

一、想注册一个外商投资公司需要做哪些方面的准备?

答: 您需要为公司选取一个合适的名称、选取一个非住宅性质的合法房产作为公司住所、确定公司的经营范围、以及法定代表人、股东和董事、监事等高级管理人员。

1. What preparations are needed to register a foreign-invested company?

A: You need to choose an appropriate company name, secure a legally-owned non-residential property for the company's domicile, determine the company's business scope, and appoint the company's legal representative, shareholders, directors, supervisors, and other senior executives.

二、可以通过哪些方式办理营业执照?

答: 您可以通过北京市企业服务 e 窗通平台 (<https://ect.scjgj.beijing.gov.cn>) 办理外资公司的登记业务。也可以到公司住所所在区的市场监管部门办理。

2. What are the ways to apply for a business license?

A: You can apply for registration of foreign-invested company via the Beijing Enterprise Service e-Window Platform (<https://ect.scjgj.beijing.gov.cn>) or at the local market regulation administration where the company will be domiciled.

三、注册公司时, 股东应提供哪些信息?

答: 根据《中华人民共和国市场主体登记管理条例》规定, 市场主体实行实名登记。申请人应配合登记机关核验身份信息。股东应申报股东姓名、证件类型、证件号码、出资额、出资时间、出资方式等信息。

3. What information is required from shareholders during company registration?

A: In accordance with the provisions of the Regulation of the People's Republic of China on the Administration of the Registration of Market Entities, real-name registration is mandatory. Applicants shall cooperate with registration authorities in identity information verification, and shareholders shall declare their name, identity document type and number, as well as details regarding the amount, date, and method of their capital contribution.

四、股东如何配合登记机关核验身份信息?

答: 股东可以通过如下方式完成身份认证:

1. 通过“北京企业服务 e 窗通微信小程序”完成身份认证。
2. 使用“银行账号信息校验 + 预留手机号”, 通过北京市企业服务 e 窗通平台 (<https://ect.scjgj.beijing.gov.cn>) 完成身份认证。

因特殊原因, 当事人无法通过实名认证系统核验身份信息的, 可以提交经依法公证的身份证明文件或者由本人持身份证件到现场办理。

4. How can shareholders cooperate with the registration authorities in identity information verification?

A: Shareholders can complete identity authentication by:

1. Using the Beijing Enterprise Service e-Window WeChatt Mini Program or
2. Using "bank account information verification + reserved mobile number" on the Beijing Enterprise Service e-Window Platform (<https://ect.scjgj.beijing.gov.cn>).

If identity information verification cannot be completed through the real-name authentication system under exceptional circumstances, notarized identity documents may be submitted or in-person verification may be processed on site by presenting identity documents.

五、成立公司时, 对股东的出资时间及出资方式有什么要求?

答: 依据《中华人民共和国公司法》规定, 全体股东认缴的出资额由股东按照公司章程的规定自公司成立之日起五年内缴足。股东可以用货币出资, 也可以用实物、知识产权、土地使用权、股权、债权等可以用货币估价并可以依法转让的非货币财产作价出资。

5. What are the requirements for the date and mode of shareholders' capital contributions when establishing a company?

A: In accordance with the provisions of the Company Law of the People's Republic of China, the capital contributions subscribed for by all shareholders shall be fully paid by them within five years of the establishment of the company as stipulated by the articles of association. Capital contributions may be in cash, in kind, or through intellectual property rights, land use rights, equities, claims, or other legally transferable non-monetary property with currency-assessable value.

六、成立公司时, 对股东的出资数额有要求吗?

答: 依据《中华人民共和国公司法》, 有限责任公司的注册资本为在公司登记机关登记的全体股东认缴的出资额。境内外股东都可以根据章程约定认缴注册资本。股东认缴的注册资本没有最低数额要求。

6. Are there any requirements for the amount of capital contributions when establishing a company?

A: According to the provisions of the Company Law of the People's Republic of China, the registered capital of a limited liability company is the amount of capital contributions subscribed for by all its shareholders and recorded with the

registration authority. Both domestic and foreign shareholders may subscribe to registered capital as agreed in the articles of association, with no minimum requirement for the amount.

