social insurance business. The employer logs in to the Beijing Social Insurance Online Service Platform, and enters the bank account opening information and employee information (excluding foreign investment enterprises, Taiwan, Hong Kong or Macau residence without permit, new insured female cadre of 50 years old and above <administrative position>, and part-time injured workers) through the “Registration of Newly Insured Persons” module in the “Declaration Business”, wherein the salary of the first month is entered into the “monthly average salary” as the social insurance payment base in the year, upload the one-inch white-bottom electronic colored photo of the employee to the system, save and submit. You can query the import status of health, pension, unemployment, work injury and maternity insurance through the “Declaration Information Status Query” module in the “Inquiry Management” column.



6. In what ways can employers handle the increase or decrease of social insurance relationship of insured employee (non-government/public institutions) in Beijing?

Employers who have completed social insurance registration are recommended to handle the increase and decrease of social insurance relations for employees (non-organizational/public institutions) insured in Beijing (1) through Beijing Social Insurance Online Service Platform, without providing supporting materials; (2) by going to the window of the social insurance agency where the insurance is located.

7. How does the employer report the increase of staff through Beijing Social Insurance Online Service Platform?



- (1) The employer uses the electronic business license to log into the Beijing Social Insurance Online Service Platform, and clicks “Unit User Login” to enter the Beijing Social Insurance Online Reporting Inquiry System.
- (2) In the “Declaration Business Management” module, click “Transfer Personnel Increase Declaration” - “Ordinary Increase of Staff”, enter the transferred employee information, wherein the salary of the first month is entered into the “monthly average salary” as the social insurance payment base in the year, which cannot be lower than the minimum salary in the city; choose “transfer in” for the reason for the increase, and click “submit”.
- (3) The employer inquires whether the employee’s medical and pension, unemployment, work-related injury and maternity insurance information has been successfully imported through the “Declaration Information Status Inquiry” module in “Inquiry Management”. After the feedback is successfully imported, there is no need to go to the handling agency window.

Note: Persons in the “interrupted unemployment” state in the social insurance information system must use the Beijing Municipal Social Insurance Information System Enterprise Management Subsystem-Ordinary Unit Version for declaration and processing before the transfer of employees.

8. How does the employer report the decrease of staff through Beijing Social Insurance Online Service Platform?

- (1) The employer uses the electronic business license to log into the Beijing Social Insurance Online Service Platform, and clicks “Unit User Login” to

- enter the Beijing Social Insurance Online Reporting Inquiry System;
- (2) The employer clicks on “Ordinary Decrease” through the “Declaration Business Management” module, and selects “Sporadic Decrease” under the selection item (individual or batch transfer) according to the situation of personnel reduction and enter personnel information, or “Batch Attrition” - and choose the persons to decrease. Select “Transfer” for “Reason of Payment Stop”, click “Save” and then click “Submit”;
 - (3) The employer inquires whether the employee’s medical and pension, unemployment, work-related injury and maternity insurance information has been successfully imported through the “Declaration Information Status Inquiry” module in “Inquiry Management”. After the feedback is successfully imported, there is no need to go to the handling agency window.



In which ways can an employer handle changes to employee personal information (non-government/public institutions)?

- (1) Handle through Beijing Social Insurance Online Service Platform;
- (2) Handle through Beijing Social Insurance Information System Enterprise Management Subsystem - Ordinary Unit Version;
- (3) Handle in manual at the window of the social security authorities.



10. How do employers handle the change of employee personal information through the Beijing Social Insurance Online Service Platform?

- (1) Enter and submit the change information. The employer can enter and submit the information needs to be changed of the employee through the “Personal Basic Information Change” module in “Declaration Business Management”. Employee can modify the mobile phone numbers of the insured employees in a batch through “Personal Information Batch Modification” module in “Declaration Business Management”. Employee can modify the appointed medical institution of the insured employees in a batch through “Appointed Medical Institution Modification” module in

“Declaration Business Management”.

- (2) Query the results of the declaration operation. The employer can query the results of the declaration operation through the “Declaration Information Status Inquiry” module in the “Inquiry Management”.

11. When can I handle personal information change of employees (non-government/public institutions)?

Except for the online declaration through Beijing Social Insurance Online Service Platform, other operations can be handled throughout the month.



12. Can employers declare and pay social insurance premiums for the past three months through the Beijing Social Insurance Online Service Platform?

Employers can use the “electronic business license” or “Beijing All-in-one Certificate” digital certificate, pay the social and insurance premiums of the past three months for employees via bank payment. Pension, unemployment, work injury, medical care and maternity insurance should be paid together with the premium.

13. What are the payment channels for employers to declare and pay social insurance premiums for the last three months online?

After the online application is submitted successfully, the employer can withhold the payment through the agreement bank on the day of business processing, or through the social insurance bank payment account opening counter, and pay through the online bank before 20:00 in the evening, the payment status can be checked on next day; If the payment is not received, you need to apply online again.

14. When is the online declaration time for employers to declare and pay social insurance premiums for the last three months?

From the 5th day of each month to the penultimate day of the month.

15. What are the payment channels for social insurance banks in Beijing?

Bank payment method is the social insurance payment method launched by Beijing in 2013, allowing the vast majority of social insurance payment businesses to be completed on the banking system. Social insurance premiums can be paid through automatic bank deductions, bank counters, and online banking functions, allowing employers to pay the premiums more efficiently and conveniently.

16. Under what circumstances can social insurance monthly report supplemental payment?

For employers adopted “bank payment” for social insurance payment, and enabled the social insurance online reporting function, the social insurance arrears incurred after July 2011 can be paid in this way.

17. How can employers handle the social insurance monthly report supplemental payment through Beijing Social Insurance Online Service Platform?

Employers log in to the Beijing Social Insurance Online Service Platform, click “Unit User Login” - “Certificate User Login” to enter the “Beijing Social Insurance Online Reporting Inquiry System”, (1) Click “Declaration Business Management” to enter the “Unit Monthly Report Supplemental Payment” module, click “Query”, check the month of back payment, and click “Query Result Details”.



(2) Choose to view the details of the four insurances and medical treatments, and click “Back” after confirmation. (3) Click “Confirmation of Monthly Report Supplemental Payment Declaration”, the operation is completed, and the system prompts “Business Handle Successful”.

18. What are the payment channels for employers (non-government/public institutions) to pay the monthly report supplemental payment of social insurance?

After the online application is submitted successfully, the employer can withhold the payment through the agreement bank on the day of business processing, or through the social insurance bank payment account opening counter, and pay through the online bank before 20:00 in the evening, the payment status can be checked on next day; If the supplemental payment is not received, you need to apply online again.

19. Can the employment-to-retirement transfer of insured employees (non-government/public institutions) be handled online?

Yes.

20. On what day of the month, can the employment-to-retirement transfer of insured employees (non-government/public institutions) be handled?

It can be handled in the entire month (on working days).

21. Is it necessary to go to the window to transfer the connection (transfer-in and transfer-out) of the social insurance relationship of the insured employees?

Yes. This business needs the employer or employee himself who applies for the transfer to handle at the windows of social security authorities.

Skill Improvement Subsidy

1. What is the skill upgrading subsidy policy and basis for handling?

In order to give full play to the role of unemployment insurance in preventing unemployment and stabilizing employment, and to encourage enterprise employees to upgrade their vocational skills and improve their ability to change their careers, Beijing Municipal Human Resources and Social Security Bureau and Beijing Municipal Finance Bureau issued the “Notice on Issues Concerning Skill Improvement Subsidy for Employees of Enterprises Participating in Unemployment Insurance” (Jing Ren She Jiu Fa [2017] No. 169) in August. Document No. 169 clarifies that starting from January 1, 2017, enterprise employees who have participated in unemployment insurance for more than three years and have obtained a vocational qualification certificate or vocational skill level certificate for skilled personnel may apply for a skill improvement subsidy for insured employees (hereinafter referred to as “skill improvement subsidy”). According to the “Implementation Opinions of the Beijing Municipal People’s Government on Doing a Good Job in Promoting Employment at Present and in the Future” (Jing Zheng Fa [2018] No. 30), from January 1, 2019 to December 31, 2020, the conditions for applying for the skill improvement subsidy in Beijing have been relaxed from employees who have participated in unemployment insurance for more than three years to more than one year. According to the “Notice on Printing and Distributing Related Supporting Documents of ‘Action Campaign on Vocational Skills Improvement in Beijing (2019-2021)’” (Jing Ren She Neng Fa (2019) No. 142), each person can enjoy it no more than three times per year.

2. What are the conditions for applying for skills improvement subsidies?

(1) Employees who have participated in unemployment insurance according to law in Beijing, and paid unemployment insurance premium for more than one year accumulatively;

(2) Employees who have obtained the vocational qualification certificate or vocational skill level certificates for junior (level 5), intermediate (level 4), and advanced (level 3) after January 1, 2017, and those who have obtained the national vocational qualification certificates or vocational skill level certificates such as technician and senior technicians, etc. after January 1, 2019.

(3) Employees who are under employment when they apply for skill improvement subsidies, after obtaining vocational qualification certificates or vocational skill level

certificates;

(4) The application shall be submitted within 12 months from the date of obtaining the certificate.

Interpretation:

- (1) Enterprise and the employees are in the normal payment status of insurance when applying for skill improvement subsidies after obtaining the vocational qualification certificates or vocational skill level certificates; the employees of public institutions, full-time personnel of social organizations, employees of private non-enterprise units, contract workers of state agencies, individual industrials and commercial business and their employees are not covered by the skills improvement subsidy policy.
- (2) The personnel who have obtained the professional qualification certificate include professional technicians and skilled personnel. At present, only those who have obtained the vocational qualifications of skilled personnel can apply for vocational skills upgrade subsidies, and those who have obtained professional and technical personnel vocational qualifications and other certifications are not covered by the skills improvement subsidy policy.

