

WINSON LAW OFFICES
ONE-STOP CHINA LANDING SERVICES



SEP UP IN CHINA. STAY COMPLAINT. OPERATE LOCALLY.

CHINA BUSINESS SETUP & ANNUAL OPERATIONS PACKAGE

One coordinated annual package for corporation, compliance, finance, office, people and day-to-day business support.

YOUR LEGAL PARTNER ACROSS CHINA, THE MIDDLE EAST, AFRICA AND BEYOND

BEIJING | SHANGHAI | HANGZHOU | NANJING | QINGDAO
DUBAI | RIYADH | CAIRO | MUSCAT | BAGHDAD | JOHANNESBURG

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Rooted in China, Connected Internationally

YOUR CHINA LANDING PARTNER

Regional client support and China-based delivery, coordinated through one cross-border team.

Winson Law Office is a leading China law firm with a multilingual, multijurisdictional team and an established presence across 20 countries spanning the Middle East, Africa, Central Asia and Southeast Asia.

For foreign companies entering China, we coordinate legal, corporate and practical workstreams through one relationship lead and China-based delivery teams - from incorporation and banking to annual compliance, office facilities, people and day-to-day business support.

COUNTRY PRESENCE

20+

KEY CHINA CITIES

11+

LANGUAGES

3+

CROSS-BORDER LAWYERS

150+



ONE NETWORK, COORDINATED DELIVERY

Multilingual client communication in the Middle East and Africa, connected directly to the relevant China-based legal, corporate and operational delivery teams.

One annual service plan, one coordinated team

WINSON CHINA LANDING PACKAGES

A practical one-stop package for establishing and maintaining a functioning China business.

01

Company Formation

Entity structuring, corporation, business licence, company seals and initial tax registration.

02

Annual Secretarial & Compliance

Statutory records, annual reporting, corporate changes and recurring filings.

03

Accounting, Tax & Banking

Entity structuring, corporation, business licence, company seals and initial tax registration.

04

Shanghai CBD Office

Yangpu private office, shared meeting facilities and registered-address support.

05

Legal Representative & Talent

Structured legal-representative solution, local management and key employee recruitment.

06

Company Affairs & Reception

Administrative procedures, meetings, visits and local business support.

A PACKAGE, NOT A FRAGMENTED VENDOR LIST

The annual engagement is tailored to the client's entity, industry, office configuration and operating needs, with one point of contact across all agreed workstreams.

COMPANY FORMATION & BANKING

From incorporation documents to a coordinated bank account application.

COMPANY FORMATION

- Entity route: WFOE, joint venture, representative office or another permitted structure.
- Company name, business scope, registered capital, governance and constitutional documents.
- Foreign shareholder, director and legal-representative document review and authentication coordination.
- Company registration, business licence, company seals and initial tax registration.
- Registered-address coordination where available and permitted.

BANK-ACCOUNT COORDINATION

- Bank selection and account-opening pathway coordination based on the entity and operating model.
- Application document pack, KYC preparation and appointment coordination.
- Account-opening interview, follow-up and corporate information setup support.
- Online-banking, signatory and corporate profile coordination as agreed.

CORE OUTCOME

A registered China entity with its core statutory documents, company seals, initial tax registration and a coordinated corporate bank-account application.

Registration and banking remain subject to the review and decision of the relevant authorities and financial institutions.

BUSINESS LICENCE

- Registered entity and core registration record.

COMPANY SEALS

- Official seals arranged under agreed custody controls.

INITIAL TAX SETUP

- Core tax profile and filing registration.

BANK APPLICATION PACK

- Coordinated KYC file and account-opening follow-up.

CORPORATE SECRETARIAL, COMPLIANCE & FINANCE

A recurring annual operating calendar for governance, reporting, accounting, tax and banking upkeep.

CORPORATE SECRETARIAL & GOVERNANCE

- Statutory records, shareholder and board resolutions, and corporate document maintenance.
- Changes to shareholders, directors, legal representatives, registered capital, address or business scope.
- Licence, permit and corporate registration maintenance or renewals.
- Corporate procedural advice and administrative filing support. Annual reporting and recurring regulatory filings.

BOOKKEEPING, TAX & BANKING

- Bookkeeping, tax filing and invoice-related coordination through appropriately qualified providers where required.
- Bank KYC, corporate information and signatory update support.
- Monthly, quarterly and annual compliance calendar with reminders and workstream tracking.
- Coordination with accounting, tax, audit and banking contacts through one service lead.
- Annual audit coordination where applicable.

COORDINATED, NOT FRAGMENTED

One operating calendar keeps legal, corporate, tax, accounting and banking tasks visible, assigned and on schedule throughout the year.

Registration and banking remain subject to the review and decision of the relevant authorities and financial institutions.

ANNUAL OPERATING RHYTHM

MONTHLY

- Bookkeeping, tax and routine operating follow-up.

QUARTERLY

- Compliance review, reconciliations and workstream update.

ANNUAL

- Annual report, audit coordination and registration review.

EVENT-DRIVEN

- Corporate changes involving signatories, capital, address or scope.

