

# Brief Introduction on Registration of NGO Offices in China



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# Two-Step Procedure

- Step1: Getting permission letter from corresponding authority
- Step2: Getting registration certificate for future operation with permission letter and required documents

# Step1: Permission Letter

## ■ Related Governmental Authorities:

Ministries, Commissions, Administrations of the Central government of Local governments.

Eg. MOST, BMSTC, MoE

## ■ Some Important Files of the Headquarters to be submitted:

Registration Certificate, Audit Report, Statute and Annual report !!

All such files must be authenticated by the Chinese Embassy in the mother country!!

# Step2: Registration Certificate

## ■ Related Governmental Authority:

Foreign NGO Administration Office of the

Beijing Municipal Public Security Bureau

## ■ Some Important Files of to be submitted:

The above-mentioned filed (translated and notarized) +

The Permission Letter

# Useful Websites and Organizations

- NGO Office of BMPSB:

<http://ngo.mps.gov.cn>

- Useful Agency:

China International Intellectech Corporation (CIIC)

CIIC Financial Consulting Ltd.

<http://www.ciicfc.com/>