3. What is the standard of skill improvement subsidy?

According to the Notice of the General Office of the Beijing Municipal People's Government on the Printing of "Action Campaign on Vocational Skills Improvement in Beijing (2019-2021)", employees who have obtained certificates of junior, intermediate, and advanced workers and technician and senior technicians, and contributed unemployment insurance for more than one year in Beijing, will be granted 1,000, 1,500, 2,000, 2,500, and RMB 3,000 as the skill improvement subsidies.



4. What materials do I need to provide when applying for skills improvement subsidies through the Internet, WeChat, and APP?

No material is required.

Job Adaptation Training Subsidy

1. Which enterprises can apply for job adaptation training subsidies?

Various types of enterprises (including central enterprises) in Beijing municipality with independent legal personality and are not included in the blacklist of serious illegal and untrustworthy enterprises, who, after recruiting workers in skilled positions and signing a labor contract of 12 months and above according to law, carry out job-adaptation training focusing on skill improvement for no less than 40 class hours within 12 months from the date of contract signing, can apply for job adaptation training subsidies.



2. What are the requirements for a newly recruited employee while applying for job adaptive training subsidies?

While applying for the subsidies, the newly recruited employee must have paid social insurance for urban employees for three months and above in Beijing and are still employed in the enterprise. Within 12 months from the date of signing the labor contract, the newly recruited employee can only enjoy the job adaptation training subsidy for once.

3. What is the standard for job adaption training subsidy?

The adaptation training for newly recruited employees of enterprises follows a unified subsidy standard throughout the city, and the enterprises will be subsidized at a standard of RMB 500 per person.

If an employee training carried out by an enterprise meets the requirements for multiple skill improvement actions at the same time, the job adaption training subsidies of the newly recruited employees shall not be applied at the same time with other training subsidy policies granted to the enterprise in Beijing municipality.

4. How to apply for job adaptation training subsidy?

Log in to the Vocational Skills Improvement Action Platform of the official website of Beijing Municipal Human Resources and Social Security Bureau, click to enter the “Job Adaptation Training Subsidy of Newly Recruited Employees”, fill in the basic information, training roster, and subsidy application form according to the system prompts, and upload the training plan, training agreement, training summary report, training schedule, training time proof materials, etc. For labor dispatch enterprises, the official confirmation opinions and labor dispatch agreement with the actual employment unit should also be provided and uploaded in to the system. Normally, the training time proof materials include sign-in forms and training photos corresponding to the training plan. The enterprise applicant shall be responsible and make a commitment to the enterprise’s qualification for job adaptation training subsidies for the newly recruited employees and the authenticity of the information provided. For those who failed to meet the requirements for training subsidies due to false commitments or errors in reported information, the enterprise shall bear the corresponding responsibilities and losses.

5. How can the employer confirm the review results of job adaptation training subsidies?

After the automatic information comparison within the system, the Human Resources and Social Security Bureau of the district where the enterprise operates will review and confirm within the system. If the review is passed, the planned fund allocation will be publicized on the official website of the Human Resources and Social Security Bureau of the district for five working days. If there’s any objection to the announcement, the bureau shall be responsible for organizing an investigation and verification, and make another announcement. If the review is not passed, the enterprises will be informed of the reasons, and can reapply if the conditions are met.

Job Subsidy and Social Insurance Subsidy

1. What kind of units can apply for employer job subsidies and social insurance subsidies?

Enterprises, private non-enterprise units, social organizations, and industrial and commercial business who participated in social insurance within the administrative area of Beijing.

2. After hiring what kind of employees can employers apply for job subsidies and social insurance subsidies?

- (1) Employers can apply for and enjoy job subsidies and social insurance subsidies for a maximum of five years within the term of labor contract after recruiting the following employees: personnel with unemployment registration or transfer employment registration, such as the “4050” personnel in Beijing, persons with basic living allowance, family members of the army who have entered Beijing for the first time, persons who have been registered for unemployment for more than one year, and labor force of “zero-employment families” and “low-income farmers”, as well as rural labor force with transfer employment registration from rural areas with difficulties in employment without implementing employment and unemployment management (such as areas of afforestation isolation construction, resource depletion, mine closure, or protective restrictions, etc.), soldiers who have been retired for less than one year, backing arrangement personnel of employment organizations of social welfare, and reposition employees of the filed enterprises. Within the term of the labor contract, you can apply for job subsidies and social insurance subsidies up to five years.
- (2) Employers can apply for and enjoy job subsidies and social insurance subsidies for a maximum of three years within the term of labor contract after recruiting the following employees: other people within the city with unemployment registration or college graduates within the city in the year of graduation.

3. What are the conditions for employers to enjoy job subsidies and social insurance subsidies?

- (1) The employer shall sign labor contracts of one year and above in accordance with the law;
- (2) The employer shall pay social insurance of employees according to regulations;
- (3) The employer shall timely pay monthly salaries in full of not less than 1.2 times of the minimum salary standard. The above three conditions must be met at the same time.

4. After the labor contract expires, can I enjoy job subsidies and social insurance subsidies if I renew the labor contract?

Employers who receive job subsidies and social insurance subsidies can continue to apply for subsidies for the remaining period after the employer has renewed the labor contract with the subsidy object if the maximum period of the subsidy has not expired after the completion of the labor contract.

5. What are the standards for job subsidies and social insurance subsidies?



- (1) The job subsidy standard for recruiting people with employment difficulties is RMB 8,000 per person per year.
- (2) The social insurance subsidy standard for recruiting people with employment difficulties is shown as follows: 16% subsidy for basic endowment insurance, 0.8% subsidy for unemployment insurance subsidy, taking the 60%

of the overall average salary of urban employees in the previous year as the cap of subsidy base, and those less than 60% will be subsidized according to actual situation; 10% subsidy for medical insurance, taking the minimum payment base determined by medical insurance as the subsidy base.

- (3) The social insurance subsidy standard for recruiting other registered unemployed persons in the city is shown as follows: 16% subsidy for basic endowment insurance, 0.8% subsidy for unemployment insurance subsidy, and 10% for medical insurance, taking the minimum payment bases of all insurance types as the subsidy bases.

6.

What is the duty of district-level handling departments during the disbursement of funds?

The district-level handling department checks and prints the summary table information in the review system every month, stamps the official seal of the Human and Social Security Bureau of the district as required, and transfers it to the district-level social security institution as the basis for fund disbursement, and the district-level social security institution will disburse the subsidy funds to the units of application.

Unemployment Insurance Premium Return

1. What conditions can the insured enterprises meet to apply for unemployment insurance premium return?

- (1) The enterprise shall participate in unemployment insurance and pay unemployment insurance premiums in full for more than 12 months;
- (2) The enterprise did not lay off in the previous year, or the rate of layoffs was lower than the corresponding requirements of the “Notice on Issues Regarding Further Doing a Good Job in the Work of Stabilizing and Returning Unemployment Insurance” (Jing Ren She Jiu Zi [2020] No. 33);
- (3) The enterprise shall not be included in the blacklist of serious illegal and untrustworthy enterprises (which can be queried on “Beijing Enterprise Credit Information Website”).

2. What changes in labor relations are not counted in the layoff rate of unemployment insurance premium return?

The following changes of employees including retirement, death, transfer-out, school enrollment, army enrollment, expiry of labor contract, proposal of termination of labor contract by employee himself as well as termination of labor contract in accordance with the provisions of Article 39 of the Labor Contract Law of the People’s Republic of China, and position change between related enterprises are not counted in the layoff rate of the enterprise.

Article 39 of the Labor Contract Law of the People’s Republic of China stipulates that where an employee is under any of the following circumstances, his employer may dissolve the labor contract:

- (1) It is proved that the employee does not meet the recruitment conditions during the probation period;
- (2) The employee seriously violates the rules and procedures set up by the employer;
- (3) The employee causes any severe damage to the employer because he seriously neglects his duties or seeks private benefits;
- (4) The employee simultaneously enters an employment relationship with other employers and thus seriously affects his completion of the tasks of the employer, or the employee refuses to make the ratification after his employer points out the problem;
- (5) The labor contract is invalidated due to the circumstance as mentioned in Item (1), paragraph 1, Article 26 of this Law; or
- (6) The employee is under investigation for criminal liabilities according to law.

3. When can an enterprise apply for unemployment insurance premium return?

Qualified enterprises may apply for the return of the unemployment insurance premiums of the previous year from April 1 to December 31 each year.

4. What conditions can enterprises meet to apply for unemployment insurance premium return for enterprises with difficulties?

(1) The enterprise shall participate in unemployment insurance and pay unemployment insurance premiums in full for more than 12 months; did not lay off in 2019, or its rate of layoffs was lower than the unemployment control target of National Urban Survey at the end of 2019; and not be included in the blacklist of serious illegal and untrustworthy enterprises.

Layoff rate in 2019 = $1 - (\text{number of persons covered by unemployment insurance in December 2019} + \text{number of natural reduction in 2019}) / \text{number of persons covered by unemployment insurance in December 2018}$.

(2) The total profit and tax in 2019 decreased by more than 50% YOY, there was a loss for two consecutive quarters, and there was a loss in the first quarter of 2020;

(3) Small, medium and micro enterprises that have formulated measures to stabilize employment positions.

5. What is the standard for unemployment insurance premiums return for enterprises with difficulties?

The standard is determined based on six months of the monthly unemployment insurance premium standard per capita in Beijing and the number of insured employees in the enterprise in this city in 2019.