SHANGHAI CBD OFFICE & COMPANY ADMINISTRATION



ON-SITE OFFICE LOCATION

Building K, Poly Green Plaza, No. 188 Liaoyang Road, Yangpu District, Shanghai, China

A Shanghai execution point for overseas shareholders and management teams that do not yet need to build a full local back office.

OFFICE FACILITIES

- Private office of approximately 12-20 square metres, subject to availability and the selected package.
- Shared meeting facilities for client, partner and internal meetings.
- Registered-address coordination, subject to entity eligibility and local registration rules.
- Mail receipt, document routing and courier coordination.

BANK-ACCOUNT COORDINATION

- Appointment booking, forms, document submission and licence or certificate collection.
- Administrative filings and procedural follow-up with relevant service counters and providers.
- Company seal and statutory document administration under agreed written controls.
- Local vendor, facility, telecom and routine operational coordination as agreed.

FACILITIES AT A GLANCE

YANGPU CBD

A practical Shanghai base in Poly Green Plaza.

12-20 SQM

Private office space, subject to availability and package selection.

SHARED MEETINGS

Facilities for client, partner and internal meetings.

LOCAL ADMINISTRATION

Mail, filings, documents and provider coordination.

LEGAL REPRESENTATIVE, MANAGEMENT & TALENT

A recurring annual operating calendar for governance, reporting, accounting, tax and banking upkeep.

LEGAL REPRESENTATIVE SOLUTION

- Role scoping, eligibility review and candidate assessment.
- Legal-representative candidate sourcing or provision by agreement.
- Appointment, registration, change and removal filing coordination.
- Defined authority, reporting lines, reserved matters and internal controls.
- Ongoing liaison and replacement coordination where required.

BOOKKEEPING, TAX & BANKING

- Role profile and search support for local management and core employees.
- Candidate screening, shortlist and interview coordination.
- Background and reference check coordination where appropriate.
- Employment documentation, onboarding and HR or payrollprovider coordination.
- Work-permit and residence-permit coordination where required.

GOVERNANCE SAFEGARDS

Legal-representative appointments are structured with defined authority, reporting and approval controls. They remain subject to KYC, conflict checks, eligibility, client approval and separate written terms. Compensation and employment costs are excluded unless expressly included.

RESERVED MATTERS

Define decisions requiring shareholder or board approval.

SIGNING AUTHORITY

Set contract and document-signing limits.

BANK & PAYMENTS

Clarify signatures, approval thresholds and access.

SEALS & REPORTING

Document custody, reporting lines and replacement planning.

BUSINESS RECEPTION & LOCAL SUPPORT

Reliable local execution for routine procedures, management visits, meetings and business activity in China.

COMPANY AFFAIRS

- Routine company procedures and recurring administrative filings.
- Authority, bank and professional-provider liaison within the agreed scope.
- Document submission, collection, certification, translation and authentication coordination.
- Mail, courier and corporate document logistics.
- Ad hoc operational follow-up within the agreed annual service plan.

BUSINESS RECEPTION

- Meeting-room booking, agenda preparation and visitor reception.
- Supplier, partner, industrial-park and professional-institution meeting coordination.
- Bilingual meeting, interpretation and local business etiquette support.
- Site visits, local itinerary, transport, hotel and venue coordination.
- Meeting notes and action follow-up where agreed.

A LOCAL EXECUTION POINT

Overseas shareholders and management teams can rely on one China-based coordinator before, during and after each business visit.

Travel, venue, transport, accommodation, interpretation and other out-of-pocket costs are excluded unless expressed.

BEFORE

Agenda, appointments, meeting room, itinerary and bilingual materials.

DURING

Reception, interpretation, local transport, meetings and site visits.

AFTER

Meeting notes, document follow-up and action coordination.

DELIVERY MODEL & ANNUAL SERVICE FEE

One relationship lead, China-based delivery and coordinated specialist providers across the agreed workstreams.

01

Scope, KYC & Plan

Confirm entity, industry, location, package configuration, office, legal representative and talent needs.

02

Establish & Bank

Complete incorporation, company seals and initial tax registration; prepare and coordinate the bank-account application.

03

Activate Office & Team

Set up the Shanghai operating base, company administration, legal representative, management and key personnel.

04

Operate Through the Year

Deliver secretarial, annual reporting, accounting, tax, banking maintenance, company affairs and reception support.

INDICATIVE ANNUAL PROFESSIONAL SERVICE FEE

USD 20,000 OR LESS

PER YEAR

The final fee depends on the entity type, industry, location, service intensity, office configuration and legal-representative or talent requirements.

Third-party and pass-through costs are excluded unless expressed in the engagement letter. These may include government and registration charges; notarisation, authentication, legalisation and translation; bank charges; regulated accounting, tax or audit provider fees; recruitment expenses; salaries and benefits; travel and reception expenses; and office property, utility or deposit costs. Major transactions, restructuring, disputes and extraordinary projects are separately scoped.

WINSON LAW OFFICES



BOOK A CHINA CONSULTATION

China Market Entry & Cross-Border Disputes Desk



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One network. Multilingual support. China-based delivery.

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This handbook is provided for general information only and does not constitute legal advice. Service scope, procedures and timelines may vary by location, industry, transaction structure and regulatory requirements. Banking, visa, work-permit and other regulatory approvals remain subject to the review and decision of the relevant authorities.