



WFOE Registration Preparation Checklist for Foreign Investors

A practical checklist for project planning and document preparation

Last reviewed: July 2026

Status: ☐ Ready ☐ Confirm ☐ N/A

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A. How to use this checklist

This checklist is intended for preliminary preparation. The final document requirements depend on the investor type, proposed business scope, registration address and any licensing requirements. YOUYI will confirm the applicable list before submission.

B. Investor information and documents

Item	What to prepare or confirm	Status
Foreign individual shareholder	Full legal name, nationality, residential address, passport copy, and contact details	☐ Ready ☐ Confirm ☐ N/A
Overseas corporate shareholder	Current registration certificate, articles or equivalent constitutional document, registered address, and authorised representative	☐ Ready ☐ Confirm ☐ N/A
Ultimate beneficial owner	Ownership chain and identification details for each ultimate beneficial owner	☐ Ready ☐ Confirm ☐ N/A
Authorised signatory	Name, title, authority, specimen signature, and authorising resolution or power of attorney where required	☐ Ready ☐ Confirm ☐ N/A
Notarisation, authentication, or Apostille	Confirm the treatment required for each foreign-issued document and its country of issue	☐ Ready ☐ Confirm ☐ N/A
Translation	Confirm which documents require Chinese translation and who may prepare or certify it	☐ Ready ☐ Confirm ☐ N/A
Validity	Check passport, registration record, certificates, and supporting documents for validity and consistency	☐ Ready ☐ Confirm ☐ N/A

Notes / missing documents: _____

C. Proposed company structure

Item	What to prepare or confirm	Status
Chinese company names	Provide several preferred Chinese names in priority order	☐ Ready ☐ Confirm ☐ N/A
Shareholders and ownership	List each shareholder and proposed ownership percentage	☐ Ready ☐ Confirm ☐ N/A
Legal representative	Proposed individual and identification details	☐ Ready ☐ Confirm ☐ N/A
Director or board of directors	Confirm the proposed governance structure and appointees. A qualifying small company may appoint one director instead of a board.	☐ Ready ☐ Confirm ☐ N/A
Supervisory arrangement	Confirm whether the company will use a supervisor, a board of supervisors, a board audit committee, or another arrangement permitted by law.	☐ Ready ☐ Confirm ☐ N/A
Manager or general manager, if appointed	Identify the proposed appointee if the company plans to establish this role. The position may overlap with another role where permitted.	☐ Ready ☐ Confirm ☐ N/A
Finance contact/person in charge	Proposed finance contact and required registration details	☐ Ready ☐ Confirm ☐ N/A
Company contact	China-based contact details for registration communications	☐ Ready ☐ Confirm ☐ N/A

The same person may hold more than one role where the applicable rules and company structure permit; do not assume every role must be held by a different person.

D. Business scope and operating model

Item	Question	Status
Main products or services	What will the company sell or provide?	☐ Ready ☐ Confirm ☐ N/A
Sales model	Domestic China sales, cross-border trade, or both?	☐ Ready ☐ Confirm ☐ N/A
Customers and suppliers	Expected customer types, supplier types, and main locations	☐ Ready ☐ Confirm ☐ N/A
Import/export	Will the company import or export goods?	☐ Ready ☐ Confirm ☐ N/A
Licence-sensitive activities	Any food, hazardous chemicals, education, telecoms, medical, or other regulated activity?	☐ Ready ☐ Confirm ☐ N/A
VAT invoices	Will customers require VAT invoices, and of what general type?	☐ Ready ☐ Confirm ☐ N/A
Employees	Estimated initial headcount and hiring locations	☐ Ready ☐ Confirm ☐ N/A
Work permits	Will any foreign employee or legal representative require a China work permit?	☐ Ready ☐ Confirm ☐ N/A