6. What is the time limit for applying for the return of unemployment insurance premiums for enterprises with difficulties?

The implementation period was extended to December 31, 2020.

7. Can eligible companies apply for the return of unemployment insurance premiums directly through the Internet?

Beijing fully promotes the “online handling” and “non-face to face” management service modes. Qualified enterprises can log in to the official website of the Beijing Municipal

Human Resources and Social Security Bureau from April 1 to December 31, 2020 (<http://rsj.beijing.gov.cn>), click “Enterprise Unemployment Insurance Refund” under “Legal Person Handling” or “Enterprise Unemployment Insurance Return” to apply for unemployment insurance premium return. Enterprises can also apply to the Human Resources and Social Security Departments in the district where the social insurance is located.



8. How long can the enterprise receive the reviewing results of the unemployment insurance premium after submitting the application?

After the enterprise submits the application, the municipal and district human resources and social departments will conduct a review. The system will issue a notification either the review is passed or failed, and the enterprise should log in to the system and check timely. Under normal circumstances, the enterprise can receive the reviewing result notification five working days after submitting the application.

9. How long can the enterprise receive the refund of the unemployment insurance premium after submitting the application?

After the enterprise submits the application, the municipal and district human resources and social security departments will complete the big-data information comparison and verification within five working days, and publicize the results for one week on the official website of Beijing Municipal Human Resources and Social Security Bureau.

If there is no objection in public announcement, the funds shall be disbursed according to the regulations. Under normal circumstances, if the publicity is completed before the 20th of the current month, the company's social insurance payment account of the enterprise will receive the refund in the following month.

10. Can an enterprise enjoy both unemployment insurance premium refund and unemployment insurance premium refund for enterprises with difficulties at the same time?

After an enterprise submits an application, the system will automatically determine whether it is an enterprise with difficulties based on the profit and tax of the enterprise, and an enterprise can only enjoy one of the two policies.

Tender & Bid





1. Are foreign-invested projects applicable to relevant policies of simple and low-risk construction projects with social investment?

Yes. They are applicable. According to the “Notice on Doing a Good Job in the Management of Simple and Low-risk Engineering Construction Projects for Foreign Investment” (Beijing Fa Gai [2020] No. 232) and the “Notice on Doing a Better Job in the Construction of Simple and Low Risk Engineering Construction Projects in Social Investment” (Beijing Change [2020] No. 238), simple and low-risk construction projects under the foreign-funded investment projects within the jurisdiction of this city, and approval are canceled and changed to filing management, wherein foreign-invested projects under the municipal-level filing authority will be delegated to the district where the project is located for filing and management.

2. What are the investment areas of government investment funds?

Government investment funds are invested in public welfare projects, public infrastructure, agricultural and rural areas, ecological and environmental protection, major scientific and technological progress, social management, national security and other public domain projects that the market cannot effectively allocate resources, and mainly focusing on non-operating projects.

3. What are the arrangements for government investment funds?

The government investment funds are arranged according to the project, mainly by direct investment; for operating projects that really need to be supported, capital injection is mainly adopted, and investment subsidies and loan discounts can also be adopted appropriately.

4. What is the project decision-making process for the government to invest in direct investment and capital injection?

For projects invested by the government through direct investment or capital injection, the project unit shall prepare a project proposal, feasibility study report, preliminary design, and submit it to the investment authority or other relevant authorities for approval in accordance with the government’s investment management authority and prescribed procedures.

The project unit should strengthen the preliminary work of the government-invested project, ensure that the depth of the preliminary work meets the prescribed requirements,

and be responsible for the authenticity of the project proposal feasibility study report, preliminary design, and other documents that should be attached according to law.

5. What are the main points of government investment project review?

The competent investment department or other relevant departments shall, based on the national economic and social development planning, special planning in related fields, and industrial policies, examine government investment projects from the following aspects and make a decision on whether to approve:

- (1) The necessity of project construction proposed in the project proposal;
- (2) The implementation status of the project's major construction conditions in the technical and economic feasibility of the project, social benefits, and project fund of the project proposed in the project proposal;
- (3) Whether the preliminary design and its proposed investment budget meet the approval of the feasibility study report and the requirement of relevant national standards and regulations;
- (4) Other matters that should be reviewed in accordance with laws, administrative regulations, and relevant state regulations.

6. What is an enterprise investment project?

Enterprise investment projects refer to fixed-asset investment projects invested and constructed by enterprises in China, including projects with their own financing fund, and projects that use their own funds and apply for government investment subsidies or loan discounts. Projects applying for government investment subsidies and loan discounts shall submit a fund application report after completing the approval or filing procedures.

7. How to manage enterprise investment projects?

According to the different circumstances of the project, it will implement approval management or filing management. For projects related to national security, involving the layout of major productive forces in the country, strategic resource development, and major public interests, approval management is implemented. Other projects are subject to record management. The scope of approved projects is implemented in accordance with the "Catalogue of Investment Projects Approved by the Beijing Municipal Government (2018 Version)". Unless otherwise specified by the State Council, projects subject to filing

management shall be filed in accordance with the principle of territoriality.

8. What are the main points of the review by the project approval authority?

- (1) Whether it endangers national security such as economic security, social security, and ecological security;
- (2) Whether it conforms to relevant development and construction plans, industrial policies and technical standards;
- (3) Whether the resources are reasonably developed and used effectively;
- (4) Whether it has an adverse impact on major public interests.

9. Under what circumstances does the project that has obtained the project approval document need to handle the change procedures?

For a project that has obtained the project approval documents, if one of the following circumstances occurs, the project unit shall promptly submit a written application to the original project approval authority for a change.

- (1) The construction site is changed;
- (2) The investment scale, construction scale, and construction content have undergone major changes;
- (3) The project change may have a significant adverse impact on the economy, society, environment, etc.;
- (4) Other major situations that require adjustments to the content specified in the project approval document.

10. How to handle project filing?

For projects that are subject to filing management, the project unit shall inform the project filing authority of relevant information prior to the start of construction. The filing authority receives all the information as a record. If the project filing information is incomplete, the filing authority shall promptly notify and guide the project unit to make corrections in an appropriate manner.

11. Under what circumstances should the relevant information be changed after the project is filed?

After the project is filed, if the project legal person changes, the project construction location, scale, or content changes significantly, or the project construction is abandoned, the project unit shall promptly notify the project filing authority through the online platform and revise the relevant information.

12. At present, which businesses can be achieved online based on public resource trading platforms?



In order to further deepen the business environment reform in the field of bidding and tendering, on the basis of implementing the requirements of various national public resource integration standards, Beijing streamlines the business collaboration and data sharing relationships according to paperless circulation design, and minimizes the institutional costs of the enterprises. On the basis of realizing the online handling functions of bidding,

tendering, bid opening, bid evaluation, bid awarding, contract signing changes, etc., Beijing benchmarks the international advanced experience and builds up a Beijing Public Resource Trading Guarantee Financial Service Platform, and promotes the use of electronic guarantees, which provides online handling services for bidding and the performance guarantee services for market entities, streamlines the “last mile” of full electronic process, reduces the risk of margin management and the risk of early disclosure of transaction information, releases the burden of enterprises to participate in bidding activities, and creates more bidding opportunities for medium, small and micro enterprises. The public resource comprehensive transaction system docks with the treasury payment system, realizes online payment to purchasing entities, extends transaction services to project full life cycle management, and ensures a continuous chain of services for enterprises.

13. How to apply for bidding and performance deposit online?

In order to implement the requirements of Notice by the General Office of the State Council of Forwarding the Guiding Opinions of the National Development and Reform Commission on Deepening the Integration and Sharing of Public Resource Trading Platforms (Letter No. 41 [2019] of the General Office of the State Council) and promote the reform of guarantee financial service of public resource transaction, Beijing Municipal Public Resource Trading Guarantee Financial Service Platform (hereinafter referred to as the “Financial Service Platform”) is established to provide online services such as margin collection, refund and electronic letter of guarantee for relevant market entities. Subjects of various public resource transaction markets can use the guarantee financial service platform to handle and submit bid guarantees and performance guarantees online as needed. “Administrative Measures of Beijing Public Resources Trading Guarantee Financial Services Platform (Pilot)” (Jing Fa Gai Gui [2020] No. 1) clarifies the contents including the procedure requirements for submitting a cash-form tender deposit through the financial service platform, the procedure requirements for refund of cash-form tender deposit, the submission procedure of electronic guarantees, the submission procedure of performance guarantees, etc.

14. What is the difference in handling the deposit business through the guarantee financial service platform?

Under the traditional model, the tender deposit and performance deposit are mainly submitted in cash. Through the financial service platform, market entities can complete the submission of deposit or issuance of electronic guarantees can be completed within 10 minutes, which effectively solves the shortcoming of a large amount of enterprise liquidity due to cash-form deposit, helps to reduce the burden on enterprises, and releases the vitality of small and medium-sized enterprises to participate in tendering; through the compliance verification of the deposit amount, it can prevent the tenderer or the agency from setting the deposit at an amount exceeding the national standard and thereby increase the burden on the bidding enterprises; the security and reliability of data transmission and data viewing is ensured by information transmission encryption and random code setting, which prevents the bidding information from leaking and eliminates the potential dangers of bid-rigging.



15. If I have a digital certificate handled in one public resource trading sub-platform in this city, can I handle the bidding and tendering business in various public resource trading systems in Beijing?

