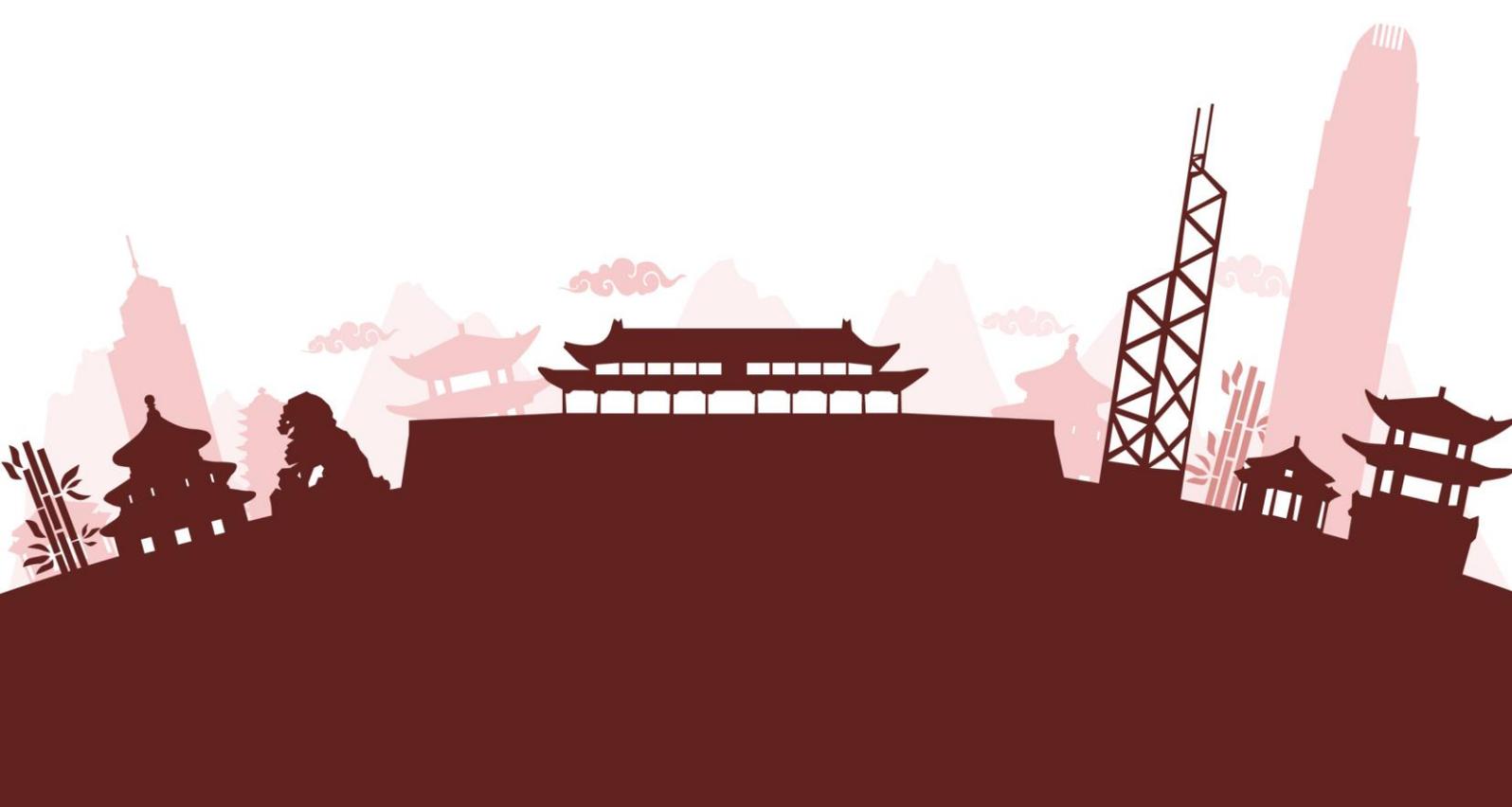


# **Practical guide for Hong Kong people living in the Mainland – Beijing**

For Hong Kong people who are working, living and doing business  
in the Mainland



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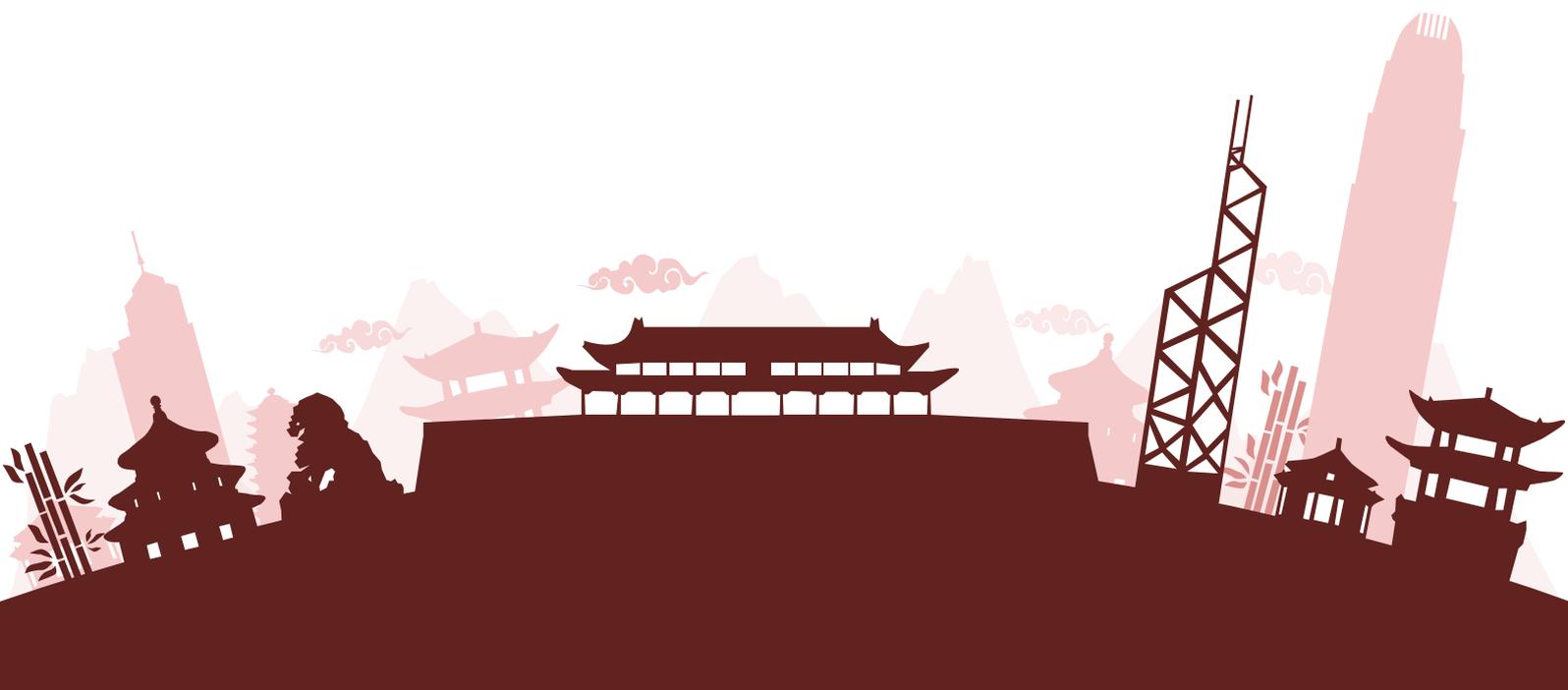
# Introduction of the Beijing Office of the Government of the Hong Kong Special Administrative Region

The Beijing Office of the Government of the Hong Kong Special Administrative Region (BJO) was formally set up under *the Basic Law of the Hong Kong Special Administrative Region* (HKSAR) on 4 March 1999. Along with the HKSAR setting up Economic and Trade Offices respectively in Guangdong, Shanghai, Chengdu, and Wuhan, the scope of services provided by the BJO currently focuses in 10 provinces, municipalities and autonomous regions in middle north, north east and north west regions, i.e. Beijing, Tianjin, Hebei, Liaoning, Jilin, Heilongjiang, Inner Mongolia, Xinjiang, Gansu, and Ningxia.

Main functions of the BJO include:

- Enhancing the HKSAR Government's liaison and communication with the Central People's Government, and province, municipalities, as well as autonomous regions
- Facilitating economic and trade connections
- Promoting Hong Kong to residents of the Mainland
- Providing assistance to Hong Kong people; and
- Processing applications for entry and exit to Hong Kong

BJO is organised into five divisions, including Economic Affairs, Trade and Liaison Division, Immigration Division, Information Division, Cultural Exchange Division, and Office Administration Division. It also set up the Liaoning Liaison Unit and the Tianjin Liaison Unit under BJO in December 2014 and February 2017, respectively.



## Contacts

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Office hours: 8:30 - 12:00; 13:00 - 17:30  
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### **Liaoning Liaison Unit**

Tel: +86 (24) 3125 5575

Fax: +86 (24) 3125 5545

E-mail: [lnlu@bjo.gov.hk](mailto:lnlu@bjo.gov.hk)

Address: Office 3107-1, CR Building, 286 Qingnian Street, Heping District, Shenyang, Liaoning Province (Postal code: 110004)

### **Immigration Division, BJO**

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### **Tianjin Liaison Unit**

Tel: +86 (22) 6063 2988

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E-mail: [tjlu@bjo.gov.hk](mailto:tjlu@bjo.gov.hk)

Address: Room4404, Metropolitan Tower, 181 Nanjing Road, Heping District, Tianjin, China (Postal code: 300051)

## Other Contacts

### **Hong Kong Economic and Trade Office (Shanghai)**

Tel: +86 (21) 6351 2233

Fax: +86 (21) 6351 9368

Address: 21/F, The Headquarters Building, 168 Xizang Road (M), Huangpu District, Shanghai (Postal code: 200001)

Office hours: 8:30 - 12:30; 13:30 - 17:30  
(Monday to Friday, not available during Mainland public holidays)

### **Hong Kong Economic and Trade Office (Chengdu)**

Tel: +86 (28) 8676 8301

Fax: +86 (28) 8676 8300

Address: 38/F, Tower 1, Plaza Central, 8 Shuncheng Street, Yan Shi Kou, Chengdu (Postal code: 610016)

Office hours: 8:30 - 12:30; 13:30 - 17:30  
(Monday to Friday, not available during Mainland public holidays)

### **Hong Kong Economic and Trade Office (Guangdong)**

Tel: +86 (20) 3891 1220

Fax: +86 (20) 3891 1221

Address: Flat 7101, CITIC Plaza, 233 Tian He North Road, Guangzhou (Postal code: 510613)

Office hours: 8:30 - 12:30; 13:30 - 17:30  
(Monday to Friday, not available during Mainland public holidays)

### **Hong Kong Economic and Trade Office (Wuhan)**

Tel: +86 (27) 6560 7300

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Address: Unit 4303, Tower I, New World International Trade Tower, 568 Jianshe Avenue, Jiangnan District, Wuhan (Postal code: 430022)

Office hours: 8:30 - 12:30; 13:30 - 17:30  
(Monday to Friday, not available during Mainland public holidays)

# Preface

With increasingly close cooperation and frequent communications between Hong Kong and the Mainland, a growing number of Hong Kong people are living and working in the Mainland. The BJO has compiled this booklet to provide Hong Kong people with useful information in relation to working, living, doing business, investing, studying and travelling in Beijing.

BJO has engaged PricewaterhouseCoopers to collect information and compile this booklet. Despite our best efforts to ensure that the information contained in this booklet is accurate, BJO makes no guarantees of the accuracy, completeness and timeliness of the information contained herein. Readers should verify the information and pay attention to the latest announcements from the relevant organisations and government authorities.



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# I. An overview of Beijing

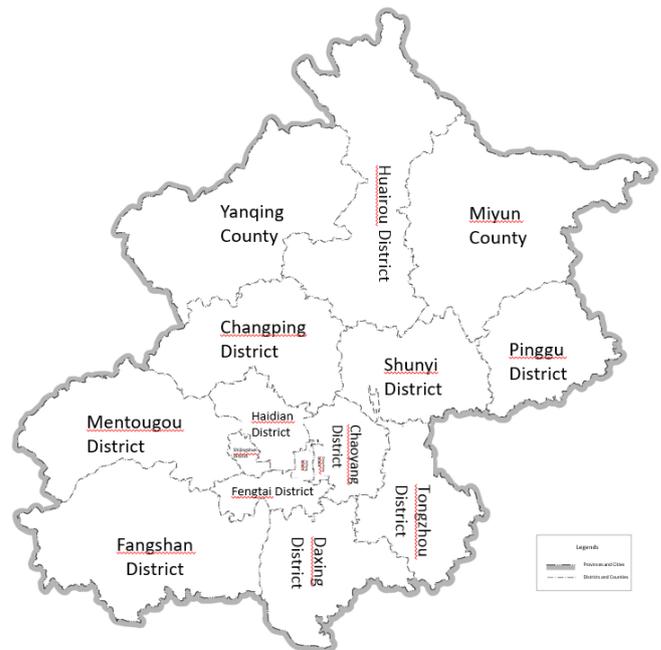




## Beijing at a glance

Beijing is the capital of China, and the political, economic and cultural centre of the country. Beijing serves as a hub for both land and air transportation, and plays an important role in the contexts of both domestic and international communications.

- GDP as of 2017: RMB 2800.04 billion
- Land area: 16,400 square kilometres
- Population: 21,707,000 (by the end of 2017)
- Subways lines: 20
- Districts: Xicheng District, Dongcheng District, Chaoyang District, Haidian District and other 12 districts. Among them:
  - Xicheng District lies government agencies, the Financial Street and the Xidan shopping area
  - Dongcheng District lies most of the cultural relics
  - Chaoyang District lies the Central Business District and the majority of foreign embassies, and is the first choice of residence location for many expatriates
  - Haidian District lies the Zhongguancun Science Park, Tsinghua University, Peking University as well as other famous higher education institutions



## Climate

Each of the four seasons in Beijing carries distinct features. Spring and fall are short while summer and winter are relatively long. Summer is usually hot with an annual precipitation at approximately 720.6mm, concentrating in June, July, and August. Beijing has low relative humidity around an annual average of 57%, which may drop to 46% or below in winter. Winter can be dry and cold and daily average temperature can fall below zero °C.



### Tips

Visitors to Beijing in winter are advised to bring moisturising products such as shower gel and lotions and warm clothing such as hats, scarfs, gloves, thick trousers, warm shoes, etc. Adequate indoor heating is available in most places, but it can also lead to dryness.

### Air quality

The concentration of PM<sub>2.5</sub> particulates is an important air quality indicator. According to the US Environment Protection Agency, if Air Quality Index exceeds 250, people should consider refraining from outdoor activities and take precautionary measures such as wearing PM<sub>2.5</sub> facemasks when going out.

