

Authorization Letter Authentication-Commercial Purpose

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Purpose: To grant Chinese agent, employee or lawyer/accountant permission to make decision on behalf of your company in China.

One authorization authentication per business/legal objective. (Company cannot authorize beneficiary to file law suit and open bank account to conduct business in the same authorization letter)

It is your company's responsibility to find out if the Chinese governmental agency your company is submitting the authentication to has a template you must follow or if the letter must be translated to Chinese.

1. **Please use your company's header to draft an authorization letter.** *It is your company's responsibility to find out if the Chinese governmental agency your company is submitting the authentication to has a template you must follow or if the letter must be translated to Chinese.* While Chinese Consulate does not have a template, however, the following information is required by the Chinese Consulate to appear in the authorization letter.
 - US company name
 - US company contact information
 - US company authorized personnel's first and last name
 - Chinese company's name or law/accountant firm **(if you have, if not don't need to write)**
 - Beneficiary's first and last name (person who is receiving the permission)
 - Beneficiary's Chinese ID number or if foreigner, his/her passport number
 - Purpose of the authorization (what is the objective you are granting that person to achieve)
 - Duration of the authorization. (In China, authorization usually is only valid for 6-12 months after authentication)
 - Date the letter **(This date must be the same date as the date the public notary notarized)**
 - Signature of the US authorized personnel

***Chinese consulate has the right to reject the letter, if there is any authorization that violent Chinese law**

**If the Chinese agency requires the letter to be in Chinese and English, we offer a translation service.
Please inquire for the current price.**

2. Please find a **local public notary** and notarize the letter (local banks usually have a public notary)
3. Ensure the letter is **certified by the Secretary of State** where your document is executed after the notarization.

We provide a service to complete the State Certification for an additional fee. Please contact us to inquire about the cost and process.

Once you receive the certified authorization letter from the State, please send us:

1. The **original** document and **a copy** of the certified authorization letter.
2. **Complete G1 form**. If attorneys or accountants are applying on behalf of their client, the applicant's name is client's name and not the attorneys' or accountants'. (visit our website or email us at office@visa-chinese.com for the G1 form)
3. **A copy the applicant's passports**. Non-US citizens also need to provide a copy of their valid green card or a copy of their valid visa with at least 6 months validity. For U.S. born applicants that do not have a valid passport, please provide a copy of their driver license and a copy of their birth certification.

Please note the applicant is the one that is authorizing, so please ensure it is their documentation that is submitted and not third-party representative such as lawyer.

4.
 - A copy of the beneficiary's Chinese ID **or**
 - If the beneficiary is a foreign citizen, a copy of their valid passport and their valid Chinese visa/resident permit **and**
 - If the objective is related to a lawsuit and the beneficiary is a lawyer, then his/her Chinese lawyer's ID is required.
5. A **copy** of the company's articles of incorporation or organization
6. If the letter is related to a subsidiary/joint venture in China, then please provide a copy of your Chinese company's business license.
7. A pre-paid return envelope or an additional \$28 dollars for domestic return mail. For international shipping cost, please call or email us to inquire for the current price.
8. **Payment** (please visit our website at www.visa-chinese.com for prices and mailing address)

Chinese Visa Office provides a free document checking and consultation service, please contact us at 713-774-5606 or office@visa-chinese.com for this service.

* The above information is for reference only. The Chinese Consulate reserves the right to change application requirements at any time. It is also your responsibility to follow all requirements or templates of the respective agency in China. The respective agency in China reserves the right to make the final decision on any authentication. While we try to update our website to reflect the latest information, individual cases might still require additional documentation. Please contact us if you have any questions.

授权书认证 - 商业

目的：授权中国代理人，员工或律师/会计师代表贵公司在中国作出决定。

每一份授权书里，公司只可以授权一项业务/法律。（公司不能在同一授权书中授权代理起诉讼并开立银行账户进行业务）

贵公司有责任确定贵公司提交认证的中国政府机构是否有必须遵循的模板，或者该信件是否必须翻译成中文。

1. 请贵公司的信函起草授权书（**贵公司有责任了解贵公司提交认证的中国政府机构是否有必须遵循的模板，或者该信件是否必须翻译成中文**）。中国领事馆没有模板，但中国领事馆要求以下信息必须在授权书中。

- 美国公司名称
- 美国公司联系信息
- 美国公司授权人员的名字和姓氏
- 中国公司委托人名称或律师或会计师事务所(如果没有，不必写)
- 委托人的姓名
- 委托人的中国身份证号码或是外公民籍，他/她的护照号码
- 委托/授权目的
- 委托期限。（在中国，授权通常仅在认证后的 6-12 个月内有效）
- 日期（此日期必须与公证人公证的日期相同）
- 美国委托人的签名

***中国领馆有权利不接受不符合中国法律的委托项目**

2. 请找当地公证人公证该委托信（当地银行通常有公证人）

3. 请提交所在州务卿认证

我们可以代理州务卿认证

州务认证后请提供以下文件

1. 州政府认证的公司章程的原件和一份复印件。州政府所做认证必须是 6 个月已内。（进行复制时请勿取出订书钉或任何其他防伪订）

2. 申请人的护照复印件。如果申请人持有第三国护照（非美国护照），请提供有效绿卡或美国签证的复印件，绿卡或签证必须有 6 个月以上的有效期。如果申请人是无有效美国签证的外国公

民，请提供申请人的外国护照复印件，国外母公司信函，确认申请人在公司职位，有权代表美国公司作出决定。

3. 填写 G1 表格。如果律师或会计师代表其客户申请，申请人的姓名是客户的名称，而不是律师或会计师。（访问我们的网站或发送电子邮件至 office@visa-chinese.com 获取 G1 表格）

4. 委托人的中文身份证复印件

- 如果委托人是外国公民，请提供效护照复印件及有效的中国签证/居留许可证
- 如果委托人是中国律师，请提供他/她的中国律师执照复印件

5. 美国公司文章复印件

6. 如果委托是和中国子公司有关系，请提供中国子公司营业执照复印件

7. 预付好邮费的回邮信封。本公司提供回邮服务，价格为 28 美元起。如需国际运费，本公司提供到中国一线城市回邮为 60 美金，其他个城市的回邮，价格为 75 美元起。

8. 付款：我们接受个人支票，公司支票，信用卡，Money Order，等付款方式。详细请查看我们付款方式。

领馆有决定文件型别的最终权利。即使个人文件，如果在中国用途为商业，领馆将按商业文件收取费用。

个人文件：

	申请时间 (1)	文件有效期 (2)	领馆费用	服务费	总费用
普通	5-7 天	1 年	\$25.00	\$54.00	\$79.00
加快	2-3 天	1 年	\$50.00	\$79.00	\$129.00

商业文件：

	申请时间	文件有效期 (1)	领馆费用	服务费	总费用
普通	5-7 天	1 年	\$50.00	\$79.00	\$129.00
加快	2-3 天	1 年	\$75.00	\$117.00	\$189.00

(1) 领馆有权利在无任何理由时延长申请时间。中美节假日会有可能延长申请时间

- (2) 一般文件有效期最长为一年，有效期为接受文件的中国机构定。出生证，死亡证，结婚，离婚，护照，公司注册等证件有效期为长期。一般如果文件保持完好，据为有效。

*以上仅供参考，中国领事馆保留随时更改申请要求的权利。您有责任向提交文件的中国机构确定所有要求。中国政府和中国机构保留对任何认证做出最终决定的权利。我们会尽最大努力更新我们的网站以反映最新信息，但个别情况在提交后可能仍需要补其他文件。如果您有任何问题，请在邮寄文件前联系我们，。