At present, Beijing Public Resources Trading Service Platform has built a unified digital authentication service function for market entities. By establishing a complete user authentication system for market entities and integrating user information and certificate information in various trading systems in the city, it can basically achieve the unified digital certificate mutual recognition of market entities. Enterprises can use the CA Certificate (i.e., digital certificate) handled at any public resource trading sub-platform in Beijing to directly handle the bidding and tendering businesses in various public resource trading systems after binding, and do not need to repeatedly apply for CA certificates. Enterprises can only purchase one CA certificate and use it in various trading systems, so as to realize the “one registration, universal use”, which effectively lowers the amount, cost, and time of enterprises, and greatly facilitates the bidding and tendering of enterprises. In order to reduce the number of handling and optimize services for enterprises, Beijing Municipal Public Resource Trading Comprehensive Sub-platforms have canceled the binding window of CA digital certificate. Enterprises can remotely handle CA digital certificate binding through the Internet, without having to handle onsite, which ultimately uses “data running” to substitute “enterprise running”.

Price Regulation





1. What are market-adjusted prices, government-guided prices, and government pricing?

The market-adjusted price refers to the price set independently by the operator and formed through market competition. (Operators refer to legal persons, other organizations and individuals engaged in the production, operation of commodities or provision of paid services).

The government-guided price refers to the price set by the government pricing authorities or other relevant departments in accordance with the pricing power and scope of the benchmark price and its floating range to guide the operator in accordance with the Price Law of the People's Republic of China.

Government pricing refers to the price set by the government pricing authorities or other relevant departments in accordance with the pricing authority and scope in accordance with the Price Law of the People's Republic of China.

Most goods and services adopt market-adjusted prices, and very few goods and services adopt government-guided prices and government pricing.



2. What is the basis of government-guided price and government pricing?

Scope of specific items and uses for government-set or guided prices shall depend on the price catalogs issued by the central and local governments.

Catalogs of central government-set prices shall be fixed and revised by the price department of the State Council and published after the approval of the State Council. Catalogs of prices set by departments of the people's governments of provinces, autonomous regions and municipalities within their power according to scope of specific items and uses as set in the central price catalog and published with the examination and approval of the people's governments at the same level. Local people's governments below the provincial, autonomous regional and municipal level shall not make their own price catalogs.

The latest version of the "Catalogue of Pricing by the Central Government" came into effect on May 1, 2020, and the "Catalogue of Pricing by the Central Government" (Order

No. 29 of the National Development and Reform Commission of the People's Republic of China) announced in 2015 was abolished at the same time. The specific content can be inquired from the official website of the National Development and Reform Commission.

The latest catalog of pricing in Beijing was implemented on April 1, 2018, and the specific content can be found on the official website of Beijing Development and Reform Commission.

State Council price department and other related departments shall fix government-set and guided prices according to scope of items and uses as set in the central prices and the government-set and guided prices for major merchandises and services shall get the approval from the State Council.

Price departments and other related departments of the people's governments of provinces, autonomous regions and municipalities shall fix indicative local government-set and guided prices within their respective power according to scope of items and uses as set in the local price catalogs.

People's governments of cities and counties may fix government-set and guided prices for their localities within their own power according to scope of items and uses as prescribed in the local price catalogs.

3. What are the government-priced operational service items?

According to the relevant national regulations and the administration of this city, in November 2019, Beijing Municipal Development and Reform Commission issued the "Notice on Printing and Distributing the List of Beijing Municipal Government Priced Operational Service Charges" (Jing Fa Gai [2019] No. 1629), adjusted and published the list of operating service charge catalogs set by the municipal government. At present, there are a total of 8 first-level operational service charge items in the municipal government's pricing management, all of which are government-priced items within the scope of national regulations. The list of directories is dynamically adjusted, updated in accordance with laws and regulations and relevant national regulations and released to the public in a timely manner. The details can be found on the official website of the Beijing Development and Reform Commission.

4. Under what circumstances can price intervention measures and emergency measures be implemented?

When the prices of important goods and services increase significantly or are likely to increase significantly, the State Council and the people's governments of provinces, autonomous regions, and municipalities directly under the Central Government may intervene in some prices by limiting the price difference or profit rate, stipulating price

limits, implementing price increase declaration systems, and price adjustment filing systems, etc. The people's governments of provinces, autonomous regions, and municipalities directly under the Central Government shall report to the State Council for the record of price intervention measures.

When the overall market price level fluctuates sharply and other abnormal conditions, the State Council may take emergency measures to temporarily centralize pricing power and partially or completely freeze prices nationwide or in certain regions.

After the implementation of price intervention measures and emergency measures is eliminated, the intervention measures and emergency measures shall be lifted in time.

5

What are the ways to report a price complaint?

Citizens can report complaints about prices through the following channels:

The first is to call 010-12315 for reporting;

The second is to report complaints by mailing a report letter. Mailing address: No. 7, Deshengmen Dongbinhe Road, Xicheng District, Beijing. Zip code: 100120. Receiver: Price Report Center;

The third is to report complaints through visits. Visiting address: No. 7, Deshengmen Dongbinhe Road, Xicheng District, Beijing.

The fourth is to report complaints through the national price reporting system on the national 12315 and Beijing 12315 platforms.





Intellectual Property





Patent Pre-qualification Service

1. Which enterprises and institutions can apply to be the filing unit of the patent pre-qualification of Beijing Intellectual Property Protection Center?

Since December 12, 2019, Beijing Intellectual Property Protection Center started to accept applications for patent pre-qualification filing service. Enterprises and institutions applying for filing shall meet all the following conditions at the same time:

- (1) Enterprises or institutions with registered location within the administrative area of Beijing and having independent legal personality;
- (2) The unit applying for filing should belong to the new generation information technology industry or high-end equipment manufacturing industry;
- (3) The unit applying for the record shall have a good foundation for innovation and a good foundation for intellectual property work, a stable intellectual property management team, and a standardized intellectual property management system.

2. How do enterprises and institutions submit patent pre-qualification filing applications? How to get the record result?

(1) Enterprises and institutions that meet the application requirements for registration shall register and log in through the Patent Pre-qualification System (<http://www.bjippc.cn>) of Beijing Intellectual Property Protection Center;

(2) Through the “user filing” module of the patent pre-qualification system, enterprises fill in the filing information online, export the “filing application form”, download and affix the official seal; scan and upload the affixed “Filing Application Form” and copy of the business license of enterprises or legal person certificate of public institution affixed with the official seal; the original copy of the “Filing Application Form” (affixed with official seal), copy of the business license of enterprises or legal person certificate of public institution (affixed with official seal) shall be mailed to Beijing Intellectual Property Protection Center;

(3) Beijing Intellectual Property Protection Center will review the filing application

Patents

materials after receiving, and notify the filing contact person of the results of the review via SMS. If it is qualified, the filing will be completed.

3. What are the filing conditions for the pre-qualification of patent applications?

- (1) The pre-qualification applicant shall be the filing unit of Beijing Intellectual Property Protection Center;
- (2) The pre-qualification materials for patent applications are submitted through the patent pre-qualification system of Beijing Intellectual Property Protection Center;
- (3) If applying together with other units, the pre-qualification applicant shall be the first applicant;
- (4) The classification number of the pre-qualification case shall belong to the field of patent pre-qualification service of Beijing Intellectual Property Protection Center;
- (5) There are no other circumstances of inadmissibility.

4. What materials need to be submitted for pre-qualification of patent application?

The filing unit submits the following materials online through the “Patent Application” module of the Patent Pre-qualification System (<http://www.bjippc.cn>) of Beijing Intellectual Property Protection Center:

- (1) Patent application documents and other related documents (XML format electronic application documents) required by the State Intellectual Property Administration;
- (2) A commitment letter affixed with the official seal of the applicant (the template can be downloaded in the patent pre-qualification system);
- (3) Joint R&D certificate (submitted when a patent application involves multiple applicants);
- (4) Other relevant materials (such as classification description, search report, background technology, etc.) that the pre-qualification applicant possesses are helpful for understanding the patent application.

5. Under what circumstances that the pre-qualification service cannot be granted for patent application?

- (1) International patent applications filed through PCT or PCT international applications entering the national phase of China;
- (2) Utility model patents and invention patents filed by the same applicant on the same day for the same invention and creation;
- (3) Divisional application;
- (4) The application subject to confidentiality examination according to Article 7 of the “Rules for Implementation of the Patent Law of the People’s Republic of China”.

6. What is the process of pre-qualification for patent application?

- (1) Submit pre-qualification materials for patent applications to Beijing Intellectual Property Protection Center;
- (2) Beijing Intellectual Property Protection Center verifies whether it meets the acceptance conditions, conducts patent pre-qualification on the accepted cases, and gives relevant conclusions of the pre-qualification;
- (3) For the pre-qualified (pass the preliminary examination) cases, the applicant submits a formal patent application to the State Intellectual Property Administration;
- (4) Submit the application number and payment voucher to the Beijing

Intellectual Property Protection Center through the patent pre-qualification system;

- (5) The patent application cases will be marked “expedite handling” by Beijing Intellectual Property Protection Center, and enter the rapid review channel of State Intellectual Property Administration.

7. What matters need to be paid attention to after the patent application pre-qualification case enters the rapid qualification channel of State Intellectual Property Administration?

- (1) The time limits for replying to the notice of qualification opinion at the actual review stage of the invention is ten working days for the first notice and five working days for the second notice. If there is no reply or the authorization conditions are not met after the reply of the second examination opinion notice, the expedited handling will be canceled;
- (2) The deadline for responding to the first review opinion notice at the preliminary review stage of utility model is five working days. If there is no reply within the time limit or the authorization conditions are not met after the reply, the expedited handling will be canceled;
- (3) In response to the notice of review opinion issued by the State Intellectual Property Administration, the applicant must submit an answer file in XML format;
- (4) Applicants must not repeatedly submit the same patent application;
- (5) Applicants need to voluntarily give up the right to make active amendments to the patent applications;
- (6) Before the announcement of the authorization of the patent application, the applicant shall voluntarily waive the right to request changes to the bibliographic items.