### Tips

- Real-time AQI is available at **Beijing Municipal Environmental Monitoring Centre**.
- N95 facemasks are ideal choices. It is better to replace the mask every four hours.

### Currency and payments

Mainland's official currency is Renminbi (RMB), commonly known as Yuan. Paper bill includes 1, 5, 10, 20, 50, 100 Yuan and 1, 5 Jiao, and coins include 1, 5 Jiao and 1 Yuan. Currency exchange service is available at Beijing Capital International Airport, banks and major hotels.

Banking service is available for Hong Kong people living in the Mainland. In general, Hong Kong people need a mobile phone that has access to short messages. Basic documents required for opening bank accounts include, but are not limited to, the following:

- Identification Document, e.g. passport, Mainland Travel Permit for Hong Kong and Macau residents (commonly known as 'Home Visit Permit') ;
- Statement with residential address.



Please check with specific banks for detailed application process and related information if necessary.

### Tips

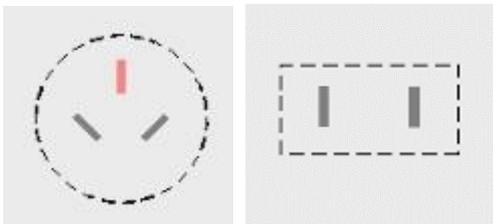
- Hong Kong people can start bank accounts in banks with service institutions on both sides if travels frequently to Mainland to reach flexible cross-border capital arrangement.
- Mobile payment has gradually replaced cash and card payment and become the most popular payment method in the Mainland.

## Voltage

Household voltage in the Mainland is 220 volts. However, the shape of the power plug is different from those commonly used in Hong Kong and thus a plug adapter may be required.

### Tips

The typical shapes of power plugs in the Mainland are shown in the pictures below:



## Travel documents for visiting

Mainland Travel Permit for Hong Kong and Macau resident (i.e., Home Visit Permit) is the valid travelling document used by Hong Kong residents who are Chinese citizens for traveling to the Mainland. Hong Kong residents can apply for the Home Visit Permit in Hong Kong at China Travel Service (Hong Kong) Limited (CTSHK). For more information, please click [here](#).

Hong Kong people of other nationalities who plan to travel to the Mainland can apply for Chinese visa at the CTSHK or the Office of the Commissioner of the Ministry of Foreign Affairs of the PRC in the HKSAR with valid foreign passport or travel documents. For more information, please click [here](#).



## Tips

Hong Kong residents over 18 years old with a Home Visit Permit Card and completed fingerprint and portrait information collection can exit and enter the Mainland through the 'automated border control channel'. The information collection is nationally available.

## Public holidays in 2018

Holiday	Date	No. of Days
New Year	December 30 - January 1	3
Spring Festival	February 15 (New Year's Eve) – February 21	7
Qingming Festival	April 5 – April 7	3
Labour Day	April 29 – May 1	3
Dragon Boat Festival	June 16 – June 18	3
Mid-Autumn Festival	September 22 – September 24	3
National Day	October 1 – October 7	7

For specific arrangement of public holidays in 2018, please click [here](#).

According to the Labour Law of the PRC:

Pay no less than 200 per cent of the normal wages if work is arranged on off days and no make-up off days can be arranged.

Pay no less than 300 per cent of the normal wages if work is arranged on statutory holidays.

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## II. Housing and living in Beijing





## Living in Beijing

### Residence registration and residential permit

According to Chinese legislation, foreigners living in the city shall apply for residence registration at the local police station within 24 hours. Procedures are generally performed by hotels and guesthouses when staying at such places. If staying in rental property, Hong Kong people should perform residence registration at the local police station. Not timely performing residence registration could constitute illegal residence.

#### Tips

To provide advanced services to international talents, Beijing has simplified residential registration procedures for foreign talents. Foreign talents with a fixed place of staying or working can register via website or short message appointment and confirm with local police station about specific procedures.

### Renting a residential property

Hong Kong people can rent residential properties in the Mainland through real estate agents or directly with the owner of the property. The commission of a real estate agent is paid by the lessee or the lessor, and usually worth a monthly payment.

The lessee should enter into a property lease contract with the lessor in writing. Contents of the property lease contract are subject to negotiation with the lessor. Contractual parties can refer to the sample of the *Beijing Property Lease Contract* issued by the Beijing Municipal Administration for Industry and Commerce and Beijing Municipal Commission of Housing and Urban-Rural Development as guidance.

Hong Kong people should sign the contract at the leasing office and note:

- ✓ Personal information and address of the lessor
- ✓ Location, area, decoration, facilities of the property; whether the description of the property in the contract is consistent; reading on water, electricity and gas meter; safety check of gas stove and elevator
- ✓ Purpose of the lease (self-use or warehousing)



- ✓ Lease period (usually 1 year but can be negotiated accordingly with the agent or the lessor)
- ✓ Terms of rental payment (e.g. monthly, quarterly or annually)
- ✓ Amount of rental and associated tax; method of payment (cash or wire transfer)
- ✓ Party responsible for property management fee
- ✓ Party responsible for property maintenance (undertaken by the lessor or lessee)
- ✓ Conditions on sub-letting
- ✓ Conditions on change or termination of lease contract
- ✓ Liability for breach of lease terms
- ✓ Tax clause and invoicing arrangement (additional payment of taxes might in need if invoicing is involved)
- ✓ Specify in the photocopies of personal identification documents that they are 'solely for the purpose of entering into property lease contract'

Please refer to the website of the **Beijing Municipal Commission of Housing and Urban-Rural Development** for further details.

Based on the *Administrative Measures for the Leasing of Commodity Property* and the *Notice on the Implementation of Rental Permit System and Strengthening of Leasing Registration by the Beijing Municipal Housing and Land Administration*, the following properties may not be leased out:

- × Properties without proper certificates of ownership
- × Properties seized by judicial or administrative authorities or properties with restricted property rights
- × Jointly owned properties without obtaining consent of co-owners
- × Properties under ownership dispute
- × Properties which are considered illegal structures
- × Properties which do not meet the mandatory safety, disaster prevention standards
- × Mortgaged properties without the mortgagee's consent



- × Properties which do not meet the stipulations prescribed in regulations issued by public security, environment protection, public health authorities
- × Properties with altered usage which is in violation of the relevant regulations
- × Other properties stipulated by the relevant laws or administrative guidelines

### Tips

After moving into a new property, Hong Kong people should perform residence registration at the local police station within 24 hours by providing property lease contract, identification document (such as Home Visit Permit) or passport.

## Purchasing a residential property

Foreign individuals who have worked or studied in the Mainland for more than 1 year can purchase residential properties for self-use purpose (non-self-use purpose is prohibited).

### First-hand properties

Key steps:

- (1) **Apply for purchase eligibility:** Foreign individuals should provide valid identification documents and apply for purchase eligibility to real estate enterprises, agencies, and housing service institutions before purchasing in Beijing.
- (2) **Submit application of purchase eligibility:** Real estate enterprises, agencies and housing service institutions carry out preliminary verification of the documents, file in corresponding information for application of purchase eligibility in the Beijing housing transaction system online, and save application files as required by Jingjianfa [2011] No. 65.
- (3) **Process the application:** Beijing Municipal Commission of Housing and Urban-Rural Development (HURD) and Beijing Municipal Public Security Bureau (PSB) review the application of purchase eligibility within 10 business days. The results can be found on the website of the Municipal Commission of HURD. Foreign individuals who have passed the review may proceed to online signing procedures and payments, whereas foreign individuals who have objections to the results may apply for re-examination at the Municipal Commission of HURD with relevant proofing materials.



- (4) **Proceed to subsequent ownership registration:** Beijing Municipal PSB no longer provides the *Residence Status Certificate for Foreigners in the Mainland* (the ‘Certificate’) for foreign individuals. Foreign individuals who newly apply for purchase eligibility should proceed to online signing procedures after passing the examination without presenting the Certificate, and each housing registration department should no longer retain the hard copy of the Certificate during subsequent ownership transferral. Foreign individuals who have completed the online signing procedures should proceed as originally stipulated during subsequent ownership registration.

**【Attention】** Hong Kong people should:

- (1) Request the property developer and vendors to provide the ‘Five Permits’ and ‘Two documents’. The Five Permits include: *Certificate of State-Owned Land Use Right; Planning Permit for the Construction Project; Land-use Permit for the Construction Project; Building Permit for the Construction Project* and *Permit for the Pre-sale of Commodity Property*. ‘Two documents’ refer to the *Quality Assurance Certificate for Commodity Property* and the *Illustration for the Usage of the Commodity Property*.
- (2) Check whether the housing subscription contract and property purchase contract follow the sample issued by the Beijing Municipal Administration for Industry and Commerce and Beijing Municipal Commission of HURD.
- (3) Pay attention to the common area, specification of decoration, the date of handing over the property and application for property ownership certificate.
- (4) Ensure that supporting documents such as building and facilities plans are attached to the property purchase contract affixed with the company seal of the developer.
- (5) Agree upon the arrangement in case of breach of contract.
- (6) Distinguish between ‘prepayment’ and ‘down payment’. ‘Prepayment’ indicates the intention to purchase and if the agreement does not materialise, the prepayment is refundable; however ‘down payment’ is an undertaking for agreeing to purchase and even if the purchase does not materialise, the amount cannot be refunded and the party who breaks the contract will bear the liability.



- (7) Ensure that the payment is deposited to the account stated in the Permit for the Pre-sale of Commodity Property. If the developer requests the buyer to deposit the payment to another account, the buyer should refuse and report to the relevant department of the Beijing Municipal Commission of HURD.
- (8) Invoice and other documentary proofs for payment should be obtained and maintained.
- (9) Inspect the property carefully before handing over; in case of substantial quality issues, the buyer may request the developer to fix the problem in accordance with the provisions of property maintenance.

### **Second-hand properties**

It is advised that Hong Kong people engage a professional real estate agent with proper business license during second-hand properties transactions. Key steps are as follows:

- (1) The purchaser and the seller should sign the property purchase contract with an intermediary (or directly with the seller), set out the rights, obligations, and arrangements with respect to payment procedure, title transfer, tax payment and breach of contract. The buyer can also seek assistance from qualified lawyer or other professional if necessary.
- (2) Verify the ownership right of the property and whether the property is mortgaged.
- (3) Complete relevant procedures for title transfer according to the contract, including but not limited to: purchaser making part of the payment, both parties complete title transfer at housing management department, and purchaser making rest of the payment; both parties trusting payment with a trustworthy fund management institution (such as bank), and complete title transfer after trusting. If a mortgage is required, banks may require the submission of relevant documents.
- (4) Sign a Power of Attorney when engaging a professional real estate agent for buying and selling houses to protect rights and interests.

### **【Attention】**

Second-hand properties of following characters cannot be bought and sold: controversial ownership, constructed on collective land in the countryside, countryside property ownership, mortgaged, within the scope of demolition, etc.



### Tips

The seller usually offers ‘a price on arrival’, which is the amount the seller can actually get after deducting all costs such as taxes and commissions.

### **Limitations on foreign individuals (including Hong Kong and Macau people) purchasing properties in Beijing**

Limitations on foreign individuals purchasing properties in Beijing (see Jingjianfa [2016] No. 37) mainly are:

- (1) Foreign individuals (except for Hong Kong, Macau and Taiwan Residents and Overseas Chinese) working in the Mainland, and Hong Kong, Macau and Taiwan Residents and Overseas Chinese working, studying and living in the Mainland can purchase one residential property for self-use purpose.
- (2) Foreign individuals can purchase new self-use property and change residence under the condition that the original ownership of residential property has been completely transferred.
- (3) Foreign individuals cannot purchase non-residential properties such as business-used properties.
- (4) Branches and representative institutions of foreign institutions can purchase non-residential properties for office-use, but cannot lease or transfer after purchase is made. Where a branch or representative institution of foreign institutions is cancelled, the transfer of title of the office-used properties may be handled in accordance with regulations.

### **【Attention】**

As of examination of eligibility, according to Jingjianfa [2015] No. 207, the Beijing Municipal Committee of HURD and the Municipal PSB are in charge of reviewing applications of purchase eligibility within 10 business days. The results can be found on the website of the Municipal Commission of HURD. Foreign individuals who have passed the review may proceed to online signing procedures and payments.



## **Bank mortgages and Housing Fund loans**

Hong Kong people can apply for a mortgage at both domestic and foreign banks. Please seek advice from banks in relation to the detailed procedures, documents required and applicable interest rates.

According to the *‘Opinions Regarding Relevant Matters on the Entitlement of Hong Kong, Macau and Taiwan Residents Working in the Mainland to the Housing Provident Fund Treatment*, Hong Kong, Macau and Taiwan residents working in the Mainland can contribute to their personal Housing Fund accounts according to the *Administrative Regulations on the Housing Provident Fund* and other relevant policies. Hong Kong, Macau and Taiwan residents who have contributed to their personal Housing Fund accounts are entitled to the same rights of withdrawing from personal Housing Fund accounts and applying for Housing Fund loans as Mainland workers.

## **Foreign exchange arrangement**

Although there are generally no restrictions on remitting legally sourced capital into the Mainland from abroad, the total inbound remittance amount may not exceed 50,000 United States Dollars (USD) (or of an equivalent amount in RMB) per annum per person. Remittance exceeding this amount is handled depending on the intended purpose of the remittance. For more information, please refer to the website of the **State Administration of Foreign Exchange**. Hong Kong residents should register at in-charge Foreign Exchange Administration with relevant documents if they need inbound remittance for housing purchase payment. Legal personal income from selling properties can be remitted to foreign accounts in forms of Hong Kong dollar by means of purchasing foreign exchange. For specific steps, please consult with relevant banks.

## **Obtain property ownership certificates**

Hong Kong residents are eligible to obtain the property ownership certificates after home purchase. Hong Kong people may fail to obtain property ownership rights in the event that developers go bankrupt or intentionally evade their responsibility under the property purchase and sales agreement without any assignees to assume the developers' responsibilities. If this is the case, Hong Kong people may resort to legal means.



## Tips

The *Certificate of State-Owned Land Use Right*, *Certificate of Ownership on Housing*, and *Certificate of Right on Woods* originally issued by Beijing Municipality are now unified as the *Certificate of Ownership on Immovable Property*. The original certificates remain valid according to the principle of ‘no change, no replace’, and will be gradually replaced by new certificates in registration of transferral and alteration.

