

Work Permit and Visa Processing

Work Permit and Visa Renewal

¥1500

~\$208

- Document preparation – up to 3 business days
- Permit renewal – up to 10 business days from submission
- Visa issuance – up to 7 business days

Renewal of work permit for the same employer with document submission to Chinese immigration. No in-person support provided.

Work Permit Cancellation

¥900

~\$125

- Document preparation – up to 3 business days
- Cancellation – up to 1 week from submission

Cancellation of an active work permit due to transfer, departure from China, or no specific reason. No in-person support required.

Work Permit Transfer

¥1500

~\$208

- Document preparation – up to 3 business days
- Transfer process – up to 10 business days from submission
- Visa issuance (if needed) – up to 7 business days

Transfer of an active work permit to a new employer. Prior cancellation is required. Visa must remain valid at the time of submission. No in-person support provided.

Initial Work Permit and Visa Application (without in-person support)

¥3000

~\$417

- Document preparation – up to 3 business days
- Initial review – 5 business days
- Final review and permit issuance – up to 10 business days after submitting originals
- Visa issuance – up to 7 business days

Initial work permit application for cases with no prior permit, expired or canceled permit, or first-time employment in China. Full online support: document preparation, submission guidance, and timelines. No in-person support provided.

Initial Work Permit and Visa Application (with in-person support)

¥5000

~\$694

- Document preparation – up to 3 business days
- Initial review – 5 business days
- Final review and permit issuance – up to 10 business days after submitting originals
- Visa issuance – up to 7 business days

Full-cycle work permit and visa application with in-person support for submitting original documents to the Foreign Expert Bureau and immigration office, including resubmissions if needed.

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Immigration Appointment Booking

¥300

~\$42

• Up to 1 business day

Included in standard work permit packages. Can also be provided separately, e.g. for family visa applications. Family members can be booked for immigration appointments at an additional cost when applying for a work visa.

Work Permit Modification

¥1500

~\$208

- Document preparation – up to 3 business days
- Permit update – up to 10 days from submission
- Visa issuance – 7 business days

Work permit update due to changes in passport, name, or other personal details, with optional visa update. No extra charge if processed alongside another procedure (e.g., renewal). Can also be requested separately.

Supplementary Services for Work Permit and Visa Processing

Diploma Authentication via China's Ministry of Education System

¥880

~\$122

2–3 weeks

Authentication of an original diploma via China's Ministry of Education system. Required for official recognition of foreign education in China.

Document Apostille in Russia

¥1600

~\$222

3 business days

Apostille, translation, and notarization of documents in Russia for use abroad.

Employment Contract Drafting

¥1500-3000

~\$208 - \$416

Up to 5 business days

Employment contract drafted in line with Chinese labor laws and client-specific requirements. Standard terms include basic edits; additional revisions are subject to extra charges.

Document Translation

¥300

~\$42

1–2 business days

Translation of documents not included in standard service packages (e.g., employment letters or personal records).

*Price in USD varies based on current exchange rates. Please confirm the exact amount with our manager.

In-Person Assistance at Government and Other Institutions

¥500

In-person support for document submission to government and other institutions not covered by standard service packages.

~\$70

Registration in the Ministry of Labor System

¥500

3–10 business days

Company registration in China's Ministry of Labor system and creation of a personal account required for subsequent work permit applications.

~\$70

General Consultation

¥300

Visa-related consultation, free of charge if followed by a service order. Otherwise billed separately.

~\$42

Business Registration

Registration of a WFOE, Joint Venture, or Representative Office

¥15000

Document preparation – up to 4 business days

Name verification – 1–2 business days

Company registration – 1–2 business days

Seal procurement – 1 business day

~\$2082

**Bank account opening is handled separately.*

Full support for company registration in China, including structure selection (WFOE, JV, or Representative Office), document preparation, licensing, company seal registration, bank account opening, and tax registration.

Company Registration Without Bank Account

¥12000

Document preparation – up to 4 business days

Name verification – 1–2 business days

Company registration – 1–2 business days

Seal procurement – 1 business day

~\$1665

Full support for company registration in China without bank account opening. Suitable for companies not planning to use a Chinese bank account soon or having alternative financial channels.

Bank Account Opening

¥5000

Bank account opening for registered companies. Service includes bank selection, document preparation, and assistance with the application process.

~\$694

Consultation on Business Registration in China

¥1000

~\$139

Comprehensive consultation on all aspects of business registration in China, including company type selection, legal, and financial considerations. The client receives a detailed guide with recommendations to optimize the registration process.

Sanitation Permit Application (卫生许可证)

¥5000

~\$695

15–20 business days

Service required for beauty salons, spas, medical facilities, and other businesses serving clients in health and wellness sectors.

Food Safety Permit Application (食品许可证)

¥5000

~\$694

15–20 business days

Service required for restaurants, cafes, grocery stores, catering businesses, and other food production and sales enterprises.