8. Can the patent right be granted if the case is approved in pre-qualification?

Patent application pre-qualification service is a way to help applicants to obtain rapid qualification of patent applications. Whether or not patent applications are authorized is still subject to review and decisions made by the State Intellectual Property Administration.

Construction of Intellectual Property Cluster Development Demonstration Zone

1. What are the qualifications for Beijing SME Intellectual Property Cluster Development Demonstration Zone?

- (1) SME clusters such as science and technology parks, incubators, crowd-creation spaces and innovation and entrepreneurship bases established in this city that are in line with the development direction of the city's high-tech industries;
- (2) Have an independent legal personality, complete internal management system and financial system, and have been operating for more than one year;
- (3) There are more than 30 enterprises in the jurisdiction, and more than 50% of the enterprises in the jurisdiction are in line with the development direction of high-tech industries in Beijing;
- (4) The total number of patents owned by enterprises in the jurisdiction is not less than 100 or the total number of invention patents is not less than 30;
- (5) Build a comprehensive intellectual property service platform that can provide public intellectual property services such as patent mining, intellectual property rights protection, and intellectual property investment and financing for enterprises within the jurisdiction;
- (6) Have a good ability to integrate intellectual property resources, integrate scientific and technological innovation resources, and work closely with universities, research institutes or industry organizations and various professional service organizations.

2. What application materials are required for the Beijing SME Intellectual Property Cluster Development Demonstration Zone?

The operating unit shall apply for the demonstration zone for the development of Beijing SME Intellectual Property Cluster Development Demonstration Zone and submit the following materials:

- (1) Confirmation declaration form for the demonstration zone for the development of SME Intellectual Property Cluster Development Demonstration Zone;
- (2) Proof of independent legal personality;
- (3) Directory of enterprises in the jurisdiction, indicating the direction of industrial development;
- (4) A list of the amount of patent ownership and invention patent ownership of enterprises in the jurisdiction;
- (5) Carry out relevant certification materials such as intellectual property training and intellectual property services;
- (6) Other relevant certification materials.

3. What is the certification procedure for the SME Intellectual Property Cluster Development Demonstration Zone?

- (1) The reporting unit submits a written application to the local intellectual property authority, and after review by the district intellectual property authority, it issues a written review opinion to the Municipal Intellectual Property Office, or directly submits an application to the Municipal Intellectual Property Office;
- (2) Municipal Intellectual Property Office organizes experts to review the written materials of the applicants. According to the comprehensive scoring and ranking, the qualified applicants are selected and identified as the demonstration zone for the development of intellectual property rights of small and medium-sized enterprises, and they are publicized online. If there's no objection after the

publicity period expires, Beijing Municipal Intellectual Property Office will recognize it as SME Intellectual Property Cluster Development Demonstration Zone.

4. What are the supporting policies for the Demonstration Zone of Intellectual Property Cluster Development for SME in Beijing?

The identified SME IP cluster development demonstration zone can receive the following policy support in priority:

- (1) Give priority to the cultivation of intellectual property pilot demonstration units in Beijing, and give priority to recommending enterprises within the jurisdiction as national intellectual property advantage demonstration enterprises;
- (2) Give priority to the organization of enterprises within the jurisdiction to carry out national patent examiner practice activities, and open green channels for intellectual property right confirmation and rights protection.
- (3) Give priority to organizing enterprises within the jurisdiction to conduct school-enterprise and college-enterprise matchmaking meetings to promote the transfer and transformation of patent achievements of colleges and universities to enterprises.



Intellectual Property Public Service

1. What is the “Intellectual Property Butler” system?

On the one hand, the Beijing Municipal Intellectual Property Office follows the relevant requirements of the “Notice on Continuously Optimizing the Business Environment and Establishing a “Service Package” System for Key Enterprises” (Jing ban zi [2018] No. 16) issued by the General Office of the CPC Beijing Municipal Committee and Beijing Municipal Government and the “Notice on Issuing and Implementing the Working Mechanism of the Service Package System for Key Enterprises” (Jing Fa Gai [2018] No. 2642) issued by Beijing Development and Reform Commission, in accordance with the intellectual property requirements of enterprises, list the service items, and form the “Service Pack” servicing the IP work of enterprises. On the other hand, guide the SME intellectual property cluster development demonstration zone to formulate customized intellectual property work plans for small, medium and micro enterprises in the park, and establish a “butler-style” service work mechanism.

2. What is included in the “Work List of Enterprise Intellectual Property Service Items” of Beijing Municipal Intellectual Property Office?

The “Work List of Enterprise Intellectual Property Service Items” of the Beijing Municipal Intellectual Property Office is released on the official website and official account of the Beijing Intellectual Property Office. There are currently 35 service items covering the creation, protection, use, management and other aspects of service contents related to intellectual property rights.

3. What is the current status of Beijing's intellectual property public service system?

The third meeting of the Beijing Intellectual Property Office in 2019 reviewed and approved the “Opinions on Promoting the Construction of Intellectual Property Public Service System in Beijing.” The “Opinions” make it clear that Beijing will establish and improve public service system for intellectual property rights that covers patents, trademarks, copyrights and geographical indications in Beijing. By the end of 2020, Beijing will establish intellectual property public service area centers in all districts, establish intellectual property public service workstations in innovation carriers, and realize that the intellectual property public services cover more than 60% of innovation and entrepreneurship carriers. By the end of 2022, the public service system for intellectual property rights in Beijing will be improved, the effectiveness of public services for intellectual property rights will be significantly enhanced, various public services for intellectual property rights will be more convenient, and public services for intellectual property rights will fully cover innovative and entrepreneurial carriers. By the end of 2019, the first batch of 9 intellectual property public service area centers and 63 workstations had been established in the city.

4. Where can small, medium and micro enterprises enjoy IP public services?

Small, medium and micro enterprises can choose to request service from the nearest intellectual property public service area center or workstation and enjoy intellectual property public services. The list of centers and workstations of the intellectual property

public service area can be found in China ((Beijing) Right Enforcement Aiding Network (<http://www.bjipwqzx.com>)).

5. What are the intellectual property public service products currently available to enterprises? How to obtain them?

At present, the public service products of intellectual property available to enterprises include: intellectual property public welfare lectures, innovation and entrepreneurship intellectual property protection ladder training, service days, intellectual property protection public welfare book corners, etc.

Companies can follow WeChat public accounts such as “Beijing Intellectual Property” and “Beijing Intellectual Property Right Enforcement Aiding” to obtain information on intellectual property public welfare lectures and sign up for participation. Enterprises can contact the nearest intellectual property public service center or workstation to learn about recent training or service days. Go to the book corner to read books on intellectual property to learn knowledge of intellectual property.

6. How do parks, incubators, and innovation spaces apply for the establishment of IP public service workstations?

Professional parks, incubators, and innovation spaces can apply for the establishment of public service workstations for intellectual property rights. The workstation establishment process is as follows:

- (1) Parks, incubators, and innovation spaces submit applications for the establishment of IP public service workstations to the IP management department in their districts based on their service needs.
- (2) The district intellectual property management department recommends it to the Beijing Municipal Intellectual Property Office.
- (3) If the establishment conditions are met, Beijing Intellectual Property Rights Protection Aiding Center, the district intellectual property management department and the establishment unit shall sign a tripartite joint construction agreement.

Multiple Dispute Mediation

1. Has Beijing established a data sharing mechanism for administrative and judicial protection of intellectual property rights?

The Conference Office of Beijing Intellectual Property Office revises the “Beijing Intellectual Property Office Conference System”, further improves the information-sharing mechanism, coordinates the collection, sorting and analysis of intellectual property protection data by member units of the Intellectual Property Office Conference, compiles the annual white paper of “2019 Intellectual Property Rights Protection in Beijing”, and release during the “April 26” period each year.

2. Which intellectual property disputes can be handled through people’s mediation? What is the process of people’s mediation of intellectual property disputes?

Infringement disputes such as patent rights, trademark rights, copyrights, trade secrets, new plant varieties rights, intellectual property rights ownership, authorship rights, awards and remuneration disputes, intellectual property disputes such as unfair competition, contracts involving technological development, etc. can be handled through people’s mediation if agreed by all parties. The flow is shown as follows :



3. What people's mediation organizations for intellectual property disputes have been established? And how to contact with them?

