

SCHEDULE FOR THE ESTABLISHMENT OF FOREIGN INVESTMENT COMPANY IN SHANGHAI 2023

	Steps	Authority in charge	Legal time limit	Person in charge	Notes
1.	Preparation of all necessary documents and elements	/	Coster Associates (CA) will need around 5 working days to finalize the application once all elements of the company are confirmed by CLIENT	CA	Detailed list of documents provided separately
2.	Online application for the establishment of the company with the Market and Supervision Administration (MSA)	Website of MSA	3 working days from the online acceptance	CA	If MSA requests to make any modification, such as the name of the company, the time limit will be re-accounted
3.	Documents to be signed by the CLIENT after online application has been approved	/	It depends on the CLIENT and delivery time	CA/CLIENT	The documents will be provided by CA
4.	Lease contract application	Address Agent (State-owned)	2 weeks	CA/CLIENT	Applicable only for centralized registration address in Free Trade Zone
5.	Submission of the application to MSA and obtention of the Business License and chops of the company	Local MSA office	5 working days if all documents are accepted	CA	4 Chops: company's official chop, legal representative's chop and financial chop, contract chop
6.	Tax verification and Fapiao application	Local Tax office	2-3 working days	CLIENT (or accounting firm)	/
7.	Registration of social security account	Local social security office	2-3 working days	CLIENT (HR)	/
8.	Bank account opening	Bank chosen by the CLIENT or recommended by CA	According to banks (Around 10 days)	CLIENT/CA	Some banks require real office and the present of the legal representative
9.	Customs certificate	Customs of Shanghai	10 working days	CA	Applicable only for import-export company
10.	Others (Food license, HR license, etc.)	/	/	/	If apply