七、可以使用外币出资吗?

答: 依据《中华人民共和国外商投资法实施条例》, 外商投资企业的注册资本可以用人民币表示, 也可以用可自由兑换货币表示。

7. Can foreign currency be used for capital contribution?

A: Yes, according to the Regulation for Implementing the Foreign Investment Law of the People's Republic of China, the registered capital of foreign-invested companies may be denominated in RMB or a convertible currency.

八、如何确定公司从事的经营范围?

答: 在办理公司营业执照登记时, 均使用规范条目办理登记; 您可以登录北京市企业服务 e 窗通平台 (<https://ect.scjgj.beijing.gov.cn>) 方便快捷地查询、选择与您从事的经营活动相匹配的经营范围规范表述。申请从事前置许可项目的, 应当在申请登记时提交有关批准文件。

8. How is the company's business scope determined?

A: Standardized items shall be used when applying for business license registration. You can visit the Beijing Enterprise Service e-Window Platform (<https://ect.scjgj.beijing.gov.cn>) to conveniently search and select standardized descriptions that match your business activities. For pre-licensed items, related approval documents shall be submitted when applying for registration.

九、如何申报一个符合条件的公司名称?

答:您可以通过北京市企业服务e窗通平台(<https://ect.scjgj.beijing.gov.cn>)中的企业名称申报系统在线申报名称,或者直接到登记机关服务窗口提交有关信息和材料,对拟定的公司名称进行查询、比对和筛选,选取符合要求的名称。通常,公司名称应包含行政区划名称、字号、行业或者经营特点、组织形式几部分。

9. How to apply for an eligible company name?

A: You can apply for a name online via the Enterprise Name Application System on the

Beijing Enterprise Service e-Window Platform (<https://ect.scjgj.beijing.gov.cn>) or submit related information and materials in person at the registration authority's service window, and search, compare, and screen proposed company names, to select an eligible name. The name should generally include the administrative division, trade name, industry or operational characteristics, and organizational form.

十、公司成立后,登记事项发生变更时是否需要向登记机关申请?

答:根据《中华人民共和国市场主体登记管理条例》规定,名称、股东、章程等事项发生变动的应当自作出变更决议、决定或者法定变更事项发生之日起30日内向登记机关申请变更登记或备案。

10. After establishment, does a company need to apply to the registration authority for changes in registration items?

A: Yes, according to the Regulation of the People's Republic of China on the Administration of the Registration of Market Entities, where a change is made in the market entity name, shareholders, articles of association, etc., an application for change of registration or filing

shall be submitted to the registration authority within 30 days of the date of the resolution or decision on change or the date of occurrence of the statutory change.

十一、公司注册成功后,如何下载使用电子营业执照?

答:公司注册后,由公司法定代表人使用手机等移动设备通过微信、支付宝电子营业执照小程序认证身份并下载电子营业执照。下载后,可以授权他人管理和使用电子营业执照。

11. How can the electronic business license be downloaded and used after successful company registration?

A: After registration, the company's legal representative can use a mobile phone or other mobile devices to download the electronic business license via the WeChat or Alipay electronic business license mini-program after identity authentication. The legal representative may also authorize others to manage and use the downloaded electronic business license.

十二、在北京开办公司需要支付费用吗?

答:北京开办公司全程免费。公司设立后即可免费领取电子营业执照和电子印章,无需向政府部门支付任何费用。

12. Are there fees for establishing a company in Beijing?

A: No, there are no fees for establishing a company in Beijing. After establishment, companies can collect electronic business licenses and electronic seals without any fees charged by government departments.

首善标准



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外商投资公司登记注册

常见问题解答

FAQs for Registration of Foreign-Invested Company

北京市市场监督管理局

Beijing Municipal Administration for Market Regulation