At present, Beijing has established 14 people's mediation committees for intellectual property disputes, covering the city's ten "high-precision" industries. The list of mediation organizations and their contact information are as follows:

No.	Name of people's mediation organization for intellectual property disputes	Address	Contact number
1	People's Mediation Committee for Intellectual Property Disputes of China Electronics Standardization Association	12th Floor, Dianke Building, No. 35 Lugu Road, Shijingshan District	010-88681362
2	People's Mediation Committee for Intellectual Property Disputes of China Association for Medical Device Industry	Room 1101, Building 18, Jianwai SOHO, No.39 East Third Ring Middle Road, Chaoyang District	010-85659394
3	People's Mediation Committee of Intellectual Property Disputes of All-China Agricultural Industry Chamber of All-China Federation of Industry and Commerce	Floor 3, Building 24, North District, Ministry of Agriculture and Rural Affairs, Maizidian Street, Chaoyang District	010-59196202
4	People's Mediation Committee for Intellectual Property Disputes of Patent Protection Association of China	3rd Floor, China New Times Building, No. 7 Huayuan Road, Haidian District	010-62158711
5	People's Mediation Committee for Intellectual Property Disputes of China Trademark Association	8th Floor, China Consumer News Building, No. 8 Fucheng Road North Third Street, Haidian District	010-68014500
6	People's Mediation Committee for Intellectual Property Disputes of Beijing Software and Information Service Industry Association	Room 206, Block A, Zhongguancun Intellectual Property Building, No. 21 Haidian South Road, Haidian District	010-82358631
7	People's Mediation Committee for Intellectual Property Disputes of Beijing Power Supply Association	Room 808/809, Xinghuo Technology Building, No. 2 Fufeng Road, Fengtai District	010-83520995
8	People's Mediation Committee for Intellectual Property Disputes of Beijing Urban Construction Science Technology Promotion Association	Room 906-913, Block A, Beijing Construction Engineering Building, No. 1 Guanglian Road, Xicheng District	010-63983021
9	People's Mediation Committee for Intellectual Property Disputes of Beijing Furniture Trade Association	3rd Floor, Juran Building, No. 3 Dongzhimen South Street, Dongcheng District	010-84083972

10	People's Mediation Committee for Intellectual Property Disputes of Beijing Tea Enterprise Chamber of Commerce	Room 402, Beijing International Tea City, No. 6 Maliandao, Xicheng District	010-63341378
11	People's Mediation Committee for Intellectual Property Disputes of Capital Intellectual Property Services Association	3rd Floor, Block A, Zhongguancun Intellectual Property Building, No. 21 Haidian South Road, Haidian District	010-82194380
12	People's Mediation Committee for Intellectual Property Disputes of Chaoyang District, Beijing (Design Services)	Room 1906, Block B, Yutang International Center, No. 7 Sanfeng Beili, Chaoyang District	010-85630087
13	People's Mediation Committee for Intellectual Property Disputes of Haidian District Federation of Industry and Commerce	1st Floor, Block A, Zhongguancun Intellectual Property Building, No. 21 Haidian South Road, Haidian District	010-62423438
14	People's Mediation Committee of Intellectual Property Disputes of Zhihu	Room 3-010, 1# Factory Building 3, No. 5A Xueyuan Road, Haidian District	010-61190680

4. How to apply for the establishment of a people's mediation organization for intellectual property disputes? What is the process? What materials are needed?

To apply for the establishment of a people's mediation organization for intellectual property disputes, the following materials shall be provided:

- (1) Application for registration by the People's Mediation Committee;
- (2) Draft articles of association;
- (3) Registration form of mediation committee (director);
- (4) Relevant roof of mediation venue and fund guarantee;
- (5) The original and photocopy of the business license and registration certificate of the establishment department;
- (6) Application for establishment.

The establishment process is as follows:

- (1) The applicant negotiates with the Municipal People's Mediation Association to establish an intention;
- (2) The applicant obtained the recommendation of the Municipal Intellectual

Property Office;

- (3) The applicant submits application materials;
- (4) The Municipal People's Mediation Association reviews materials and conducts visits;
- (5) The Municipal People's Mediation Association absorbs the established mediation committee as a member and incorporated it into the guidance and statistics of Beijing Justice Bureau.

Overseas Intellectual Property Rights Protection Assistance

1. What overseas intellectual property rights protection assistance services can enterprises obtain?

Enterprises can obtain overseas intellectual property rights protection information services and overseas intellectual property dispute response guidance services.

2. How to obtain overseas intellectual property rights protection information services? Is there a fee? What information and features are there?

It can be used for free after registration and login through the Beijing Overseas Intellectual Property Public Service Information Database (<http://xxk.bjipwqzx.com/>).

Beijing Municipal Overseas Intellectual Property Public Service Information Database has 6 columns: "Country-specific Intellectual Property System", focusing on countries and regions along the "Belt and Road", providing Chinese translations and key points interpretation of the latest country-specific intellectual property systems; "Overseas Litigation Search", which collects more than 50,000 cases of overseas disputes, and supports case search and key industry navigation search; "Service Institutions and Lawyers Bank", provided information of 100 service institutions in countries (regions) with high potential of overseas intellectual property disputes and 50 lawyers experienced in handling overseas disputes; "Experience Sharing", providing practical experience sharing between enterprises and service organizations in dealing with overseas intellectual property disputes;

“Responding Guidance”, providing dispute resolution guidelines and response guidance cases, showing the process and key points of typical overseas IP disputes resolution ; “Statistical Analysis”, providing a hot map of global IP litigation of key industries in Beijing, a chart of the annual development and change of key industries’ litigation, and a ranking of the frequency of use of intellectual property rights involved. Enterprises can choose corresponding functions to use according to their needs.

3. How to obtain the guidance service of Beijing overseas intellectual property dispute response? Is there a fee?

There are two ways to provide guidance and services for handling overseas intellectual property disputes in Beijing:

- (1) Participate in the Beijing Overseas Intellectual Property Rights Protection Assistance Project;
- (2) Apply for guidance from experts on overseas intellectual property disputes.

The applicants for the Beijing Overseas Intellectual Property Rights Protection Assistance Project are enterprises, public institutions or social organizations registered in the city, and major issues such as overseas intellectual property disputes are occurring. Project notifications are issued every year for centralized declaration, which is jointly declared by enterprises, public institutions or social organizations and intellectual property service organizations through the “Beijing Municipal Affairs Service Network” (banshi.beijing.gov.cn). The project is carried out through professional services entrusted by government funds, providing services such as legal consultation, infringement risk analysis, and expert demonstration of response plans for major issues such as overseas intellectual property disputes.

Expert guidance on overseas intellectual property disputes needs a clear requirement submitted to Beijing Intellectual Property Rights Protection Assistance Center, and the latter will invite experts to provide one-on-one guidance on specific issues. Expert guidance can be applied at any time throughout the year. Consulting hotline: 010-82359250.

There is no charge for the guidance service for handling overseas intellectual property disputes in Beijing.

Intellectual Property Funding

1. Our company has a domestic invention patent and a foreign invention patent, which are jointly owned by other companies. The first patentee is another company. Can we apply for Beijing Intellectual Property Funding?

No. For patents, trademarks or geographical indications involving multiple right holders, only the first patentee, joint trademark representative or the first applicant for geographical indications can be the funding applicants for the Beijing Intellectual Property Funding Fund; for foreign patents whose order of the right holders is not distinguished, only the first applicant at the time of the patent application can be the grant applicant.

2. Our company is a small and micro enterprise. Compared with other enterprises, what additional funding can we enjoy?

After small and micro enterprises enjoy inclusive subsidies, their valid domestic invention patents can also apply for annual fee subsidies for the first ten years of invention patents. After enjoying the national reduction policy, they will be subsidized according to the actual amount payable, and the subsidy amount should not exceed 30% of the standard value of the annual fee.

3. Can companies apply for geographical indication (GI) grants?

Applicants applying for the Beijing Municipal Intellectual Property Subsidy Fund for Geographical Indications must be social organizations.

4. We have transferred the patents applied by the company to other companies. Can we still apply for Beijing Intellectual Property Funding?

No, but the patentee after the transfer can apply for funding if they meet certain conditions:

- (1) The first applicant for the patent application must be a unit or individual in Beijing;

- (2) The grantee of the patent (the first patentee after the change) shall apply for funding.

5. Can intellectual property grants be entrusted to others for application?

In principle, the Beijing Municipal Intellectual Property Funding Fund should be declared by the reporting unit itself. If an agency is entrusted, only one can be entrusted to handle it. Applicants should log in to Beijing Municipal Intellectual Property Funding Online Application System and select the registration agency in the system for entrusted authorization operations, and only after the corresponding agency confirms that they accept the commission, they can apply for funding on their behalf.

6. Our company has entrusted an agency to handle the intellectual property subsidy, but I don't like to entrust an agency to handle it halfway. Can I handle it by myself?

Applicants can only apply for Beijing Intellectual Property Funding once in each application period. If an agency has been entrusted to apply, the applicant cannot apply again this time. Patent and trademark grant applications can be entrusted to different intellectual property service agencies to handle them.

7. What is the scope of the Beijing Intellectual Property Funding?

- (1) Domestic invention patents and appearance design patents;
- (2) Invention (standard) patents in Hong Kong, Macau and Taiwan;
- (3) Foreign invention patents;
- (4) Foreign registered trademarks;
- (5) Chinese geographical indications;
- (6) Others that need funding (such as export funding for intellectual property rights, etc.).



8. In what circumstances that Beijing Intellectual Property Funding will not grant the fund?

- (1) Invalid patents, trademarks, and geographical indications;
- (2) Patent, trademark, and geographical indication that have obtained other municipal financial support;
- (3) Patent or trademark with disputes over ownership;
- (4) The first applicant is not within jurisdiction at the time of the patent application;
- (5) Applicants who are included in the joint punishment list for dishonesty;
- (6) Other circumstances where funding cannot be granted in accordance with laws and regulations.

9. Our company has applied for a patent but has not obtained a patent authorization certificate. Can I apply for intellectual property funding only with the patent acceptance notice?

The grants for domestic invention patents and design patents from Beijing Municipal Intellectual Property Funding are all funded after authorization, and only authorized and valid patents can be declared for funding.

10. Can software copyright be used for intellectual property funding?

No, software copyright is not within the scope of the Beijing Intellectual Property Funding.

11. Our company has a patent that has been licensed to other companies. Can the patent after getting the license be applied for Beijing Intellectual Property Funding?

Yes, the patent after the implementation licensing can still be applied by the first patentee Beijing Intellectual Property Funding.

12. Our company has patents that have been pledged to the bank. Can the patents after patent rights pledging be applied for Beijing Intellectual Property Funding?