### **Taxes and expenses related to transfer of properties**

Purchase of properties:

- Deed Tax
  - If the property is the family’s only property and residence with useable floor area less than 90 sqm, then the tax rate is 1%
  - If the property is the family’s only property and residence with useable floor area more than 90 sqm, then the tax rate is 1.5%
  - If the property is not the family’s only property or residence, then the tax rate is 1% for useable floor area less than 90 sqm
  - If the property is not the family’s only property or residence, then the tax rate is 2% for useable floor area more than 90 sqm
- Stamp Duty: Residential properties are exempted from stamp duties

Sale of properties:

- Value-added Tax
  - If the property has been occupied for less than two years, the value-added tax rate is 5%
  - If the non-ordinary property has been occupied for two or more years, the value-added tax rate is 5% on the excess of sales price over purchase price
  - If the property has been occupied for two or more years, individuals are exempted from value-added tax



- Individual Income Tax: If the property has been held by the individual for more than five years and is the only accommodation of the family, then the individual is exempt from Individual Income Tax. Otherwise, Individual Income Tax is imposed as 1% on final price or 20% on the excessive of sales price over purchase price
- Stamp Duty: Residential properties are exempted from stamp duties
- Value-added Tax on Land Appraisal: Residential properties are exempted from Value-added Tax on Land Appraisal

**【Attention】**

Those with a building area of more than 144 sqm, a floor area ratio of less than 1.0, and an actual transaction price higher than average residential transaction price of the same class by 1.2 times are non-ordinary properties; otherwise they are ordinary properties.

Please refer to relevant policies issued by the **State Administration of Taxation**.



## Transportation in Beijing

### Traffic regulations

Mainland	Hong Kong
Keeps right (automotive vehicles, non-automotive vehicles and pedestrians)	Keeps left
Vehicles can turn right even when the red light is on provided that other vehicles or pedestrians are not disturbed; no traffic on red arrows.	No traffic on red light

Besides, Beijing municipal has also promulgated and implemented specific local rules. For more information, please refer to the website of **Beijing Traffic Management Bureau**.

### Subway

There are 20 lines of subways in Beijing. One-way fare starts from RMB 3. Pricing is on a sliding basis and passengers are entitled for certain discounts when their accumulated expenditures for the month reach a certain amount. Bus pass are available for subways and can be refilled on the bus pass multi-functional self-service machine. Passengers may download the Bus pass APP to obtain e-pass, which can be refilled online and used on mobile phones. Passengers may also download YiTongXing APP and use the two-dimension code as e-ticket after binding with applicable payment method, and no pre-payment is needed. For subway map, daily first and last run and service equipment, please click **here**.

Passengers can use the **Beijing-Tianjin-Hebei Interchange Bus Pass** for Beijing subways. Citizens can acquire and refill the Buss Pass issued in service stations in Beijing. Note that Buss Pass issued in different places cannot be recharged in Beijing.

### Taxi

Beijing taxies implement a unified fare charge policy. During 23:00 – 05:00 there is a 20% night surcharge. Taxi stands are often found in public areas such as hotels, business centres, hospitals and residential quarters. Passengers can also grab taxis via phone and mobile APP. The service hotline of Beijing taxi is 8610-96103.

Please refer to the website of **Beijing Municipal Commission of Transport** for standard charges of Beijing taxies.



## Car service appointment online

Car service appointment online is popular in the Mainland. Passengers can reserve cars and taxis online or via mobile APPs. Please refer to introductions on general searching websites.

## Buses

Beijing has a bus network that covers the whole city. Bus fares have been adjusted to RMB 2 within 10 kilometres (inclusive), and RMB 1 for each 5 kilometres after the first 10 kilometres. Bus Pass holders can enjoy a 50% discount and 75% discount for local students.

## Trains

There are five railway stations located in the urban area of Beijing at present, namely **Beijing railway station, Beijing East railway station, Beijing West railway station, Beijing South railway station and Beijing North railway station**. Beijing is well connected to many Mainland cities through various intercity routes (with high-speed train services for certain routes).

To purchase railway tickets, passengers would be required to provide valid travel documents containing the passengers' names and other identification information (Home Visit Permit for Hong Kong and Macau residents, applicable and valid passports etc.). Passengers may, based on their preferences, choose their desired travel date, time and seats. Passengers may purchase train tickets, by visiting the ticketing offices located at relevant railway stations, via ticketing hotlines (12306), or online via [www.12306.cn](http://www.12306.cn).

### Tips

China Railway Corporation announced that the company has set up auto-ticketing machines that read Home Visit Permit in train stations with large traffics in Beijing, Shanghai, Jiangsu, Zhejiang, Fujian, Shandong, Hunan and Guangdong. The auto-ticketing machines facilitate Hong Kong and Macau people to buy and collect tickets with Home Visit Permits. In the future, the auto-ticketing machines will be used in all eligible provincial capitals and cities with large amount of Hong Kong and Macau passengers.



## Air

The Beijing Capital International Airport (BCIA) is located in the Shunyi district. BCIA is about 20 kilometres away from CBD area in Chaoyang district. It has three terminals providing landing and departure for the majority of the domestic and international flights to and from Beijing. It is connected to Beijing downtown via Beijing Airport Highway and the Airport Express Line of Beijing Subway (airport express), which takes around 30 minutes from Dongzhimen to Terminal 2. There is another airport, Nanyuan Airport, in Fengtai district, which is 13 kilometres away from Tiananmen Square. Nanyuan Airport is military and civilian airport and serves exclusively the China United Airlines.

### Tips

Travelers can purchase air tickets through the websites and telephone hotlines of airlines. They can also make the purchases online through the websites of booking agents or mobile APPs, which usually provide airfare discounts.

## Shared bicycles

Sharing bicycles, i.e. bicycle rental services, are popular in the Mainland. Usually, users need to deposit a certain amount to use the bikes provided by bicycle companies. However, some shopping platforms provide non-deposit bike rental services. Please refer to introductions on general searching websites.

## Learning, Driving and Cars Rental

**Learning to drive:** Hong Kong residents may visit Beijing Driving School Supervision Service Platform on either mobile phone or PC to choose desired driving school and sign up for relevant courses. Once downloaded Beijing Transport APP and registered, the user may search nearby driving schools; the user may register on **Beijing Driving School Supervision Service Platform** to choose desired school and class schedule.

**Driver's license:** Hong Kong people are required to obtain valid driving licenses if they wish to drive in the Mainland. Hong Kong people who hold driving licenses issued by relevant authorities of Hong Kong other foreign countries could apply for Chinese driving licenses after meeting certain requirements by the State Council and Ministry of Public Security (including age, physical and other conditions) and



passing the corresponding examination. They can also apply for temporary driving permission from traffic management department of the Ministry of Public Security if they need to drive in the Mainland for a period not exceeding three months. For detailed information with respect to applications of driving licenses and temporary driving permissions, please refer to the website of **Beijing Traffic Management Bureau**.

**Beijing Entry Permit:** Starting from 1 November 2019, non-Beijing vehicles entering roads within the six-ring road (exclusive) and Tongzhou District (not including the main highway) are required to obtain Beijing Entry Permit. Each vehicle is allowed to apply for Beijing Entry Permit for twelfth times on a yearly basis, and a maximum seven-day period each time. For detailed information, please refer to the **Public Notice of Beijing Traffic Management Bureau**.

**Traffic management measure for automotive vehicles:** Beijing has adopted traffic management measures on automotive vehicles. Vehicles with car plate ending with a specific number would be prohibited on the roads between 7:00 and 20:00 on a certain day during weekdays; restricted areas include any road within the Fifth Ring Road (excluding). Light-duty gasoline vehicles with plates issued by Beijing and other provinces (include temporary license plates) that meet National Emission Standards I and II are prohibited on any road within the Fifth Ring Road (excluding) on business days. When the red warning of heavy air pollution is issued, vehicles that meet National Emission Standards III and above are restricted according to plate numbers. Vehicles breaking any violation and entering restricted areas shall be fined RMB 100 every four hours by the public traffic management departments according to relevant laws and regulations.

For information on relevant measures and road traffic, please refer to the website of the **Beijing Traffic Management Bureau**.

**Purchase of Vehicles:** Beijing has put in place control measures over the number of passenger cars. There is a quota system for the purchase of vehicles through a pool/draw system. Once permission for purchase is obtained, qualified individuals could then proceed with necessary vehicle registration.

If Hong Kong people wish to apply for license plates, they should meet the requirements below:



- (1) No passenger cars being held/owned under his/her name in Beijing, whether or not the vehicle(s) is subject to de-registration or scrapping; and he/she should hold a valid driving licenses issued by Public Security departments.
- (2) Hold a Home Visit Permit with a validity period of ten years. Have a Temporary Residence Registration Certificate in Beijing for over a year.

For detailed information about the application for license plates, please refer to the website of **Beijing Passenger Cars Indicators Regulation Management Office**.

**Cars Rental:** Local car leasing companies generally require photocopies of Home Visit Permit and driving license as well as intended leasing period when entering into car rental contracts. For more information, please visit the website of the car leasing companies.



## Eating in Beijing

As the ancient capital of six dynasties, Beijing has absorbed the essence of Man and Han culture. It not only serves a wide range of traditional snacks, but also provides unique Beijing cuisine, Muslim cuisine and private cuisine. The representatives of traditional snacks are Douzhier (fermented mung bean juice), bean flour sugar, sour plum soup, small bun, Fuling Bing (Tuckahoe pie), preserved fruit、Tanghulu (sugar-coated haws on a stick)、Aiwowo (glutinous rice ball), Wandouhuang (pea pudding), Lvdagun (fried chop rice cake), fired stuffed sausage, Baodu (quick-scalded tripe), fried liver, Beijing roast duck, instant-boiled mutton, soy sauce chicken, oil-fried tripe, three white in wine, stewed fish fin, royal chicken, Sanbuzhan (three non-stick Sweets), and fried Buddhist hand roll.



## Visiting in Beijing

Beijing is rich in tourism resources. As the ancient capital of six dynasties, it has a profound cultural heritage. Scenic spots with historical and cultural background are everywhere. It is a combination of classic and modern with rich tourism resources and magnificent scenery. Transportation and shopping in Beijing are both convenient, and there are many tasty local delicacies. For more information of Beijing tourism, please refer to [visitbeijing.com.cn](http://visitbeijing.com.cn).



## Shopping in Beijing

### Shopping in Beijing

**Wangfujing Walking Street:** a famous commercial block with a reputation of ‘golden street’ and a history of over 700 years, and one of the four commercial blocks in Beijing.

**Sanlitun Taikoo Li:** the capital’s hottest fashion destination where a number of brand flagship stores, innovative contemporary designer shops, the Orange Hall and the Red Pavilion that are constantly holding cultural and arty events lie.

**Xidan Commercial Street:** from Xuanwu Gate to Xinjiekou, a neat, orderly, civilised and prosperous commercial street with international level of shopping mall, restaurants, entertainment, services and offices.

**Dà Shi Làn:** a famous commercial street located at the heart of the ancient Beijing City.

### Shopping VAT refund policy

VAT refund policy is available in Beijing. Overseas tourists as well as residents of Hong Kong, Macau and Taiwan who have stayed in Mainland China for no more than 183 consecutive days can claim 11% Value Added Tax (VAT) refund on purchases made at designated stores when they depart the country through port of departure (including airports, seaports or land borders). For further details, please refer to the *Notice regarding the implementation of tax refund on goods purchased by foreign tourists* (MOF Notice [2015] No. 3) or the website of **Ministry of Culture and Tourism of the PRC**.

#### Tips

Currently, Beijing and Tianjin take the lead nationwide in implementing departure tax refunds. Overseas tourists who purchase items subject to tax refunds in these two municipalities can apply for tax refunds at departure ports either in Beijing or Tianjin.



## Daily life and social preference

With rapid development of e-commerce in the Mainland, online shopping has become a mainstream of lifestyle. Consumers can buy a variety of goods from different shopping websites, and mobile payment is the most popular payment method in the Mainland. Instant messaging application is becoming more common in the Mainland. People are more willing to stay in touch through mobile APPs than talking over the phone.

### Tips

Common applications can meet daily needs of online shopping, food delivery, instant messaging, calling taxis, and renting shared bicycles, etc. Users can download different APPs according to their own needs.

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# III. Working in Beijing





## Working in Beijing

### Social security

According to the ‘Interim Measures for the Participation in Social Insurance of Foreigners Employed in China’ promulgated by the Ministry of Human Resources and Social Security, expatriate employees working in the Mainland are entitled to the benefits and rights as bestowed in relevant social security regulations. Mainland employers, together with their expatriate employees, should sign up for social security schemes, in order for the employees to be entitled to basic pension, basic medical insurance, work-related injury insurance, unemployment insurance, maternity insurance, etc.

Scenarios in which Hong Kong people should enrol in social security schemes are summarised below:

- Hong Kong people working in the Mainland under signed labour contracts with any of the following legal entities registered in the Mainland should enrol in social securities in accordance with the regulation: business enterprises, public institutions, social organisations, private non-corporate units, foundations, law firms, accounting firms, etc.
- Hong Kong people who have established employment relationships with foreign employers and are assigned to work in branches or representative offices of their employers registered in the Mainland should enrol in social securities in accordance with the regulation

For further information on social securities, please refer to the **Online Service Platform of the Beijing Municipal Social Security**.

#### Tips

It is necessary to understand the social security, commercial insurance, and accommodation and welfare arrangements provided by Mainland employer.



## **Individual Income Tax (IIT) arrangements on wages and salaries**

### **Overview of IIT treatment in the Mainland and calculation methods for Hong Kong people**

According to the *Arrangement between the Government of the People's Republic of China and the Hong Kong Special Administrative Region for the Avoidance of Double Taxation and the Prevention of Fiscal Evasion with Respect to Taxes on Income*, Hong Kong people's individual income is non-taxable in the Mainland if the following three conditions are simultaneously met:

- Stay no more than 183 days<sup>1</sup> (either continuously or cumulatively) in the Mainland in any 12-month period
- Salary borne or paid by non-Mainland companies directly or not on behalf of Mainland companies
- Salary not borne or paid by permanent establishments of Hong Kong companies in the Mainland

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<sup>1</sup> When calculating the days of residence in the Mainland for Hong Kong people for tax purposes, the calculation shall be based on the actual number of days such individual has stayed in the Mainland. Specifically, the day of entry into and departure from the Mainland, including multiple entries and departures within the same day, shall count towards the total days of residence as one day of residence in the Mainland. For further details, please refer to the relevant law (Guoshuifa[2004] No. 97) promulgated by the State Administration of Taxation of the PRC.



