



## CHINA – Port of entry Beijing

### DOCUMENTATION REQUIREMENTS

#### APPLICATION PROCEDURE FOR RESIDENT PERMIT AND IMPORT DECLARATION

The company (employer) must have obtained a China Business License and be registered with the relevant departments in the city in which it is established.

Upon arrival in the People's Republic of China (PRC) a foreign employee needs to apply to the local relevant departments for their RESIDENT PERMIT.

#### Documents required for the application of the RESIDENT PERMIT:

- 1) Company license.
- 2) Working permit (issued by Dept. of Industry & Commerce about two (2) working days).
- 3) Health check (issued by Quarantine Bureau in ten (10) working days).
- 4) Presentation of the ORIGINAL PASSPORT with valid working visa.

After the RESIDENT PERMIT has been issued, the employee must apply to the CUSTOMS HOUSE in the city in which the company (employer) is licensed for the importation of personal effects. The importer is responsible to pay duty assessment at this time.

#### Documents required for the application to the Customs House for the CUSTOMS COVER:

- 1) Presentation of the ORIGINAL PASSPORT
- 2) Presentation of the ORIGINAL RESIDENT PERMIT
- 3) Ocean Bills of Lading and Packing List of Personal Effects
- 4) Customs registration certificate

Upon completion of these procedures and payment of duty, the Customs will issue the "CUSTOMS COVER".

*\*PLEASE NOTE THAT THESE ARE TWO (2) DISTINCTLY DIFFERENT ACTIVITIES\**

#### THE EMPLOYEE MUST THEN:

Present the RESIDENT PERMIT and the CUSTOMS COVER to the moving company to affect the CUSTOMS CLEARANCE OF THE GOODS. <sup>1</sup>

#### DUTY & V.A.T.

With effect from the 1<sup>st</sup> Jan. 1995, the People's Republic of China Customs has imposed Customs Tax, import added tax and consumption tax on the following items, regardless of the method of importation. <sup>1</sup>

Television Set	Video Camera	Video Tape Recorder
Video Tape Player	Hi-Fi set	Air Conditioners
Refrigerator	Washing Machine	Camera
Copy Machine	Telephone Machines	Mini-computer
Radio Paging System	Fax Machine	Electronic Calculator
Typewriter and Word Processor	Furniture	Lighting
Food Flavoring	All Office Appliances <sup>2</sup>	

<sup>1</sup> In order to avoid storage and demurrage charges, goods should not be shipped to China until the customs cover has been obtained. As of December 1995, you are entitled to one, (1) air shipment and one surface shipment (which must arrive in the PRC within six months of the Customs Cover being issued).

<sup>2</sup> The information herein is correct at the time of preparing. While every effort is made to keep this information as up to date as possible, Greens Removals will not accept any responsibility nor liability for any inaccuracy or changes.