Yes, the patent after the patent rights pledging can still be applied by the first patentee Beijing Intellectual Property Funding.

13. We are a scientific research institute with some patents of national defense. Can patents of national defense be applied for Beijing Intellectual Property Funding?

Domestic patents (excluding Hong Kong, Macao and Taiwan) supported by the Beijing Municipal Intellectual Property Funding shall be reviewed, disclosed, and authorized by the State Intellectual Property Office. National defense patents are not within the scope of the Beijing Intellectual Property Funding.

14. Our company has individual confidential patents. Can confidential patents be declared for Beijing Intellectual Property Funding?

Domestic patents (excluding Hong Kong, Macao and Taiwan) supported by the Beijing Municipal Intellectual Property Funding shall be reviewed, disclosed, and authorized by the State Intellectual Property Office. Confidential patents are not within the scope of the Beijing Intellectual Property Funding.

15. Our company has a lot of utility model and appearance design patents; can I apply for funding for their annual fees?

Beijing Intellectual Property Funding does not fund the annual fees for utility models and appearance design patents.

16. Our company has utility model patents; can we apply for Beijing Intellectual Property Funding?

Beijing Municipal Intellectual Property Funding has canceled the funding for domestic utility model patents.

17. Our company has several invention patents that have been authorized for several years. Can I still apply for funding?

If the domestic authorized invention patent is maintained in good condition, you can apply for the domestic invention patent annual fee subsidy of the Beijing Intellectual Property Funding:

- (1) Annual fee for the seventh and eighth years of domestic invention patents will be subsidized by not more than RMB 500 per year, and the amount of subsidy shall not exceed the actual amount payable.
- (2) If it is a small or micro enterprise that has already applied for patent annual fee reduction, it can also apply for domestic invention patent annual fee subsidy for the first ten years, and it will be subsidized according to the actual fees payable after enjoying the national reduction policy. The subsidy amount is not more than 30% of the standard value of the annual fee. For the identification of small and micro enterprises, please refer to the Library of Small and Micro Enterprises of State Administration for Market Regulation (<http://xwqy.gsxt.gov.cn/>).

18. Our company has no foreign registered trademarks, but only domestic registered trademarks. Can I apply for funding?

Beijing Intellectual Property Funding only supports foreign registered trademarks, not domestic registered trademarks.

19. Our company has domestic invention patents, how much can we fund?

Domestic invention patents can apply for funding after authorization and annual fee funding:

- (1) Funding after authorization: After the domestic invention patent application is authorized, each funding will not exceed RMB 1,000; after the invention (standard) patent is applied to Hong Kong, Macau and

Taiwan and obtains authorization (registration), each funding will not exceed RMB 1000.

- (2) Annual fee subsidy: Annual fee for the seventh and eighth years of domestic invention patents will be subsidized by not more than RMB 500 per year, and the amount of subsidy shall not exceed the actual amount payable; the annual fee for the first ten years of domestic invention patents of small and micro enterprises, after enjoying the national payment reduction policy, the subsidy shall be provided according to the actual amount payable, and the subsidy amount shall not exceed 30% of the standard value of the annual fee.

For the domestic invention patents funded applying for funding after authorization, the authorization announcement date must also meet the time frame of the authorization announcement date stipulated in the annual notification notice of Beijing Intellectual Property Subsidy Funding; for the domestic invention patents whose annual fee is subsidized, the application date must also meet the respective time frame of the application date stipulated in the annual notification notice of Beijing Municipal Intellectual Property Subsidy Funding.

20. Our company has a design patent, how much can we fund?

Domestic design patents can be applied for funding after authorization, and each subsidy should not exceed RMB 150. For domestic invention patents funded applying for funding after authorization, the authorization announcement date must also meet the time frame of the authorization announcement date stipulated in the annual notification notice of Beijing Intellectual Property Subsidy Funding.

21. What is the cap for domestic patent subsidy for unit applicants?

The maximum amount of domestic patent subsidy received by a unit applicant annually shall not exceed RMB 2 million.

22. Our company has foreign authorized patents. How much can we be subsidized for obtaining invention patents abroad?

Invention patents applied through the Patent Cooperation Treaty (PCT) channels will be subsidized for not more than RMB 50,000 for each case in each country (region) if authorized in the United States, Japan or the European Patent Office; and will be subsidized

for not more than RMB 30,000 for each case in each country (region) if authorized in other countries or regions. Invention patents applied through other channels other than PCT will be subsidized for not more than RMB 40,000 for each case in each country (region) if authorized in the United States, Japan or the European Patent Office; and will be subsidized for not more than RMB 20,000 for each case in each country (region) if authorized in other countries or regions.

The funding for each invention patent shall not exceed five countries or regions, and the total amount of the applicant's annual funding shall not exceed RMB 20 million.

23. What is the cap for foreign patent subsidy for unit applicants?

The maximum amount of foreign patent subsidies granted to the applicant in the year shall not exceed RMB 20 million; the maximum amount of additional foreign patent subsidies granted to the applicant shall not exceed RMB 5 million on the basis of foreign patent grants.

24. Our company has a foreign registered trademark, how much subsidy can we get?

Beijing Intellectual Property Subsidy Fund distinguishes the funding of foreign registered trademarks according to the trademark application channel and the registered region:

- (1) Trademarks registered through the Madrid System will be subsidized for not more than RMB 8,000 for each case in each country (region) if registered in the European Union or the African Intellectual Property Organization; and will be subsidized for not more than RMB 2,000 for each case in each country (region) if authorized in other countries or regions (Benelux is calculated as one country).
- (2) Trademarks registered in one single country will be subsidized for not more than RMB 5,000 for each case in each country (region) (Benelux is calculated as one country); and will be subsidized for not more than RMB 10,000 for each case in each country (region) if registered in the European Union or the African Intellectual Property Organization.

For foreign registered trademarks that apply for funding, the registration date must also meet the trademark registration date and time range specified in the notice of Beijing Intellectual Property Funding for each year.

25. What is the cap for foreign trademark subsidy for unit applicants?

The maximum amount of subsidy for foreign registered trademarks that the applicant can receive each year shall not exceed RMB 200,000.

26. In addition to patents and foreign registered trademarks, what else does the Beijing Intellectual Property Funding support? What are the specific standards?

In addition to patents and trademarks, Beijing Municipal Intellectual Property Funding also supports advantage units of access fee of Chinese geographical indications and intellectual property rights, specifically:

Geographical indications registered as domestic collective trademarks and certification trademarks will be subsidized for no more than RMB 50,000 per case;

Formulation or revision of technical standards such as local standards for geographical indication products in this city will be subsidized for no more than RMB 20,000 per case;

Geographical indication products that are mutually recognized and guaranteed abroad included in the city will be subsidized for no more than RMB 30,000 per case. Unit with an annual export value of intellectual property right of more than RMB 500 million will be subsidized for no more than RMB 200,000 per unit.

27. What materials do I need to submit to apply for intellectual property funding?

Applicants applying for Beijing Intellectual Property Funding need to fill in the relevant funding information in the Beijing Intellectual Property Funding Online Application System (some foreign patents and trademarks need to upload specified attachments) and submit, and download and print the funding notification after the preliminary review is passed and confirmed, and upload after stamping the official seal of the unit. Applicants do not need to submit paper materials during the application process, nor do they need to apply on-site.

28. What conditions must be met to give priority to funding?

Beijing Municipal Intellectual Property Funding will give priority to those who meet one of the following conditions:

- (1) The technical field belongs to the patents of the top ten high-tech industries in this city;

- (2) Patent and registered trademarks of national intellectual property rights demonstration and superior enterprises, Beijing intellectual property rights demonstration and pilot units, and other units that require key support.

The identification of priority funding adopts the following methods:

- (1) The identification of national intellectual property demonstration enterprises and superior enterprises shall refer to the list of enterprises published by the Intellectual Property Application Promotion Department of the State Intellectual Property Office;
- (2) The identification of Beijing Municipal Intellectual Property Demonstration Units and Pilot Units shall refer to the list of units published by Beijing Municipal Intellectual Property Office;
- (3) The identification of small and micro enterprises shall refer to the Library of Small and Micro Enterprises of State Administration for Market Regulation(<http://xwqy.gsxt.gov.cn/>);
- (4) Enterprises and institutions engaged in the production and research of rapid detection reagents, vaccines, innovative medical devices, special treatment drugs or epidemic-related products of COVID-19 must actively inform the Beijing Office of the Patent Bureau of the State Intellectual Property Office of the relevant situation;
- (5) Patents under the technical fields of the top ten high-tech industries in the city shall be jointly identified by Beijing Municipal Intellectual Property Office and the third-party assisted reviewing institutions.

29. How does a unit entrust an agency to handle intellectual property funding?

Applicants who need to entrust an agency to apply for Beijing Intellectual Property Funding should log in to Beijing Municipal Intellectual Property Funding Online Application System and select the registration agency in the system for entrusted authorization operations, and only after the corresponding agency confirms that they accept the commission, they can apply for funding on their behalf.

30. Our company has previously applied for Beijing patent funding and accessed the green channel service; can it still be accessed now?

The former Green Channel Service of Beijing Patent Funding has been canceled, and

all applicants do not need to submit paper materials to apply for funding.

31. When can the application for Beijing Intellectual Property Funding begin?

The Beijing Municipal Intellectual Property Funding is filed collectively every year and will not be accepted after the deadline. The specific time is subject to the annual funding application guidelines or notices published on the official website of Beijing Municipal Intellectual Property Office. For example, the online application period of Beijing Intellectual Property Funding in 2020 is from February 26 to April 17, 2020. The uploading period of the application form is from February 26 to April 30, 2020.