# IV. Studying in Beijing



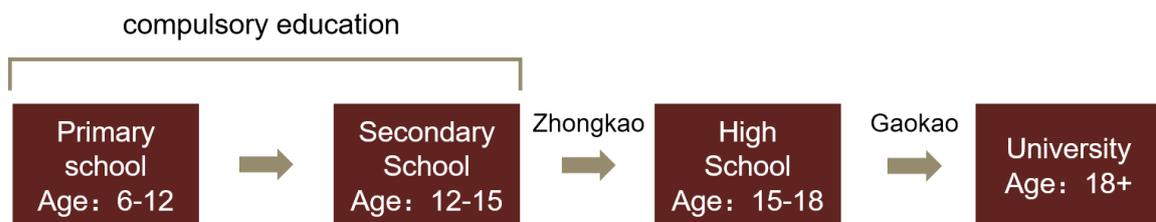


## Studying in Beijing

### An overview of the Chinese education system

The Ministry of Education is responsible for managing the state-run education system in the Mainland. All citizens are required to complete 9 years of compulsory education, funded by the government. The 9-year compulsory education consists of 6 years of primary school and 3 years of secondary school, after which students would attend the high school entrance exam ('Zhongkao') to apply for high schools. Upon successful completion of the 3-year high school programme, graduating students may attend the nationwide university entrance examinations ('Gaokao') to apply for universities.

A Flowchart of the Chinese Education System



For further information, please refer to the website of the **Beijing Municipal Commission of Education** or **Ministry of Education**.

### Pre-school education

For children of Hong Kong people who wish to attend local kindergartens, parents may submit applications directly to the local neighbourhood schools. Parents may also choose to send their children to international kindergartens (the children's school for foreign nationality). Entry requirements for each school may be different, details are usually available on the school's website.

For more information on international schools approved by the Ministry of Education, or a list published by the Beijing Municipal Commission of Education containing kindergartens located in different districts and counties, please refer to the website of the **Beijing Municipal Commission of Education** or the **Ministry of Education**.



## **Primary and secondary education**

Children of Hong Kong people may choose to attend a local primary or secondary school, or an international school. Parents or guardian of Hong Kong students should familiarise themselves with relevant education systems, admission requirements, application period, and other detailed information before enrolling their children.

### **Application process for nearby primary and secondary schools**

- (1) Visit the information collection website of the Beijing Municipal Education Commission and complete an online registration.
- (2) If one of the parents is a Hong Kong citizen, their children should have identity affirmed by the Overseas Chinese Affairs Office or local education department, or get the *Approval for Hong Kong and Macau Students' Enrolment* ('Approval') from the authorities.
- (3) After obtaining the Approval, Hong Kong people may then contact the school(s) of their choices, and provide documentation as required by the school(s). Discretion rests with the individual school to decide whether to admit Hong Kong students based on local regulations on the size of the classes and the circumstances of the students.
- (4) Once admitted, those Hong Kong students can attend schools/classes as non-Beijing resident students on a temporary basis.

For more information on the Approval of Attending Primary and Secondary Schools in Beijing and attending schools/classes as non-Beijing resident students in Beijing, please refer to the website of the **Overseas Chinese Affairs Office of the People's Government of Beijing Municipality** and the **Beijing Municipal Education Commission**.

### **Choosing an international school**

- (1) If Hong Kong people choose to send their children to international schools, the application shall be filed directly with the schools in accordance with their requirements. The schools will have the sole discretion on whether or not to accept the applicants.
- (2) In the event where Hong Kong students are being transferred to these international schools during the school term, they must present their transcripts and participate in entrance examinations organised by the schools.



- (3) After admission, the relevant schools should report their students' information to the Beijing Municipal Commission of Education for record.

For more information on international schools approved by the Ministry of Education, or primary/secondary schools that take foreign students, please refer to the **Overseas Chinese Affairs Office of the People's Government of Beijing Municipality** and the **Beijing Municipal Education Commission**.

### Higher education

Hong Kong people planning to pursue higher education in the Mainland may sit for entrance examinations held by universities that are permitted to admit overseas Chinese, Hong Kong, Macau and Taiwan students. The application requirements are shown below:

- ✓ Students are required to have completed at least the sixth grade at a registered Hong Kong secondary school or equivalent (e.g. third grade at a registered high school in the Mainland). Students currently on track to complete the above programs should submit an enrolment certificate issued by their respective high school
- ✓ Students are required to meet physical requirements as specified by individual universities for particular disciplines (if applicable)
- ✓ Students are required to hold valid Hong Kong Identity Card (whether permanent or non-permanent) and Home Visit Permit





As for the examination content and requirement, please refer to the *Syllabus of joint entrance science exam held by Mainland colleges and universities to recruit overseas Chinese, Hong Kong, Macau and Taiwan students* formulated by the Ministry of Education and the *Syllabus of joint entrance arts exam held by Mainland colleges and universities to recruit overseas Chinese, Hong Kong, Macau and Taiwan students* formulated by the Ministry of Education (2<sup>nd</sup> edition).

For more information, please refer to the websites of the **Hong Kong Examinations and Assessment Authority** and **Mainland college enrolment information for Hong Kong, Macau and Taiwan students**.

### **Exemption from entrance exam**

In addition, according to the *Notice Issued by the Ministry of Education With Respect to Fine-tuning Work of Enrolment of Hong Kong Students Without Sitting for the Entrance Examinations in Colleges of the Mainland During the Year of 2012* (Jiao Gang Ao Tai Han [2011] No. 72), a number of Beijing universities and institutions, such as Peking University, may enrol Hong Kong students who meet certain requirements / qualifications without the need to sit for the entrance exams. Pursuant to the *Notice With Respect to Fine-tuning Work of Enrolment of Hong Kong Students Without Sitting for the Entrance Examinations in Colleges of the Mainland During the Year of 2014* (Jiao Gang Ao Tai Ban [2013] No. 537), and the *Measures Regarding Enrolment of Hong Kong Students Without Sitting for the Entrance Examinations in Colleges of the Mainland During the Year of 2018*, Hong Kong students who have sat for the Hong Kong Diploma of Secondary Education Examination can apply for open enrolment in Mainland universities. The admission requirements may vary and prospective students can refer to enrolment brochures of individual universities or post-secondary institutions.



## Administrative measures on scholarships for Hong Kong, Macau, and overseas Chinese students

According to the *Administrative Measures on scholarships for Hong Kong, Macau, and Overseas Chinese Students*, Chinese government has set up special scholarship fund for Hong Kong, Macau, and Overseas Chinese Students studying in the Mainland in accordance with the policies for Mainland student scholarships. It not only increases the number of scholarships for Hong Kong and Macau students, but also significantly increases the amount of the scholarship.

## List of major international schools and contact information in Beijing

The information of the international schools approved by the Ministry of Education is gathered from the websites of major embassies and the Beijing Municipal Commission of Education and is for reference only. Information listed below is not intended to be an advertisement or solicitation of business. BJO does not endorse any of the products, services or information referenced therein. For more information, please refer to the website of **Beijing Municipal Commission of Education**.

Name	Address	Contact Information	Website
The British School of Beijing	The British School of Beijing, Sanlitun Primary Campus - No. 5 Xiliujie, Sanlitun Road, Chaoyang District, Beijing	The British School of Beijing, Sanlitun Tel: 8610-85325320 E-mail: <a href="mailto:receptionsitey@bsbsanlitun.com">receptionsitey@bsbsanlitun.com</a>	The British School of Beijing, Sanlitun <a href="http://www.nordangliaeducation.com/our-schools/beijing/sanlitun">http://www.nordangliaeducation.com/our-schools/beijing/sanlitun</a>
	Early Years Campus – No. 7 Beixiaojie, Sanlitun Road, Chaoyang District, Beijing	The British School of Beijing, Shunyi Tel: 8610-80473588 E-mail: <a href="mailto:receptionsy@britishschool.org.cn">receptionsy@britishschool.org.cn</a>	The British School of Beijing, Shunyi <a href="http://www.nordangliaeducation.com/our-schools/beijing/shunyi">http://www.nordangliaeducation.com/our-schools/beijing/shunyi</a>
Dulwich College Beijing	1 Xiang Jiang Bei Lu Jing Shun Lu, Chao Yang District, Beijing (1-6 years old)	Tel: 8610-84507676	<a href="https://beijing.dulwich.org/">https://beijing.dulwich.org/</a>
	89 Capital Airport Road, Shunyi District, Beijing (1-18 years old)	Tel: 8610-64549000	

Name	Address	Contact Information	Website
Harrow International School	No.287 Hegezhuang Village, Cuigezhuang County, Chaoyang District, Beijing	Tel: 8610-64448900 Ext. 6900	<a href="http://www.harrowbeijing.cn">www.harrowbeijing.cn</a>
Harrow Beijing School Chaoyang	No.5, 4th Block, Anzhen Xili, Chaoyang District, Beijing	Tel: 8610-64448100	
International Montessori School of Beijing	Building No. 8, 2A Xiang Jiang Bei Lu, Chao Yang District, Beijing	Tel: 8610-64328228	<a href="http://www.msb.edu.cn">www.msb.edu.cn</a>
Western Academy of Beijing (WAB)	10 Lai Guang Ying Dong Lu, Chao Yang District, Beijing	Tel: 8610-59865588	<a href="http://www.wab.edu">http://www.wab.edu</a>
International School of Beijing-Shunyi	10 An Hua Street, Shunyi District, Beijing	Tel: 8610-81492345	<a href="http://www.isb.bj.edu.cn">http://www.isb.bj.edu.cn</a>
Eton International School	10 Dongfeng South Road, Chaoyang District, Beijing	Tel: 8610-56812666/ 400-818-9098	<a href="http://www.etonkids.com/">http://www.etonkids.com/</a>
3e International School	No. 9-1 Side Park, Jiang Tai Xi Lu Chaoyang District, Beijing	Tel: 8610-64373344 Ext. 127	<a href="http://www.3einternationalschool.org/">http://www.3einternationalschool.org/</a>
Canadian International School of Beijing	38 Liangmaqiao Road, Chaoyang District, Beijing	Tel: 8610-64657788 Ext. 6108	<a href="http://www.cisb.com.cn/">http://www.cisb.com.cn/</a>
AIDI International School of Beijing	7, Louizhuang Road, Chaoyang District, Beijing	Tel: 8610-84390808/ 400-800-4033	<a href="http://www.aidi.edu.cn">http://www.aidi.edu.cn</a>
Lycée Français International Charles De Gaulle De Pékin	Xinjin Lu, Chaoyang District, Beijing	Tel: 8610-84747088	<a href="http://www.lfip.net.cn">http://www.lfip.net.cn</a>
Beijing BISS International School	No 17, Area 4, Anzhen Xili Chaoyang District, Beijing	Tel: 8610-64433151 Ext. 215/216/253 E-mail: admissions@biss.com.cn	<a href="http://www.biss.com.cn/">http://www.biss.com.cn/</a>
Korean International School in Beijing	37 Wangjing North Road, Chaoyang District, Beijing	Tel: 8610-51348588	<a href="http://kisb.net/">http://kisb.net/</a>

Name	Address	Contact Information	Website
Yew Chung International School of Beijing (YCIS)	East Gate of the Red Scarf Park, 5 Houbalizhuang, Chaoyang District, Beijing	Tel: 8610-85833731 Ext. 1 or 4	<a href="http://www.ycis-bj.com/">http://www.ycis-bj.com/</a>
International Children's House	Unit S114, Kempinski office, No.50 Liang Ma Qiao Road,Chao Yang District, Beijing	Tel: 8610-64651305/64104482	<a href="http://www.montessoribeijing.com/">http://www.montessoribeijing.com/</a>
	Level 1 North Lodge, No.1 Jian Guo Men Wai Avenue, Beijing	Tel: 8610-65053869/ 65358129	
	Yayunxinxin jiayuan community, No.1 Xin Dian Road,Chao Yang District, Beijing	Tel: 8610-52020293	
	1, Nanshiliju Road, Dongfeng Xiang, Chaoyang District, Beijing	Tel: 8610-85564611	
	118, Andersen Garden, Upper East Side, Chaoyang District, Beijing	Tel: 8610-50984323	
	27, West Third Ring Road, Fengtai District, Beijing	Tel: 8610-63708166	
	No. 202, Level 2, Building 10, Taiyanggong First Street, Chaoyang District, Beijing	Tel: 8610-84888850/ 84888840	
	Building 9, Shenghua Li, Haidian District, Beijing	Tel: 8610-13691443538	



## Mutual recognition of academic degrees in higher education

Hong Kong and the Mainland have reached an agreement on mutual recognition of higher education credentials and signed a Memorandum of Understanding between the Mainland and Hong Kong on Mutual Recognition of Academic Degrees in Higher Education ('Memorandum'). According to the Memorandum, Hong Kong and the Mainland would determine a list of accredited colleges and universities and regularly update the list. Diplomas, including a bachelor's or higher degree certificates awarded by accredited colleges and universities of one party will be recognised by the other. A summary of the main points made in the Memorandum:

Diplomas acquired in Hong Kong		Diplomas acquired in the Mainland	
Diplomas awarded by accredited colleges and universities in Hong Kong	Can apply for degrees in the Mainland	Diplomas awarded by accredited colleges and universities in the Mainland	Can apply for degrees in Hong Kong
Bachelor's degree	Master's degree	Bachelor's degree	Master's degree or vocational training
Master's degree	PhD	Master's degree	PhD
Bachelor's degree with good grades from accredited Mainland colleges and universities and have successfully completed high-quality papers or research work	PhD	Bachelor's degree with good grades from accredited Hong Kong colleges and universities and successfully completed high-quality papers or research work	PhD

For more detailed information of the Memorandum, please refer to the website of the **Ministry of Education of the People's Republic of China**.

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# V. Doing business in Beijing





## Investment environment in Beijing

The construction and management of Beijing as the capital city is an important part of the modernisation of national governance. The *General Plan of the Beijing City (2016 - 2035)* stresses on the strategic positioning of Beijing as ‘four centres’, namely, the national political centre, the cultural centre, the international communication centre and the technology innovation centre, and focuses on ‘what and how to build our capital’. Specifically:

- As the **political centre**, Beijing will provide high-quality services for the leading institutions of the Party, government and the military, fully safeguard the political security of the capital, and ensure safe, efficient, and orderly operation of government affairs
- As the **cultural centre**, Beijing will carefully protect its historical and cultural heritages, and construct a historical and cultural city protection system that covers the ancient city, downtown area, city area, and Beijing-Tianjin-Hebei area
- As the **international communication centre**, Beijing will act as the important platform for major diplomatic activities and foreign affairs, and continue to optimise the hardware and software environment for international exchanges. Beijing will optimise the spatial layout of nine types of international contacts, namely, major diplomatic activity and foreign affairs areas, international conference and exhibition area, international sports cultural exchange area, international transportation hub, foreign embassies area, international business and financial functional area, international science and technology area, international tourism area, as well as international organisation gathering area
- As the **technology innovation centre**, Beijing will give full play to its rich scientific and technological resources and accelerate the construction of a nationwide scientific and technological innovation centre with global influence. To form a ‘three cities and one district’ pattern, Beijing will build up Zhongguancun Science City, Huairou Science City, Future Science City, and the innovative industrial clusters, as well as the ‘Made in China 2025’ innovation demonstration area, facilitating more parks for optimal development.