Business description: _____

E. Registration address

Item	What to confirm	Status
Physical office	Proposed premises and actual operating needs	☐ Ready ☐ Confirm ☐ N/A
Park or centralised registration address	Availability and suitability for the specific activity; it is not suitable for every business	☐ Ready ☐ Confirm ☐ N/A
Business compatibility	Whether the address supports the proposed scope and any licence inspection	☐ Ready ☐ Confirm ☐ N/A
Bank account	Whether the address arrangement is acceptable for expected bank KYC and site-verification needs	☐ Ready ☐ Confirm ☐ N/A
Work permit	Whether the address and actual workplace support the planned work-permit application	☐ Ready ☐ Confirm ☐ N/A
Lease	Lease agreement, term, parties, and permitted use	☐ Ready ☐ Confirm ☐ N/A
Ownership evidence	Property ownership certificate or other required evidence	☐ Ready ☐ Confirm ☐ N/A
Property use	Confirm the registered use of the premises and any restrictions	☐ Ready ☐ Confirm ☐ N/A

F. Registered capital

Item	What to prepare or confirm	Status
Proposed amount	Amount based on the operating plan and expected obligations	☐ Ready ☐ Confirm ☐ N/A
Contribution ratio	Allocation between shareholders	☐ Ready ☐ Confirm ☐ N/A
Contribution schedule	Plan the contribution timetable and confirm compliance with the generally applicable five-year period from incorporation and any sector-specific or other applicable exceptions.	☐ Ready ☐ Confirm ☐ N/A

Item	What to prepare or confirm	Status
Currency	Intended contribution currency and remittance route	☐ Ready ☐ Confirm ☐ N/A
Use of funds	Payroll, rent, inventory, equipment, professional fees, and working capital	☐ Ready ☐ Confirm ☐ N/A
Fit with business scale	Whether the amount is commercially credible for the proposed scope and early-stage costs	☐ Ready ☐ Confirm ☐ N/A

No fixed minimum is stated here; the appropriate amount must be assessed for the proposed activity and current rules.

G. Tax and finance preparation

Item	What to confirm	Status
Taxpayer profile	Expected taxpayer treatment and business needs	☐ Ready ☐ Confirm ☐ N/A
Accounting framework	Bookkeeping process, chart of accounts, and source-document flow	☐ Ready ☐ Confirm ☐ N/A
Bank accounts	Basic RMB account and any additional settlement needs	☐ Ready ☐ Confirm ☐ N/A
Invoicing	Expected VAT invoice types, volume, and customer requirements	☐ Ready ☐ Confirm ☐ N/A
Monthly compliance	Responsible party and timetable for bookkeeping and tax filings	☐ Ready ☐ Confirm ☐ N/A
Payroll, IIT, and social insurance	Headcount, payroll cycle, individual income tax, and social-insurance arrangements	☐ Ready ☐ Confirm ☐ N/A
Related-party transactions	Services, goods, loans, royalties, or cost sharing with overseas related parties	☐ Ready ☐ Confirm ☐ N/A
Cross-border payments	Expected inbound capital and outbound/inbound trade or service payments	☐ Ready ☐ Confirm ☐ N/A

H. Post-registration actions

Action	Owner / target	Status
Bank account opening and KYC	_____	☐ Ready ☐ Confirm ☐ N/A
Tax activation and tax-account setup	_____	☐ Ready ☐ Confirm ☐ N/A
VAT invoicing setup	_____	☐ Ready ☐ Confirm ☐ N/A
Monthly bookkeeping and tax filing	_____	☐ Ready ☐ Confirm ☐ N/A
Customs and import/export registration	_____	☐ Ready ☐ Confirm ☐ N/A
Foreign-exchange procedures	_____	☐ Ready ☐ Confirm ☐ N/A
Employee onboarding, payroll, IIT, and social insurance	_____	☐ Ready ☐ Confirm ☐ N/A
Annual compliance	_____	☐ Ready ☐ Confirm ☐ N/A
Industry licences and renewals	_____	☐ Ready ☐ Confirm ☐ N/A

I. Overall readiness

- ☐ Ready for a document review
- ☐ Need confirmation on the items listed below
- ☐ Not applicable items have been marked and explained

Priority questions: _____

J. Next step

Send the completed checklist and a summary of the project information already available to service@youyibiz.com. Include the proposed activity, investor country, shareholder type, preferred city or district, intended address arrangement, and any target launch date as planning context. For faster coordination, call +86 21 5858 8117 or use WhatsApp / WeChat: +86 131 6707 7828.

Before YOUYI confirms a secure transfer method, do not send full passport copies or other sensitive identity documents by ordinary email or messaging apps.