Import-Export License Application (进出口许可证)

¥4000

~\$555

15–20 business days

Service required for companies engaged in foreign trade, import/export of goods, and businesses planning international shipments or transactions.

Change of company investors/founders, including addition, removal, or replacement of members

¥4500

~\$624

10–50 business days (depending on the case)

Service includes updating company founders or investors by adding, removing, or replacing members. This involves amending corporate documents and notifying relevant Chinese authorities.

Obtaining Unified Social Credit Identifier (一证通)

¥600

~\$83

- Document preparation – up to 3 business days
- Identifier issuance – up to 5 business days from submission

Service for obtaining the Unified Social Credit Identifier ("一证通"), which simplifies interactions with Chinese government agencies. This identifier is essential for doing business in China, enabling company registration, tax compliance, and other administrative tasks through online systems.

Change of Director (Legal Representative) and updating name on license (法人)

¥1500
~\$208

4 business days

Service for updating company director information, including change of legal representative. Includes license update reflecting the new director's name. Can be combined with other changes, such as business scope adjustments, if needed.

Change/Add Business Scope

¥1500
~\$208

4 business days

Service for modifying, adding, or removing business scopes according to current company needs. This is essential for regulatory compliance and updating the company license.

Company Liquidation

from ¥5000
from ~\$694

- Document preparation – up to 5 business days
- Liquidation – 30 to 90 business days depending on company status and complexity of the process

Company liquidation service in China, covering all steps for official business closure. The process varies based on the company's financial status: simpler if the company is loss-making; additional steps may be required if debts or financial obligations exist.

Trademark Registration (TM)

from ¥6000
from ~\$833

- Document review and preparation – up to 5 business days
- Trademark registration – 6 to 12 months, depending on procedure complexity and conflicting applications

Trademark registration service in China to protect your brand's uniqueness and products in the Chinese market. Trademark registration is essential for strengthening company reputation, preventing counterfeits, and safeguarding intellectual property.

Accounting Services

from ¥3000
from ~\$416

- Bookkeeping – monthly
- Tax filings and reports – within legally required deadlines (typically monthly or quarterly)
- Annual financial statements – by the end of the fiscal year (usually by March 31 of the following year)

Comprehensive accounting support for businesses in China. We offer professional bookkeeping, financial reporting, and tax optimization services, enabling you to focus on growth while minimizing risks and ensuring compliance with Chinese regulations.

Oral and Written Translation Services

Translation of One-Page Documents and Certificates

¥300

Up to 3 business days

~\$42

Translation service for brief documents and certificates, including official, legal, and personal papers.

Written Document Translation

¥0,25 per character

- Translation volume and complexity assessment – up to 1 business day
- Document translation – timeline agreed upon based on volume and complexity
- Deadlines may extend if additional certification or approval is required

~\$0,035 per character

Translation service for large and complex documents, including technical-economic reports, manuals, contracts, specifications, and other specialized materials. We ensure linguistic accuracy and professional relevance tailored to each language.

Translation with Layout Preservation

¥200 per hour

- Translation volume and complexity assessment – up to 1 business day
- Translation and layout – hourly rate, turnaround time depends on volume and complexity

~\$28 per hour

Document translation service with preservation of original formatting and layout. Suitable for materials where accurate reproduction of structure, tables, images, and other layout elements is essential along with the translated text.

Interpretation Services

by agreement

- Event preparation and interpreter selection – up to 2 business days (depending on event complexity)
- Interpretation duration – as agreed based on event schedule and requirements

Interpretation services for various events: business meetings, negotiations, conferences, seminars, exhibitions, and other situations requiring spoken language translation.

Manufacturing and Equipment Sourcing

Equipment Sourcing

from ¥5000

from ~\$694

- Equipment sourcing and selection – from 7 business days (depending on specifics)
- Order processing and contract signing with supplier – from 10 business days
- Logistics and delivery (optional) – timelines negotiated individually with supplier

Service for sourcing and selecting necessary equipment for your business in China. We assist in finding and procuring equipment that meets your requirements from reliable and vetted suppliers.

Product Sourcing

by agreement

- Product sourcing – from 7 business days (depending on product specifics)
- Contract preparation and signing with supplier – from 5 business days
- Logistics and delivery (optional) – timelines negotiated individually with supplier

Product sourcing service for your business in China. We assist in finding and purchasing required products based on your specifications, ensuring reliable suppliers and favorable terms.

Factory Inspection

from ¥3000

from ~\$416

- Factory inspection – up to 10 business days (depending on complexity and factory location)
- Report preparation – up to 5 business days after inspection completion

Service for inspecting Chinese manufacturers and factories. We conduct audits of production capacities, verify quality standards, labor conditions, and compliance with all regulatory requirements.