The goal is to make significant progress in building a world-class harmonious capital by 2020. Beijing will take the lead in building a well-off society in an all-round way and achieve remarkable results in phasing out non-capital functions. By 2035, an international world-class harmonious city will be initially established, the functions of the capital will be more optimised, and the framework of the Beijing-Tianjin-Hebei agglomeration will be formed; By 2050, a world-class harmonious city will be built at a higher level, and the urban agglomeration with the capital as its core, good ecological environment, developed economy, and stable society will be established.

In addition, in May 2015, the State Council approved an integrated pilot project for opening up of the service industry in Beijing, and extended foreign investment to 11 services fields of technology, finance, culture, commerce, tourism, and medical care. Then, in July 2017, Beijing issued a work plan to promote the open-up of Beijing's service industry and expand the pilot project ('Promoting Plan'), further relaxing the industry's access threshold. In the Promoting Plan, the restricted proportion on foreign investment has been relaxed, and foreign investment access thresholds have been reduced. The areas that are further opened in this project include nine industries such as the airway transport, culture and arts, legal services, etc. In terms of foreign investment in audio and video products, as well as cooperation between Chinese and foreign law firms, the Promoting Plan has made leading breakthrough.



## Doing business in Beijing

### Mainland and Hong Kong Closer Economic Partnership Arrangement (CEPA)

The Mainland government and the Hong Kong government signed the CEPA with a view to enhancing economic cooperation and integration between the Mainland and Hong Kong. The policies under CEPA for Hong Kong investors include the following:

- Trade in goods: Approximately over 1,800 types of goods are eligible for zero tariff treatment
- Trade in service: Hong Kong service providers may enjoy preferential treatment when setting up businesses in designated service sectors in the Mainland, including:
  - customs clearance facilitation
  - inspection and quarantine standardisation
  - transparency in laws and regulations
  - greater cooperation and communication with respect to electronic business, trade and investment promotion, intellectual property and education

For more detailed information on CEPA, please visit the website of the **Hong Kong Trade and Industry Department**.

### Mainland-Hong Kong Tax Arrangement

*The Arrangement between the Government of the People's Republic of China and Hong Kong Special Administrative Region for the Avoidance of Double Taxation and the Prevention of Fiscal Evasion with Respect to Taxes on Income* (the 'Mainland-Hong Kong Tax Arrangement') provides preferential tax rates to Mainland-sourced dividend (5%), interest (7%), royalties (7%) and capital gains (0%) earned by Hong Kong people. Qualified Hong Kong tax residents may enjoy the above benefits upon obtaining approval from relevant Mainland tax authorities. Note that the standard rate is 10% for Mainland-sourced gains that are not eligible for preferential treatment under the Mainland-Hong Kong Tax Arrangement.

For details on Mainland-Hong Kong Tax Arrangement, please refer to the website of the **State Administration of Taxation**.



## **Business establishment for foreigners (including Hong Kong, Macau, and Taiwan enterprises)**

### **Main forms for business establishment for foreigners**

#### **Foreign invested enterprise (including Hong Kong, Macau, and Taiwan enterprises)**

Main types of foreign invested enterprises in the Mainland:

- Sino-foreign equity joint venture (EJV)
- Sino-foreign cooperation joint venture (CJV)
- Wholly foreign-owned enterprise (WFOE)
- Foreign Invested Partnership

#### **Individual sole proprietorship**

Hong Kong permanent residents with Chinese nationality may, in line with relevant laws, regulations or administrative rules of the Mainland, establish individual sole proprietorships in any provinces, municipalities, or autonomous regions in the Mainland without being subject to the foreign investment approval process. There is no limit on the number of employees or the size of its business space. The permissible business scope covers retail, restaurants, computer services, advertising, clinics, economic, trade and management consulting services, etc.

For more information, please refer to the website of the **Beijing Administration for Industry and Commerce**.

#### **Representative Office (RO)**

ROs can engage in non-profit generating activities that are related to the business of their foreign parent enterprise and business-related liaison activities. ROs cannot operate business directly and do not have legal person status. The process of setting up an RO includes:

- Applying to relevant administrative authorities
- A Business Registration Certificate and a Representative Certificate will be issued after the application has been made
- The RO should then proceed with registration procedure



## Minimum registered capital requirement of FIEs

Total Registered Investment (USD)	Minimum Registered Capital (USD)
Less than 3 million (inclusive)	70% of total investment
Between 3 and 10 million (inclusive)	50% of total investment, or not lower than 2.1 million
Between 10 and 30 million (inclusive)	40% of total investment, or not lower than 5 million if the total investment is below 12 million
More than 30 million	1/3 of total investment, or not lower than 12 million if the total investment is below 36 million

## Special Administrative Measures for access of foreign investment

Special Administrative Measures on Foreign Investments Restrictions (the 'Negative List') is applicable for foreign investment. It requires foreign investment involved in industries on the Negative List to be approved and foreign investment involved in industries off the Negative List to be registered. The Negative List shall be carried out in accordance with the restricted and prohibited industries in the Negative List and the encouraged industries in the *Catalogue of Industries for Guiding Foreign Investment* (the 'Catalogue'). The Catalogue is regularly updated. The latest edition was released in 2017 and in effect since July 28, 2017. The Negative List was jointly released by the National Development and Reform Commission and the Ministry of Commerce. The latest edition was released in 2018 and in effect since 28 July 2018. Among them:

- Foreign investment in restricted industries are required to meet ownership and senior executive requirements. Restriction requirements that are the same for domestic and foreign investment, and that are not included in the scope of access, are not listed in the Special Administrative Measures
- The Negative List allows transitional period for the cancellation and relaxation of foreign investment access in certain industries. The cancellation and relaxation will be fully carried out upon expiration of the transitional period
- Foreign investors are prohibited from participating in prohibited industries according to the Negative List
- Foreign investors investing in non-prohibited industries must obtain permit on foreign investment
- Foreign invested partnerships are not allowed in industries with specific equity requirement



For more information about the Catalogue, please refer to the website of the **National Development and Reform Commission**; for more information about the Special Administrative Measures on Foreign Investments Restrictions (2018 Version), please refer to the website of the **National Development and Reform Commission**.

### Tips

When entering into EJV/CJV contracts with Mainland partners, investors should pay attention to:

- Whether the mainland partner is a legal entity
- Whether it has valid business registration, financial strength and capability to perform the contractual duties
- The organisation structure, business scope, schedule of capital injection, appointment of management, profit distribution, dissolution and liquidation

Beijing Administration for Industry and Commerce provides samples of joint venture contracts and Articles of Association for reference. For more information, please visit the website of **Beijing Administration for Industry and Commerce**.

### General process for setting up FIEs

When Hong Kong, Macau and Taiwan investors set up enterprises in the Mainland, if **Not related to** the items in the ‘Special Administrative Measures on Foreign Investments Restrictions’ would be subject to record-filing administration mechanism, for detailed information please refer to Provisional Measures for the Record-filing Administration on the Establishment and Alteration of FIE (MOC Order [2016] No.3) and Decision on Revising the Provisional Measures for the Record-filing Administration on the Establishment and Alteration of FIE (MOC Order [2018] No.6); If **related to** the items in the ‘Special Administrative Measures on Foreign Investments Restrictions’, the establishment and alteration of FIEs’ should get the reply and permit documents from commerce authority. If Hong Kong and Macau investors invest in the Mainland under CEPA, they should follow the process required by Administrative Measures for Record-filing of Investments in Mainland China by Hong Kong (HK) and Macau Service Providers (Trial).



Beijing set to implement new 'Five-in-One' Business License System, which combines a business license, organisation code certificate, business' tax registration certificate, social security registration certificate and statistical registration certificate into a Five-in-One license with 'one social credit code for license'. Newly established enterprises can obtain business licenses with unified social credit code issued by administrative authorities for industry and commerce only through 'application by one form' and 'acceptance at one window' without tax and statistical registration.

### **Procedures and required documents for the record-filing of FIEs**

#### **• Documents required to be uploaded on-line for record-filing**

Foreign-invested enterprise or its investors registering for the enterprise's establishment or alteration should upload the following documents:

- ✓ The materials regarding the prior approval for the FIEs' name or business license of the FIEs
- ✓ The Letter of Commitment regarding the Record-filing of the Establishment of FIEs signed by all investors (or all initiators) of FIEs or its authorised representatives, or the Letter of Commitment regarding the Record-filing of the Alteration of FIEs signed by all investors (or all initiators) of FIEs or their authorised representatives
- ✓ The certification of relevant documents testifying that all investors (or the board of the incorporated foreign investment company) or FIEs entrust the other party to sign on their behalf, including the power of attorney and the identification certificates of the trustee
- ✓ The certification of relevant documents testifying that the investors of foreign-invested enterprises or legal representatives entrust the other party to sign on their behalf, including a power of attorney and the identification certificates of the trustee (if no other party has been entrusted to sign relevant documents, there is no need to provide them)
- ✓ Investors' subject qualification certification or natural person identity certification (if the change does not involve the basic information of the investors, there is no need to provide this)
- ✓ Natural person identity certification of legal representatives (if the change does not involve a change of legal representatives, there is no need to provide this)
- ✓ Ultimate Holding Structure for FIE (if the change does not involve a change of ultimate beneficial owner, there is no need to provide this)
- ✓ Certificate for Outbound Investment shall be provided by the domestic enterprise which obtains the equities of the overseas company, if the foreign investor pays with the equities of a qualified overseas company



If the original documents mentioned above are in foreign languages, Chinese translations should be submitted at the same time. FIEs or their investors should ensure that the Chinese translations are consistent with the content of the original foreign language.

### **Procedures for record-filing**

- (1) After obtaining the prior approval of the enterprise's name, either representatives designated by all investors or their jointly-entrusted agents before the issuance of a business license or representatives designated by foreign invested enterprises or their jointly-entrusted agents within 30 days after the issuance of a business license, shall fill in online and submit the Application Form for Record-filing of the Establishment of FIEs and relevant documents via the FIEs Administration System, and go through the record-filing procedures.
- (2) The commerce authorities conducts a preliminary review for the project content and materials via the FIEs Administration System. After the review for the report has been completed by the leadership in charge, it is submitted to the bureau for confirmation, and the record is filed. The system will issued a filing receipt, which is affixed with an official seal.
- (3) After completing the record-filings, FIEs or their investors may use application materials for the prior approval of the names of FIEs (copies) or business licenses of FIEs (copies) to obtain 'Record-filing Receipts for the Establishment of FIEs' or 'Record-filing Receipts for the Alteration of FIEs'.

#### **Tips**

Beijing set to implement 'acceptance at one window' for FIEs. FIEs can complete business registration and record-filing at once only through filing on online registration platform of administrative authorities for industry and commerce.



### **Approval procedures for the establishment of FIEs:**

If the foreign investment is related to the items in the ‘Special Administrative Measures on Foreign Investments Restrictions’ or pre-licensing, should refer to the following procedures:

- (1) Approval for the FIEs’ name
- (2) If the foreign investment is related to the items in the ‘Special Administrative Measures on Foreign Investments Restrictions’, should obtain the Certificate and the Apply for FIEs from municipal or district level commerce department
- (3) If the foreign investment is related to the pre-licensing (i.e. restaurant and hotel, etc.), should obtain the related approval documents in advance
- (4) Submit application materials to industry and commerce authorities. If successful, obtain a license after a few working days as statutory requirement; if not, amend the materials follow the suggestions and proceed with the process

#### **Tips**

Besides submitting applications on-site, enterprises can also choose to upload materials through online application. Log on to the website of **Beijing Administration for Industry and Commerce**, click on the ‘online registration’ module, register and file in following instructions.

The above is a general introduction to the process and information of establishment for FIEs. It is for reference only and is not legal or professional advice. If need to understand the specific issues and practice operations, please refer to the website of **Beijing Investment Promotion Bureau**. Law firm with qualification or professional consulting institution with professional qualifications in the Mainland could also provide services for the foreign investors to handle the establishment of FIEs, including assisting in drafting articles of association, application for establishment of enterprises, preparing relevant forms for the establishment of enterprises and communicating with related government authorities, etc.



## **Labour issues of FIEs**

### **Labour laws and regulations in the Mainland**

The Labour Law requires employers to enter into written labour contracts with employees when establishing an employment relationship. Please refer to [here](#) for the revision of Labour Contract Law.

### **Hiring employees**

FIEs can, based on their operating needs, determine their own organisation structures and hire local employees. FIEs can engage recruitment agencies recognised by labour authorities and post job vacancies in media for recruitment purpose.

ROs shall engage authorised labour agencies for labour dispatch. ROs must enter into service contracts with the labour agency, which shall establish employment relationship with the local employees.

### **Salary and welfare**

#### **• Working hours and salary**

- Salaries paid to employees should not be lower than the minimum wage set by the state and local governments. Enterprises can establish employee incentive plans, such as performance bonus and stock options
- Salaries should be paid on monthly basis in local currency, with payment date specified in the employment contract
- Enterprises should obey the working hours regulated by labour law and regulations in the Mainland, i.e. the standard working hours for employees is no more than 8 hours for a day; and no more than 40 hours for a week
- Enterprises have the obligation to withhold Individual Income Tax from salaries before making salary payments to employees. Enterprises should perform the withholding Individual Income Tax filings with their in-charge tax authorities in the following month after salary payment. For more information about Individual Income Tax, please refer to 'Chapter 4 Working in Beijing'



- **Social securities**

- Enterprises should contribute to social security for their local and expatriate employees according to the regulations, which together with the contribution from the employees form the social security benefits for the employees
- Enterprises shall also enrol their employees dispatched from Hong Kong into social security scheme. However, in practice, since Beijing has not issued detailed implementation measures, employers can decide for themselves if they need to enrol
- Enterprises should contribute to the long-term housing security, i.e. Housing Public Accumulation Fund (Housing Fund)

The standard for social security contribution varies with different locations. The social security contribution applicable to Beijing for the year 2017 is set out as below:

Social Security	Contribution Ratio (Employer)	Contribution Ratio (Employee)	Contribution Basis (Beijing)
Pension	19%	8%	<ul style="list-style-type: none"> <li>• Contribution base: average monthly wages of the previous year. Base is capped at 3 times of Beijing's average monthly wages of the previous year.</li> <li>• Lower limit of contribution base for pension and unemployment insurance: 40% of Beijing's average monthly wages of the previous year.</li> <li>• Lower limit of contribution base for medical insurance, work-related injury insurance and maternity insurance: 60% of Beijing's average monthly wages of the previous year.</li> </ul>
Medical insurance	10%	2%+3	
Work-related injury insurance	0.2%-1.9% (according to characters of industries)	N/A	
Unemployment insurance	0.8%	0.2%	
Maternity insurance	0.8%	N/A	
Housing Fund	5%-12% (up to the employer)	5%-12% (up to the employer)	



For more information, please refer to the website of **Beijing Municipal Human Resources and Social Security Bureau** and **Beijing Housing Fund**.