32. How will I be notified before the disbursement of intellectual property funding?

The approved funding list will be publicized on the website of Beijing Municipal Intellectual Property Office (<http://zscqj.beijing.gov.cn/>), and the publicity period shall be no less than five working days. After the end of the publicity period, the funding will be granted based on the publicity results without objection. Applicants can also log in to the Beijing Municipal Intellectual Property Funding Online Application System to view the review results.

33. Are there any requirements for the use of intellectual property funding?

Applicants who have received the Beijing Municipal Intellectual Property Funding should strengthen the management of the use of the funding to ensure that the funds are used to maximize their effects; at the same time, they should actively cooperate with Beijing Municipal Intellectual Property Office to carry out special audits of the funding and provide relevant materials according to the audit work requirements.

34. After the application for intellectual property funding is approved, when can I receive the funding?

Intellectual property funding is issued in accordance with the procedures prescribed in the “Beijing Municipal Intellectual Property Funds Management Measures (Pilot)” (Jing zhi ju [2019] No. 324), and the list of funding targets will be publicized on the website of Beijing Municipal Intellectual Property Office before it is disbursed, and the estimated time of disbursement in 2020 is June to August.

35. What is the consulting hotline for Beijing Intellectual Property Funding?

The consulting hotline for Beijing Municipal Intellectual Property Funding is 010-82612006-3.

Prioritized Examination of Patent Applications

1. What are the acceptance conditions for prioritized examination applications?

- (1) Electronic applications should be used for patent applications;
- (2) Requests for prioritized examination of patent applications shall be approved by all patent applicants;
- (3) In principle, the first patent applicant should be a registered enterprise, institution, organization and individual in Beijing;
- (4) The technical fields of the patent application must meet the requirements of Article 3 of the “Measures for the “Administration of the Prioritized Examination of Patents” issued by State Intellectual Property Office, including the top ten high-tech and sophisticated industries that the city focuses on development;
- (5) Only one prioritized examination and recommendation can be applied for the same patent application.

2. How to apply for prioritized examination?

- (1) Electronic application Applicants can log in to the official website of Zhongguancun Intellectual Property Office at <http://www.zgcip.org.cn>, and enter the system through the electronic platform for prioritized examination of patent applications. The system will automatically jump

to the Beijing municipal Government Service Website for registration and login. After successful login, applicants can upload and submit the relevant materials of prioritized examination according to the requirements. If you encounter problems during the registration and login process, you can call the consultation hotline for login registration problems of E-Window platform at: 400-700-1900. Users who have already registered can log in directly with the successfully registered account.

- (2) Submit on site Applicants can go to the Beijing Municipal Service Hall [No. 1, West Third Ring South Road, Fengtai District, Beijing (Southwest corner of Liuli Bridge)] to submit on-site.
- (3) Submit via mail Applicants can mail the materials to the Beijing Municipal Service Hall in accordance with the requirements of the Beijing Municipal Service Center.

3. What materials need to be provided for patent prioritized examination?

- (1) Request for prioritized examination of patent applications. Signed by all applicants;
- (2) Certificate of patent application stage, wherein the certificate of patent application stage for invention patent application is a notice for entering the stage of substantive examination, and the certificate of patent application stage for utility model and design patents are a notice for patent application acceptance and a payment receipt;
- (3) Identification documents of all applicants;
- (4) Information materials of existing technology or existing design. For patent documents, you need to upload the front pages of the relevant patent application publication text according to the number of copies; for non-patent documents, such as journals or books, it is recommended to provide the full text or relevant pages. If a professional institution is entrusted to prepare a search report, the full text of the search report may be uploaded instead of the above materials;
- (5) Relevant certification documents. There is a template in the Patent Priority Examination and Recommendation Business Electronic Platform of Beijing Municipal Intellectual Property Office, which shall be submitted after all applicants have signed and sealed.

For online submission, the upload file format must be tif, the resolution should be 150-200dpi, and the size for a single document is not more than 7MB.

4. What is the handling deadline of patent prioritized examination recommendation, the inquiry methods of results, and the following procedures?

The applicant submits the application through the electronic platform for prioritized examination recommendation business, and the application shall be handled and completed within two working days and reply to the applicant from the date of acceptance. If the conditions are met, the approval result will be “recommended”, and Beijing Municipal Intellectual Property Office will sign and seal it and send it to the Patent Office of the State Intellectual Property Office; if the conditions are not met, the disapproval result will “not recommended”; if it is necessary to supplement, the supplementary opinions will be stated and informed to the applicant. If the applicant continues to apply for prioritized examination, he needs to make supplements and uploads as required, and the materials will be reviewed again. If the applicant no longer supplements and corrects, it will be deemed to have automatically given up the application for prioritized examination. Applicants can log in to the electronic platform for prioritized examination review and recommendation of patent applications to make their own queries.

5. Is there a limit on the number of prioritized examination recommendations?

The number of prioritized examinations of patent applications, patent reexamination cases, and invalidation cases shall be determined by the State Intellectual Property Office based on the examination capabilities of different professional and technical fields, the number of patents granted in the previous year, and the number of pending cases in this year. Beijing Municipal Intellectual Property Office will, based on the principle of merit selection and the qualities of examined patent applications, focus on recommending invention patent applications in the top ten “high-tech” industries in our city to serve the construction of the National Science and Technology Innovation Center. In order to make the prioritized examination policy of patent applications benefit as many patent applicants as possible, and to ensure that patent applications in the key support areas of our city can be recommended and enter the prioritized examination procedure, applicants should handle prioritized examination requests rationally, take comprehensive consideration of the quality of patent applications, their technical fields and the necessity of prioritized examinations, carefully prepare application materials of prioritized examination requests, and reasonably planning the time and quantity of submission.

Zhongguancun State Intellectual Property Model Park Interest Subsidy Fund for Intellectual Property Pledge Loan



1. When is the annual application time for the interest subsidy funds for intellectual property pledge loans?

Zhongguancun Intellectual Property Promotion Bureau generally publishes the application notice of interest subsidy fund for intellectual property pledge loan in June each year, and enterprises can make the application based on the IPR pledge loan projects obtained in the previous year or the first half of the year.

2. What are the publication channels for the application notice of interest subsidy funds for intellectual property pledge loans?

The notification of application will be publicized in the “Notice Announcement” section of the administrative website of Beijing Municipal Intellectual Property Office (<http://zscqj.beijing.gov.cn/>), Beijing Intellectual Property Government WeChat (WeChat: bjipowx), and the “Announcement Notice” section of the Zhongguancun Intellectual Property Promotion Bureau website (<http://www.zgcip.org.cn>), Zhongguancun Intellectual Property WeChat Official Account (WeChat ID: ZGC-IP) and other official channels.

3. What is the scope of the enterprise supported by the interest subsidy funds of the intellectual property pledge loan?

- (1) High-tech enterprises in Zhongguancun Science Park;
- (2) Under the same conditions, the fund will give priority to intellectual property pilot and demonstration enterprises, intellectual property insurance pilot enterprises, and strategic emerging industrial enterprises

in the park in Beijing.

4. Must the loan project that is used to apply for the interest subsidy fund of the intellectual property pledge loan be a pure intellectual property pledge loan?

Loan projects supported by the interest subsidy funds for intellectual property loans include pure intellectual property loans and portfolio loans including intellectual property pledges. If the project of application is a portfolio loan, the proportion and amount of the intellectual property pledge loan should be specified.

5. If the loan interest rate was raised after the interest subsidy funds were allocated to the dedicated account, are there any additional supports for me?

The amount of interest subsidy fund support is based on the financial budget approval and project application situation of the year, and the subsidy will be no more than 50% of the interest paid in the year of the declared project in general. The interest subsidy will be given to 10 enterprises every year, and the subsidy given to each enterprise each year shall not exceed RMB 200,000. The specific amount is subject to the budget and review. If the loan interest rate is adjusted after the dedicated funds are allocated, the subsidy allowance will not be adjusted.

6. Are there any requirements that the loan project supported by the interest subsidy funds should be paid off?

There is no mandatory requirement. The loan project only needs to meet the borrowing time and reporting conditions stipulated in the annual notice of application.

7. What are the requirements for the type, ownership and legal status of the intellectual property rights involved in the project?

The types of intellectual property loans that can apply for interest subsidy funds mainly include one or more patents, trademarks, copyrights, and integrated circuit layout designs. The pledged intellectual property rights should be with clear ownership, stable legal status,

without pledges, licenses and other rights, and does not involve invalidity, termination, litigation, etc.

8. What loan materials are required to apply for interest subsidy fund?

Generally, it should include relevant materials such as intellectual property pledge contracts, guarantee contracts, counter-guarantee contracts, and loan contracts involved in the application project.

9. Among other necessary certification materials (such as financial audit reports, industry licenses, production licenses, inspection reports, quality certification, environmental protection certificates, and award certificates related to technological innovation, etc.) issued by professional institutions, which ones are really necessary?

Among other necessary supporting materials, the reporting entity's financial audit report for the previous year shall be submitted. For other necessary supporting materials that are helpful to understand the company's situation in the project review process, it is recommended to provide if there's any.

10. What are the consultation methods for the application of interest subsidy funds for intellectual property pledge loans?

Zhongguancun Intellectual Property Promotion Bureau provides on-site consultation and online consultation services for the interest discount funds of intellectual property pledge loans.

Consultation time: 09:00-11:30 and 14:00-18:00 in working days (except statutory holidays);

Telephone: 82356358-261/262/263;

E-mail: zgqipzyzx@163.com ;

Office address: Transfer Center, Room 309, Quantum Plaza, No. 23 Zhichun Road, Haidian District.

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