### **Maternity Benefit for Female Employees**

According to the Special Provisions on Labour Protection of Female Employees and issued by the State Council, female employees are entitled to maternity leave of no less than 98 days, including 15 days before delivery. Maternity allowances and medical expenses incurred for delivery or miscarriage are paid out from maternity insurance funds for female employees with maternity insurance, or from the employers for female employees without maternity insurance.

## **Tax issues applicable to FIEs in the Mainland**

### **General**

FIEs and ROs established in the Mainland by foreign investors (including Hong Kong investors) are generally be subjected to taxes including Value-Added Tax, Consumption Tax, City Maintenance and Construction Tax, Education Surcharges, Local Surcharges, Customs Duties, Corporate Income Tax, Individual Income Tax, Vehicle Purchase Tax, Vehicle and Vessel Tax, Stamp Duty, Urban Land Use Tax, Real Estate Tax, Deed Tax, Land Value-Added Tax, Environment Tax, etc. For enquiries on taxation issues, please call the hotline of Beijing Taxation Bureau of the State Administration of Taxation: 8610-12366.

### **Corporate Income Tax (CIT)**

- **Taxpayers and Tax Rates**

- **Tax Resident Enterprise:** CIT rate shall be 25%. Qualified enterprises shall be levied at a reduced rate
- **Non-Tax Resident Enterprise:** Withholding tax rate has been reduced to 10%. This reduced rate is applicable to dividend, interest, rental, royalty and other passive income such as the income from sales and transfer of building, structure, transfer of land-use rights and transfer of equity of enterprises



Note: Tax Resident Enterprise refers to an enterprise that is established in accordance with the laws in China, or an enterprise that is established in accordance with the laws of foreign countries (regions) but with an effective management located within China. Tax Resident Enterprises shall pay CIT on incomes derived from inside and outside China. Non-Tax Resident Enterprises shall pay CIT on incomes derived from inside China.

- **CIT Payable**

CIT Payable equals to the multiplication of the taxable income of an enterprise and the applicable tax rate. The calculation formula is:

**CIT Payable = Taxable Income × Applicable Tax Rate - Exemption - Credits Allowable**

Calculation methods of taxable income:

1. Direct Method: taxable income = total income - non-taxable income - tax-exempt income - exemptions - tax loss carried forward
2. Indirect Method: taxable income = total profit before tax per financial statements +/- tax adjustments

- **CIT filing and payment**

The tax year in the Mainland is calculated according to the calendar year. The annual filing should be completed on 31 May of the next tax year or before (some local tax authorities may require enterprises to submit CIT returns in advance). Enterprises should perform provisional CIT filings and make provisional CIT payments within 15 days after the end of each month/quarter.

## **Value-added Tax**

- **Taxpayers**

Enterprises or individuals having income generated from sales of tangible goods, repair and replacement services, providing services, transferring intangible assets or real property within China and importing goods into China.



- **Tax Rate**

Standard tax rate is 16%, and certain goods and service shall be subject to the reduced rate of 6% or 10%. Small-scale taxpayers are subject to a tax rate of 3%. Certain goods and services are eligible for VAT exemption or are subject to a rate of 0%.

- **VAT taxable amount**

- **General VAT taxpayer**

**VAT payable = Output VAT - Input VAT**

**Output VAT**= Sales × VAT rate (note: If the amount of input VAT in a tax return period exceeds the amount of output VAT in that period, the taxpayer has an input VAT credit. The input VAT credit may be carried forward to offset output VAT in subsequent return periods.)

**Input VAT** is the tax payments paid by taxpayers when purchasing goods or accept services that are liable to VAT

- **Small-scale VAT taxpayer**

**VAT payable = Sales income × VAT rate**

- **VAT Filing and Payment**

The filing period for VAT payment differs from 1, 3, 5, 10, 15 days to a month or a quarter. The specific filing period for taxpayers to settle taxes shall be determined by the in-charge tax authorities according to the amount of the VAT payable.

- **Administration on VAT invoices**

VAT invoices are categorised by special VAT invoice and general VAT invoice. The VAT amount indicated in the special VAT invoice could be credited by general VAT taxpayers (but non-credited by small-scale taxpayers). The VAT amount indicated in the general VAT invoice is non-creditable no matter the recipient of the VAT invoice is general VAT taxpayers or small-scale taxpayers.



Regarding issuing VAT invoices, it could be either issued by the tax authorities or taxpayers. Certain legal entities or individuals, who are not eligible for issuing VAT invoices, could request the tax bureaus to issue VAT invoices on their behalf. When completing the tax registration, the enterprises could apply for the tax-control machine and VAT invoices to prepare for issuing VAT invoices. The taxpayers could issue the VAT invoices by themselves soon after equipped with the computers and wire printers.

### **Consumption Tax (CT)**

CT is imposed on certain types of manufactured or imported commodities, including: tobacco, alcohol, cosmetics, jewellery, firecracker, firework, gasoline and diesel as well as the related products, motorbikes, small vehicles, golf balls and golfing equipment, yacht, luxury watches, disposable chopsticks, solid wood flooring, battery and coating. Depending on the type of products, CT is calculated either based on the sales amount or sales quantity. Certain commodities are subject to customs duty, VAT, as well as CT.

### **Urban Construction and Maintenance Tax (UCMT)**

UCMT shall be calculated based on the turnover taxes (VAT and CT) which taxpayers actually pay in accordance with the tax rates. All the entities and individuals, who are subject to turnover taxes, are the taxpayers of UCMT. UCMT has three tax rate brackets according to the location: taxpayers, located in cities, shall apply to 7%; taxpayers, whose locations are county towns or towns, are subject to 5%; 1% shall be applicable to taxpayers located in other places.

### **Educational Surcharges (ES)**

ES shall be levied on taxpayers for turnover taxes (VAT and CT), which are actually paid at the rate of 3%. All the entities and individuals, who are subject to turnover taxes, are the taxpayers of ES.



### **Local Educational Surcharges (LES)**

LES shall be levied on taxpayers for turnover taxes (VAT and CT), which are actually paid at the rate of 2%. All the entities and individuals, who are subject to turnover taxes, are the taxpayers of LES.

### **Land Value-added Tax (LVAT)**

LVAT is imposed on the balance (appreciation amount) of the proceeds of transferring or disposing real estate less certain items deduction at the progressive rates from 30% to 60%.

The deductible items for real estate development enterprises include:

- The lease price paid for the use of the land
- Costs of real estate development
- Financial expenses, such as interests, could be deducted under some circumstances. Other expenses (selling expenses and management expenses) for real estate development could be deducted with certain limit, capped at 5% of the sum of the lease price paid for the use of the land and costs of real estate development
- Taxes related to the transfer of real estate (Business Tax and Stamp Duty)
- 20% super deduction of the sum of the first two items for real estate development enterprises
- The deductible items for transferring old houses include the evaluated prices and taxes paid during the transfer

### **Customs Duty (CD)**

CD is collected by customs and is imposed on imported goods by China.

Generally, CD are commonly levied on ad volume or ad valorem basis. Ad volume calculates taxes based on quantities, for instance, RMB 100 per unit or per kilogram. Ad valorem calculates taxes based on values. The CD payable is calculated on the customs value multiplied by tax rate on ad valorem basis.



Foreign-invested enterprises, investing in the encouraged projects of *Industry Catalogue Guide for Foreign Investment*, are exempt from CD by importing self-use machinery and equipment within the total investment amount, except the equipment stated in the *Catalogue of Non-duty-free Commodities to Be Imported for Foreign-invested Projects*.

The exemption of CD may be granted for machinery, equipment and other goods that are temporarily imported and to be transported out of the territory under some circumstances. The term of temporary entry into the territory is usually 6 months but could be extended to 1 year. Sometimes, paying the deposit for the tax payable is also necessary.

The imported raw materials used for processing or for the processing trade could be exempted from CD and VAT. The goods, imported and exported in the bonded zone, can be exempted from CD and VAT in some cases.

### **Stamp Duty (SD)**

All the entities and individuals that create, use and obtain ‘taxable documents’ are subject to SD. The tax rates of SD vary from the rate of 0.003% for purchases and sales contract to that of 0.005% for loan contract, and to that of 0.1% for property leasing contract and property insurance contract. SD will be imposed on the business license, patent, trademark and other licensing permit at RMB 5 yuan for each.

According to the circular of Caishui [2018] No.50, the accounts of the recorded funds shall be levied in half of the total amount of the paid-in capital and the capital reserves. Other accounts that have been paid for 5 yuan are exempt from stamp duty.

### **Real Estate Tax (RET)**

RET is levied on taxpayers who own, use and escrow the houses and buildings based on the original value at the rate of 1.2%. Local governments usually allow taxpayers to enjoy certain deductions at 10%-30% before calculating the RET payable. Besides, the rate of 12% is also applied if RET is imposed on rentals.

### **Motor Vehicle Purchase Tax (MVPT)**

MVPT is imposed on the purchase and import of motor cars, motorcycles, tramcars, trailers and agricultural vehicles based on the taxable value at the rate of 10%.



### **Deed Tax (DT)**

DT is levied on taxpayers, who are transferees, for selling, donating and exchanging the use right and ownership of land and buildings on the basis of transaction or market value at the rate of 3%-5%.

### **Vehicle and Vessel Tax (VVT)**

VVT is imposed on all the vehicles and vessels within the territory of the People's Republic of China at a fixed amount on annual basis. Usually, VVT is calculated on the weight of trucks at a fixed amount while on the unit of quantity of passenger vehicles and cars as well as motor vehicles at a fixed amount. VVT is levied on vessels on the basis of net tonnage at a fixed amount.

### **Urban Land Use Tax (ULUT)**

LUT is levied on the entities and individuals that hold the right to use land within the cities, counties, towns and industrial and mining zones. The ULUT payable is calculated on the areas of land actually occupied by the taxpayers multiplied by the fixed tax amount per square meter.

### **Environmental Protection Tax (EPT)**

Enterprises, public institutions and other producers and operators that discharge taxable pollutants (including air pollutant, water pollutant, solid waste and noise) directly to the environment within the territorial areas of the People's Republic of China and its other sea areas under the jurisdiction of it are the taxpayers of EPT and shall pay such tax.

### **Construction Fee for Cultural undertaking (CFCU)**

Entities and individuals, undertaking the entertainment service and advertising service, shall be subject to CFCU on the basis of turnover at the rate of 3%.



## **Other business factors**

### **Capital<sup>2</sup>**

Even though the authorities of commerce have the final say in the approval process, the requirements for the registered capital of foreign-invested enterprises are reflected in the two parts as follows:

- **Total Investment:** The sum of capital construction fund and production liquidity required to be invested according to its production scale
- **Registered Capital:** Total amount of capital subscribed by foreign investors

### **Intellectual Property (IP)**

Types of intellectual property in the Mainland include trademark, patent, copyright, and business secrets. There are relevant laws and regulations stipulated for the protection of IP rights, sanction of IP rights infringement and resolution of IP rights dispute.

### **Rental of business premises**

When renting an office, investors should pay attention to the ‘property ownership certificate’, in which the property usage shall be indicated for commercial purpose, provided by the landlord.

### **Dispute resolution for business**

If Hong Kong investors are involved in civil and commercial disputes arising from the investment in the Mainland, they could settle their disputes through arbitration and litigation.

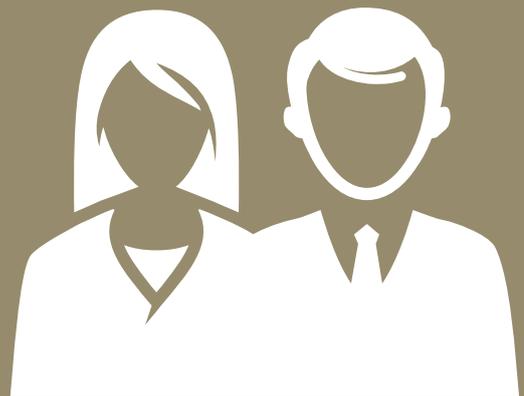
- The arbitration system refers to a legal system in which the parties in a dispute reach an agreement beforehand and voluntarily to resolve the dispute in the selected arbitration institution for arbitration award and have the obligation to perform the award
- The economic and commercial cases are subject to the two-tier trial systems and the relevant parties shall file lawsuits within 3 years after damages to civil rights are made known

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<sup>2</sup> For more details of the registered capital and total investment of foreign-invested enterprises, please refer to Gongshangqizi [1987] No.38 issued by former State Administration of Industry and Commerce in February 1987.

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# VI. Healthcare and marriage in Beijing





## Seeing a doctor in Beijing

### Healthcare system in the Mainland

The Mainland healthcare system consists of public and private medical institutions. Although the majority of the hospitals are state-run, a few of them have established outpatient services that cater to the needs of foreigners. As the medical system and service process in the Mainland are quite different from that in Hong Kong, Hong Kong people should assess their own needs and medical records before seeking medical consultations in the Mainland, to ensure that they are suitable for them.

### Classification of Mainland hospitals

Mainland hospitals are classified under a three-tier system (i.e. Classes 1-3) based on the hospital's ability to provide medical services, medical education, and conduct medical research.

	Class 3	Class 2	Class 1
No. of beds	> 500	100 - 500	< 100
Service provided	<ul style="list-style-type: none"> <li>• Wider range of health services compared to Class 2 hospitals</li> <li>• Larger role in medical education and research compared to Class 2 hospitals</li> <li>• Serve as medical hubs</li> </ul>	<ul style="list-style-type: none"> <li>• Comprehensive health services compared to Class 1 hospitals</li> <li>• Medical-education and research (regional basis)</li> </ul>	<ul style="list-style-type: none"> <li>• Basic health care</li> <li>• Preventive care and rehabilitation services</li> </ul>

Note: No. of beds are based on metrics for general hospitals, and may not be applicable to specialist hospitals

In addition to the three-tier classification, hospitals in each tier are further subdivided into three levels (from A to C) depending on the quality of medical services, technology, equipment, etc. The above classifications divide Mainland hospitals into a total of nine classes, from 1C (lowest rating) to 3A (highest rating).

For detailed information on public medical institutions, please refer to the website of **Beijing Municipal Commission of Health and Family Planning**.



## Outpatient treatment process

The outpatient treatment process typically consists of the following six steps:

- Triage
- Registration
- Consultation
- Medical treatment/check-up
- Medication
- Follow-up treatment

There are a number of private and public hospitals in Beijing, some with dedicated clinics for non-Mainland patients. Hong Kong residents can make appointments with most public hospitals in Beijing via on-line or telephone booking. For more information, please visit **Beijing Doctor's Appointment Platform**, or dial relevant hotlines: 8610-114、8610-116114.

### Tips

Patients with or without medical insurance can make appointments and register through mobile APP, WeChat, phone call, website, doctor workstation, appointment centre as well as self-service machines in Beijing Children's Hospital. Daily appointment is available from 00:00. For more information, please click **here**.

### Emergency

All emergency departments in Beijing hospitals are open 24 hours. In case of emergencies, you may head to the emergency department by yourself or dial 120 or 999 for assistance.

### Medication

Unlike in Hong Kong, medication (including over-the-counter drugs) in the Mainland is only available at dedicated pharmacies. Convenience stores, health and beauty care stores and supermarkets are prohibited from selling medicine.



## Reimbursement

Most hospitals in the Mainland do not accept settlement via foreign medical insurance. If you require direct reimbursement of medical fees under schemes by foreign insurance providers, please make sure the medical institution that you are visiting is covered under the relevant insurance scheme.

Typically, hospitals jointly established by the Mainland and foreign investors, and international medical departments of public hospitals, are eligible for such reimbursements.

### Tips

Hospitals in the Mainland usually do not accept electronic payments, e.g. credit card. Therefore, Hong Kong people should bring sufficient cash, Union Pay bank card, or membership card provided by insurance company or medical insurance provider before receiving any medical treatments. You should also confirm whether the medical insurance card is accepted by the clinic/hospital.

## Contact information of private and public hospitals in Beijing

The list of hospitals provided hereinafter is primarily collected through the websites of major consulates in Beijing. Information listed below is not intended to be an advertisement or solicitation of business. BJO does not endorse any of the products, services or information referenced therein. For detailed information on medical institutions, please refer to the website of **Beijing Municipal Commission of Health and Family Planning**.

Name	Address	Telephone	Note	Language
<b>Comprehensive Hospital — Private</b>				
Hong Kong International Medical Clinic, Beijing	8-9/F Office Tower, Hong Kong Macau Centre-Swissotel, #2 Chao Yang Men Bei Da Jie, Beijing, China	8610-65539752	General, appointment needed for dental <a href="http://www.hkclinic.com/">http://www.hkclinic.com/</a>	Putonghua, English, Japanese, etc.
International Medical Centre Beijing IMC	#50 Liangmaqiao Road, Beijing Lufthansa Office Building Chaoyang District, Beijing	8610-64651561	General, Traditional Chinese Medical Service, Surgery, Dental, etc <a href="http://www.imclinics.com">http://www.imclinics.com</a>	Putonghua, English, Japanese, etc.
Beijing International SOS Clinic	Suite 105, Wing 1, Kunsha Building, 16 Xinyuanli, Chaoyang District	8610-64629112	General, Inoculation, Health Screening <a href="http://www.internationalsos.com/cn/">http://www.internationalsos.com/cn/</a>	Putonghua, English, Japanese, Cantonese etc.
Beijing United Family Healthcare	#2 Jiangtai Lu, Chaoyang District, Beijing	8610-59277120	General <a href="http://beijing.ufh.com.cn/zh-cn/">http://beijing.ufh.com.cn/zh-cn/</a>	Putonghua, English, Cantonese etc.
Vista Medical Centre	Level 3 Kerry Centre, Shopping Mall 1, Guanghua Road, Chaoyang District, Beijing PRC	8610-85296618	General, Traditional Chinese Medical Service, <a href="http://www.vista-china.net/">http://www.vista-china.net/</a>	Putonghua, English, Japanese, etc.
Beijing Yuyuantang Clinic of Traditional Chinese Medicine	1st Floor, North Building, Longtou Apartment, #8, NanxinyuanXil u, Chaoyang District, Beijing	8610-87312661	General, Traditional Chinese Medical Service, <a href="http://www.dywjmed.com/bjyyt/default.asp?Lang=cn">http://www.dywjmed.com/bjyyt/default.asp?Lang=cn</a>	Putonghua, English, Japanese, etc.
Beijing Rentai Medical Clinic	#102 No.16 Business Building China Central Place, 89 Jianguo Road, Chaoyang District, Beijing	8610-65981887	General, Obstetrics, Traditional Chinese Medical Service <a href="http://rentaimedical.com/">http://rentaimedical.com/</a>	Putonghua, English, Japanese, etc.
Bayley & Jackson Medical Centre	#7 Ritan East Road, Chaoyang District, Beijing	8610-85629998	General <a href="http://www.bjhealthcare.com/index_cn.html">http://www.bjhealthcare.com/index_cn.html</a>	Putonghua, English

Name	Address	Telephone	Note	Language
<b>Comprehensive Hospital — Private</b>				
Longtou Clinic	#8 Nanxinyuan West Road, Chaoyang District, Beijing	8610-87312866	General, Traditional Chinese Medical Service <a href="http://z.longtouclinic.com/">http://z.longtouclinic.com/</a>	Putonghua, Japanese,
Beijing 21st Century Hospital	1st - 2nd floor, 21st Century Plaza, #40 Liangmaqiao Road, Chaoyang District, Beijing	8610-84446168 or 8610-84446160/ 84446169	General <a href="http://www.21-hospital.com/">http://www.21-hospital.com/</a>	Putonghua, English, Japanese, etc.
DeHeng Clinic	7th floor, Guohua Building, #8-2 Dongdan Santiao, Dongcheng District, Beijing	8610-65166900	General <a href="http://www.dehengclinic.com/category/department">http://www.dehengclinic.com/category/department</a>	Putonghua, English, Japanese, Korean, etc.
Beijing Flower Medical Centre	#15 Tuanjiefunanli, Chaoyang District, Beijing	8610-85977336	General <a href="http://flowermedical.cn/?lang=zh">http://flowermedical.cn/?lang=zh</a>	Putonghua, Japanese
Beijing Puhua International Hospital	#12 Tiantannanli, Dongcheng District, Beijing	8610-57159610 (24-hour hotline)	General, Traditional Chinese Medical Service <a href="http://www.puhuachina.cn">http://www.puhuachina.cn</a>	Putonghua, English, Japanese
OASIS International Hospital	#9 Jiuxianqiao North Rd, Chaoyang District, Beijing	8610-59850333	General, Obstetrics, Traditional Chinese Medical Service <a href="http://www.oasishealth.cn">http://www.oasishealth.cn</a>	Putonghua, English, Japanese, etc.
MedicGo	Room #A04, Building A of Yuanyangxinganxian #66 Xiaguangli, Chaoyang District, Beijing	8610-84467259	General <a href="http://www.medicgo.net">http://www.medicgo.net</a>	Putonghua, English

Name	Address	Telephone	Note	Language
<b>Comprehensive Hospital — Public</b>				
Peking Union Medical College Hospital	#1 Shuaifuyuan Wangfujing, Dongcheng District, Beijing	8610-69156114	General (except psychiatry and Pediatrics under 7 years old) <a href="http://www.pumch.cn/">http://www.pumch.cn/</a>	Putonghua The International Department and part of the other departments provide English services
Beijing Friendship Hospital	#95 Yongan Rd, Xicheng District, Beijing	8610-63016616	General <a href="http://www.bfh.com.cn/">http://www.bfh.com.cn/</a>	Putonghua The International Department provides English services
Beijing Hospital	Dahua Rd, Dongdan Avenue, Dongcheng District, Beijing	8610-65282171	Internal Medicine, Surgery, Otolaryngology, Ophthalmology, Dental, Dermatology, Gynecology, Traditional Chinese Medical <a href="http://www.bjhmoh.cn/">http://www.bjhmoh.cn/</a>	Putonghua
China-Japan Friendship Hospital	Sakura Garden East Street, Chaoyang District	8610-84205288/ 8610-84205566	Internal Medicine, Surgery, Gynecology, Pediatrics, Otolaryngology, Ophthalmology, Dental, Traditional Chinese Medical, Acupuncture, Anaplastic surgery <a href="http://www.zryhy.com.cn/Hospitals/Main">http://www.zryhy.com.cn/Hospitals/Main</a>	The International Department provides Putonghua, English and Japanese services
Beijing Jishuitan Hospital	#31 Xijiekou East Street, Xicheng District	8610-58516688	General, especially famous for anaplastic surgery <a href="http://www.jst-hosp.com.cn">http://www.jst-hosp.com.cn</a>	Putonghua
Beijing Anzhen Hospital	#2 Anzhen Rd, Chaoyang District, Beijing	8610-64412431	General <a href="http://www.anzhen.org/">http://www.anzhen.org/</a>	Putonghua

Name	Address	Telephone	Note	Language
<b>Specialised Hospital — Private</b>				
Beijing New Century International Children's Hospital	#56 Nanlishi Road, Xicheng District, Beijing	8610-68025588	General <a href="http://www.ncich.com.cn/index/index/city/beijing">http://www.ncich.com.cn/index/index/city/beijing</a>	Putonghua, English
Amcare Women's and Children's Hospital	#9-9 Fangyuan West Road, Chaoyang District, Beijing	400-10000-16	Gynecology, Obstetrics and Pediatrics <a href="http://www.amcare.com.cn/">http://www.amcare.com.cn/</a>	Putonghua, English
Beijing AierIntech Eye Hospital	#12 Panjiayuannanli, Chaoyang District, Beijing	8610-87789268	Ophthalmology <a href="http://www.intecheye.com/">http://www.intecheye.com/</a>	Putonghua, English, Japanese
Arrail Dental	Rm 208, Tower A, CITIC Building, #19 Jianguomenwai Avenue, Chaoyang District, Beijing	8610-65006473 (CITIC) 400-880-1900 (Service Hotline)	Dental <a href="http://www.arrail-dental.com/">http://www.arrail-dental.com/</a>	Putonghua, English
Keer (China) Dental Centre	Rm 104, Building #1, Fengdubolin, 359 Xidawanglu, Chaoyang District, Beijing	8610-58620130	Stomatology <a href="http://www.kerkq.com/">http://www.kerkq.com/</a>	Putonghua, English
Beijing Kanwa Dental	Tower C, Oriental Kenzo, Dongzhimen, Chaoyang District, Beijing	8610-84476108	Dental <a href="http://www.hanhechike.com/">http://www.hanhechike.com/</a>	Putonghua, English, Japanese
Beijing Hengan Hospital	#27A Xidawang Road, Chaoyang District, Beijing	8610-87377776	Orthopaedics <a href="http://hengan.e120.com.cn/">http://hengan.e120.com.cn/</a>	Putonghua, English

Name	Address	Telephone	Note	Language
<b>Specialised Hotel — Public</b>				
Capital Institute of Pediatrics	#2 Yaobao Road, Chaoyang District	8610-85695555 (Main) 8610-85695756 (Enquiry)	Pediatrics <a href="http://www.shouer.com.cn/">http://www.shouer.com.cn/</a>	Putonghua
Beijing Children's Hospital	#56 Nanlishi Road, Fuxingmenwai Avenue, Beijing	8610-59616161	Pediatrics (except dental) <a href="http://www.bch.com.cn/">http://www.bch.com.cn/</a>	Putonghua
Beijing Tongren Hospital	#1 Dongjiaominxiang, Dongcheng District, Beijing	8610-58266699	Ophthalmology (Obstetrics, etc.) <a href="http://www.trhos.com/">http://www.trhos.com/</a>	Putonghua, English
Beijing University School of Stomatology	#22 Zhongguancun South Avenue, Haidian District	8610-62179665/ 82195390	Dental <a href="https://ss.bjmu.edu.cn/">https://ss.bjmu.edu.cn/</a>	Putonghua, English
Peking University Sixth Hospital	#51 Huayuan North Road, Haidian District, Beijing	8610-82801939/ 82801936	Psychiatry <a href="http://www.pkuh6.cn/Hospitals/Main">http://www.pkuh6.cn/Hospitals/Main</a>	Putonghua, English



## **Guide on emergency aid in Beijing**

### **120/999 Hotline**

The 120 and 999 Emergency Centre have established a number of Emergency Aid Stations in Beijing. Fees are generally charged for the services provided and the charge rates may vary. For more information, please refer to the website of the **Beijing Emergency Medical Centre** and **Beijing 999 Red-cross Emergency Aid Centre**.

### **International SOS Centre**

Beijing International SOS Centre operates modern medical and dental clinics and provides medical evacuation and medical escort services, as well as a 24-hour emergency hotline: 8610 -64629100.

### **Aid provided by BJO**

Hong Kong residents, who are injured or suffer from illness in the Mainland, should first seek medical treatment from a nearby hospital. Generally speaking, the patients should consult a doctor to ensure that they are fit for travelling before arranging to return to Hong Kong.

The Hong Kong Special Administrative Region (HKSAR) Government currently does not provide cross-border patient transfer or ambulance booking services. If Hong Kong residents, their companions or relatives are injured or are suffering from illness in the Mainland, and require ambulance service to return to Hong Kong, they may contact the Hong Kong Immigration Department's Assistance to Hong Kong Resident Group, BJO or other offices or seek assistance from duty officers in Hong Kong upon arrival. Under the current arrangement, an ambulance will be arranged to transport the patient to a nearby hospital for medical treatment after they enter into Hong Kong.

For further assistance, please contact the Hong Kong Immigration Department's Assistance to Hong Kong Resident Group, which is dedicated to providing services to Hong Kong resident abroad, via the 24-hour hotline: (852) 1868.



## Marriage and giving birth in Beijing

### Marriage registration in Beijing

If a couple intends to get married in the Mainland, they should perform the marriage registration in accordance with the relevant laws and regulations in the Mainland. For more information, please visit the website of **Beijing Municipal Bureau of Civil Affairs**.

### Requirements for marriage registration in Beijing

- Either one of the marrying parties should have his/her household registration in Beijing
- The marrying parties intend to get married of their own accord and apply in person with the marriage registration office
- The man has attained the age of 22 and the woman 20
- The marrying parties do not have spouses at the time of marriage
- The marrying parties are not lineal relatives by blood, or collateral relatives by blood up to the third degree of kinship
- The marrying parties do not suffer from any diseases which are considered to render the person unfit for marriage

For the contact information of the Marriage Registration Offices of the Beijing Municipal Bureau of Civil Affairs, please click **here**.

For the office hours of the Marriage Registration Offices of the Beijing Municipal Bureau of Civil Affairs, please click **here**.

### Giving birth

#### Babies born in Hong Kong

- Please perform the birth registration within 42 days after giving birth, which is complimentary



- After the hospitals send the reports of newborn babies to the birth registration division electronically, the parents can perform the birth registration via Internet or telephone booking service

Regarding the procedures for performing birth registration, adding or altering a child's name, as well as how to search for birth records or collect the duplicate of birth registration certificate, please click [here](#) for more detailed information.

### **Babies born in Beijing**

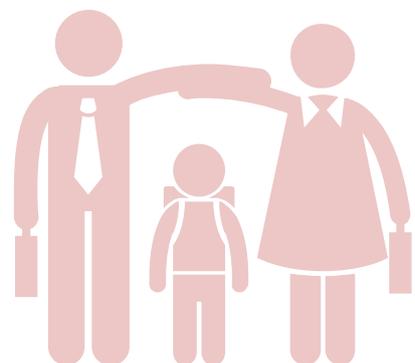
- The medical certificate of birth will be issued by the medical institution where the baby is born before the baby leaves the hospital
- If the child is a HKSAR permanent resident under paragraph 2(c) of Schedule 1 of the Immigration Ordinance (Cap. 115), the parents can apply for the Certificate of Entitlement to the Right of Abode in the HKSAR for the child

For more detailed information, please click [here](#) or consult the Immigration Group of BJO.

### **Nationality**

'Chinese citizen' refers to a person of Chinese nationality in accordance with the *Nationality Law of the People's Republic of China* (CNL). Hong Kong residents who are of Chinese descent and were born in the territory (including Hong Kong) of China, or persons, who meet the criteria to have Chinese nationality stipulated in the CNL, are Chinese citizens.

For more detailed information, please click [here](#) or consult the Immigration Group of BJO.



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## VII. Legal services





## Differences between legal systems of the Mainland and Hong Kong

The Mainland has adopted a civil law system (also known as ‘Continental European law system’), while Hong Kong has adopted a common law system (also known as ‘Anglo-American law system’). Civil law system is based on statute law, whereas common law system is based on both legal regulations and case law. The two legal systems differ in many aspects including source of law, judicial power of the judges, proceedings arrangement, etc. Hong Kong people should observe Mainland laws when visiting or living in the Mainland. Should Hong Kong people encounter any legal problems during their stay in the Mainland, they should consult legal advisers or institutions.

	Hong Kong	The Mainland
Legal system	Common Law	Civil Law
Other notable differences		
Right to remain silent	√	×
Presence of lawyer during questioning	√	×

### Tips

Hong Kong people are required to observe the laws of the Mainland when visiting or living in the Mainland. In the event of any violation of Mainland laws, the persons concerned should bear any corresponding legal consequences. For information regarding assistance that can be provided by the HKSAR Government when Hong Kong people are arrested or detained in the Mainland, please refer to the website of the **BJO**.

## Notary services provided by notary organisations in Beijing

- Notary of contract
- Notary of inheritance
- Notary of authorisation, declaration, bestowal, and will
- Notary of division of property

- Notary of bidding and tendering, auction
- Notary of marriage status, kindred relationship, and adoption relationship
- Notary of birth, existence, death, identity, experience, education background, academic degree, job title, professional title, illegal and criminal record
- Notary of article of association
- Notary of preservation of evidence
- Notary of signature, seal or date in the document, duplicate or photocopy of a document conforming with the original document
- Notary of any matter that may be notarised under laws or administrative regulations
- Drafting of notarisation-related legal documents
- Consulting of notarisation and legal services

### Tips

In the Mainland, for cases involving Hong Kong parties, legal facts and documents that took place in Hong Kong area are required to be notarised by Chinese Notary organisations, and affixed and submitted by China Legal Service (H.K.) Ltd of the Ministry of Justice before being used in the Mainland.

### List of Beijing notary organisation

For more information on notary organisations in Beijing, please visit the website of the **Beijing Notary Association** or **Beijing Municipal Bureau of Justice**.

Information with respect to notary service providers/organisations listed below are collected from the websites of the Beijing Notary Association, legal rating agencies, and the Beijing Municipal Bureau of Justice etc., and should be used as reference only. Information listed below is not intended to be an advertisement or solicitation of business. BJO does not endorse any of the products, services or information referenced therein.

Name	Address	Telephone
Beijing Changan Notary Office	1st and 7th floor, Shouchuang Building, No.6, Chaoyangmen North Avenue, Dongcheng District, Beijing (South of Hong Kong Macau Centre)	8610-65544478
Beijing Dongfang Notary Office	No.168 Andingmenwai Avenue, Beijing	8610-84217032
Beijing Zhengyang Notary Office	3rd floor, D Tower of Disanzhiye Building, No.1 Shuguangxilijia, Chaoyang District, Beijing	8610-85961236
Beijing Fangyuan Notary Office	1st, 3rd, 5th floor, Beijing INN Plaza, No.5 Dongshuijinghutong, Dongcheng District, Beijing (Southwest of chaoyangmen overpass, East 2nd ring)	8610-85197666
Beijing Guoli Notary Office	No.12 Deshengmen Wai Street, Xicheng District, Beijing	8610-62259975
Beijing Jingcheng Notary Office	No.14 Luomashi Street, Xicheng District, Beijing	8610-83510001
Beijing Zhongxin Notary Office	5th floor, Tietong Building, No.2 Guangningbo Road, Xicheng District, Beijing	8610-52601155
Beijing Fangzheng Notary Office	1st, 2nd, 11th, 12th floor, T3 Building, Xihuan Square, Xicheng District, Beijing	8610-58073588
Beijing Xinde Notary Office	3rd, 4th floor, Dalongjianshe, No.3 Zhushikou East Road, Dongcheng District, Beijing	8610-67124408
Beijing Guoxin Notary Office	8th and 9th floor, C Tower, Chengjian Building, No.18 Beitaipingzhuang Road, Haidian District, Beijing (East road of Beitaipingzhuangqiao North)	8610-82255185
Beijing Haicheng Notary Office	3rd floor, Haojing Building, No.108 Zhichun Road, Haidian District, Beijing (Southeast of Haidian Theatre)	8610-62106523 8610-62106275 8610-62106256
Beijing Qiushi Notary Office	1st floor, Kaiyuanwuye Building, No.24 Zhongguancun South Avenue, Weigongcun, Haidian District, Beijing (South of dental hospital or opposite side of University of Nationalities)	8610-62189143
Beijing Yanjing Notary Office	No. 66 Yangzhuang East Road, Shijingshan District, Beijing	8610-68875084

Name	Address	Telephone
Beijing Shoujia Notary Office	10th floor, Wangyuan Building, No.56 West 4th Ring South Road, Fengtai District, Beijing	8610-63814355
Beijing Huaxia Notary Office	1st floor, No.46 Zengchanlu Avenue, Mentougou District, Beijing	8610-69843165 8610-69864007
Beijing Hengxin Office	2nd floor, Building No.94, Gongchen Avenue, Liangxiang Area, Fangshan District, Beijing	8610-69365827-601
Beijing Jiacheng Notary Office	Room 412, #6-C, Dongyixiang, Yanshangangnanlu, Fangshan District, Beijing (4th floor on the opposite side of yingfeng post office)	8610-69344820 8610-69337035
Beijing Zhicheng Notary Office	No.17 Xingzhengjie, Daxing District, Beijing	8610-69240442
Beijing Luzhou Notary Office	1st floor, No.5 Zhongcang Road, Tongzhou District, Beijing	8610-69557977 8610-69553774
Beijing Gongming Notary Office	No.1 Xihuan South Street, Pinggu District, Beijing	8610-69963834 8610-69975636
Beijing Longcheng Notary Office	2nd floor Sifa Building, No.18 Guangming South Street, Shunyi District, Beijing (East of dongfeng primary school, in the justice bureau of Shunyi District)	8610-69448486 8610-69441820
Beijing Guotai Notary Office	No.15 Yingbinzhong Road, Huairou District, Beijing	8610-69603558
Beijing Yuyang Notary Office	No.60-2 Xinxi Road, Miyun District, Beijing	8610-69042112
Beijing Lizhao Notary Office	No.146 East Ring Road, Changping District, Beijing	8610-69742931
Beijing Xiadu Notary Office	No.17 Dongwai Avenue, Yanqing District, Beijing	8610-69101807



## Law firms in Beijing

According to the statistics from the Beijing Lawyers Association, there are over 2,000 legal firms in Beijing by the end of 2017. Many foreign legal firms have also set up representative offices in Beijing.

### Tips

According to the law in the Mainland, however, lawyers housed by the representative office may only engage in non-China related legal services, and that they should have completed the relevant registrations in the local Justice Bureau at which the representative office is registered. Moreover, the lawyers and supporting staff (e.g. financial and administrative personnel) employed by the representative office are strictly prohibited from providing legal services directly related to the Mainland to client under the name or status of ‘Chinese legal adviser’.

For more information on the list of law firms and lawyers, please visit the website of the **Beijing Lawyers Association** and **Beijing Municipal Bureau of Justice**.

## Identification Institutions in Beijing

For more information on the list of the judicial authentication institutions, please visit the website of the **Beijing Association of Foreign Science** or **Beijing Municipal Bureau of Justice**.

Name	Address
Beijing Great Wall Judicial Identification Office	Suite1204, No.1 Baiyunshidai Building, 5B Lianhuachi East Road, Xicheng District, Beijing Tel: 8610-63452375, 8610-63452675
Evidence Judicial Identification Office of Chaoyang Hospital	No.8 Gongti South Road, Chaoyang District, Beijing Tel: 8610-85231624
Beijing Huadafangrui Judicial Evidence Identification Centre	No.28 Yuhua Road, Zone B, Airport industrial zone, Shunyi District, Beijing Tel: 8610-80481722
Beijing Huaxia Evidence Identification Centre	9th floor, Beike Building, No.27 West 3rd Ring North Road, Haidian District, Beijing Tel: 8610-68428899
Beijing Jingantuopuwenshu Judicial Identification Centre	No.8 North fengwo Road, Haidian District, Beijing (Suite 1005, Tower C, Zhongya building) Tel: 8610-63269990, 8610-63466632
Beijing Minsheng Evidence Judicial Identification Centre	Room 435, 4th floor, Zhongbei Investment Building, Building No. 21, Fangzhuangqunyuan Fourth Area, Fengtai District, Beijing Tel: 8610- 64049330, 8610-64049315
Judicial Identification of Science and Technology Research Centre of National Population and Family Planning Commission	No.12 Dahuisi Road, Haidian District, Beijing Tel: 8610-62179076
Beijing Shengtang Judicial Identification Office	No.1A Boda Road, Nanqiao, Shibaidian, Chaoyang District, Beijing Tel: 8610-68236291, 8610-68237108
The PLA General Hospital Judicial Identification Centre	No.5 Nanmencang, Dongcheng District, Beijing Tel: 8610- 66721667, 8610-66721350
Beijing Boda Judicial Identification Centre	Room 9-D-703, Yiping Office Tower, No.2 Taoranting Road, Xicheng District, Beijing Tel: 8610-83953738

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## VIII. Emergency and accidents





## Emergency contacts

Police: 110

Medical Assistance: 120 or 999

Fire: 119

Traffic Accidents: 122

Government Hotline: 12345

Public Health Hotline: 12320

### Tips

Beijing Municipal Public Security Bureau released an online mobile APP named 'Beijing 110'. The APP can be used together with phone calls, supplementing report information with pictures and videos. It is also convenient to use for special groups such as hearing and speaking disables, as well as special circumstances (such as being abducted) under which vocal reports are not allowed. For more information, please click [here](#).

## How can BJO help?

**For Hong Kong people in the Mainland, the Mainland offices of HKSAR Government may provide the following assistance:**

- ✓ To issue an Entry Permit for returning to Hong Kong if identification document is lost
- ✓ To notify relatives of the concerned party in Hong Kong and advise on procedural matters in case of serious accident or casualty
- ✓ To contact relatives or friends of the concerned party in Hong Kong for financial assistance on request
- ✓ To notify relatives of the party concerned in Hong Kong regarding his/her detention or arrest upon receipt of notification from the law enforcement agencies in the Mainland
- ✓ To inquire, upon request from the relatives and friends of the concerned party, about the situation of the detention or arrest
- ✓ To provide on request from the concerned party or his/her relatives and friends, information on lawyers in the Mainland
- ✓ To provide any other relevant advisory services



**For Hong Kong people in the Mainland, the Mainland offices of HKSAR Government **may NOT** provide the following assistance:**

- × To intervene in the judicial system or administrative operations of the Mainland when providing assistance to Hong Kong people, under the principle of ‘One Country, Two Systems’
- × To shield unlawful acts of Hong Kong people or absolve them from criminal liability
- × To get better treatment for Hong Kong people than Mainland residents in hospital, under detention or in prison
- × To pay the hotel, legal, medical or travelling expenses or any other bills for the parties concerned

**Involvement in administrative or criminal cases (being arrested or detained)**

If Hong Kong people are detained, arrested, tried, penalised or are subject to other mandatory measures due to acts or suspected acts in violation of criminal laws, the parties concerned shall be subject to the same legal proceedings and are entitled to the same legal rights as local residents in the Mainland. If needed, they may contact the BJO, CDETO, GDETO, SHETO, WHETO or the Assistance to Hong Kong Residents Unit of the Immigration Department of Hong Kong for assistance.

**Loss of documents (Hong Kong Identity Cards or Home Visit Permits)**

- (1) Report it to the local public security authorities, and obtain a documentary proof of the report of loss
- (2) Apply to the local exit and entry authorities or the Luohu, Huanggang, Futian and Shenzhen Bay Acceptance Points of China Travel Service Shenzhen office for the issue of an Entry and Exit Permit
- (3) If assistance for returning to Hong Kong is needed, the parties concerned may contact BJO, CDETO, GDETO, SHETO, WHETO. For contact information, please refer to the ‘Introduction of the Beijing Office of the Government of the Hong Kong Special Administrative Region’.



## Property loss

- (1) Report to a nearby public security bureau and obtain a proof of property loss;
- (2) If the parties concerned need to return to Hong Kong urgently, they may contact BJO, CDETO, GDETO, SHETO, WHETO or the Assistance to Hong Kong Residents Unit of the Immigration Department for assistance.

## Traffic accident

- (1) Minor accidents can generally be solved through negotiation with the parties concerned or mediation by traffic police;
- (2) The accident scene should be kept intact and the police should be contacted immediately should any of the following circumstances occur: vehicles are without valid car plates, inspection certification and/or car insurance; drivers concerned have consumed alcohol, illicit psychiatric or anaesthetic drugs; vehicles have hit buildings, public facilities or other facilities; parties involved are in dispute regarding the causes and facts of the accident; vehicles concerned cannot be removed by the individuals, and only one vehicle is held responsible for the accident;
- (3) The person concerned can request the public security authorities to notify his/her family and appoint lawyers for legal services.

For details, please refer to the **Provisions on the Procedures for Dealing with Road Traffic Accidents**.

## Death and related issues

Hong Kong People must report immediately to the local public security bureau if companions or relatives suffer from serious injuries or have died.

You may contact the Immigration Department of Hong Kong, BJO, SHETO, WHETO, CDETO, or GDETO for further assistance.



#### Disclaimer

The information in this booklet has primarily been collected from PwC and the websites of relevant organisations, which should be used for reference only. Although efforts were made to ensure the accuracy of the information, BJO makes no guarantees, expressed or implied, as to the accuracy, completeness, content, and timeliness of the information contained herein, nor will it be liable for any direct, indirect, special, incidental, consequential, damage that may arise from use of such information.

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