Attachment 1

Letter of Commitment for Announcement of Identification of Certificate for Regional Headquarters of Transnational Corporation in Beijing

Basic Information

(I) Government Department
Name: Beijing Municipal Commerce Bureau
Inquiry Hotline of Government Service Hall of the Beijing Municipal Commerce Bureau: +86-10-89150491
(II) Applicant
Name:              Unified Social Credit Code:
Contact Person:           Contact Information:
(III) Entrusted Agent
Name: Contact Information:
Certificate Type: Certificate Number:

Department Announcements

(I) Matter

Name: Identification of Certificate for Regional Headquarters of Transnational Corporation in Beijing
(II) Basis of Matter
*Relevant Provisions of Beijing Municipality on Promoting the High-quality Development of Headquarters Enterprises* (Jing Zheng Fa [2021] No. 3)
(III) Identification Conditions
1. Foreign-invested company registered with an independent legal entity qualification.
2. Parent company (outside Chinese mainland) with total assets of USD 200 million or more.
3. Parent company (outside Chinese mainland) with a total paid-in registered capital in Beijing of USD 10 million or more.
(IV) Procedures
1. Application submission. Applicants can submit the *Letter of Commitment for Announcement of Identification of Certificate for Regional Headquarters of Transnational Corporation in Beijing* through the Comprehensive Service Window of the Administrative Service Center in Beijing Municipality.
2. Decision-making. The application materials submitted on-site shall undergo review. If they pass the formal review, they shall be accepted. A decision on approving the application shall be made and the Certificate of Confirmation for Regional Headquarters of Transnational Corporation in Beijing shall be issued on the spot. If the submitted application materials fail to pass the formal review, they shall not be accepted and shall inform the applicant of the reasons.
(V) Materials for Application
1. Application form signed by the legal representative of the regional headquarters including the profile of the parent company outside Chinese mainland and its investments and total paid-in registered capital in China, the organization chart of the enterprise incorporated in China by the overseas parent company, an introduction of the applicant company and a description of what is being applied for. (original paper copy required)
2. Power of Attorney signed by the legal representative of the parent company outside Chinese mainland permitting the regional headquarters to be incorporated and perform its basic functions. (original paper copy required)
3. Registration document of the parent company outside Chinese mainland stamped with the valid inquiry seal of the archive inquiry body of the market supervision and administration department, or certified by a notary. (original paper copy required)
4. Legally audited balance sheet or annual report for the previous year of the parent company (outside Chinese mainland) (if written in a language other than Chinese, a Chinese translation of the balance sheet or annual report with official seal translated by a translation company shall be provided.) (original paper copy required)
(VI) Daily Supervision
The Administrative Affairs Service Center of Beijing Municipal Commerce Bureau shall examine all the application materials submitted by the applicant, make complete working records and add the materials to the applicant's file.
During the examination process, if it is found that an applicant has submitted incorrect or falsified information, the case will be handled according to law and its severity. For minor or moderate deviations, the applicant shall be ordered to make rectification within a prescribed time period. The Certificate of Confirmation for Regional Headquarters of Transnational Corporation in Beijing shall be revoked if the applicant fails to do so, or if, despite the applicant's rectification, the deviation remains. For major deviations, the Certificate of Confirmation for Regional Headquarters of Transnational Corporation in Beijing shall be revoked immediately and the applicant shall be held legally liable in accordance with the law.
(VII) Penalties for Breach of Promise
1. Categories of Non-commitment Behaviors. Information concerning the application materials examination shall be included on the Beijing Public Credit Information Service Platform and differentiated credit management shall be implemented. Non-commitment behaviors are classified into minor, moderate, and serious ones. Minor non-commitment behaviors refer to submitting incomplete materials or inaccurate information without reason. Moderate non-commitment behaviors refer to submitting information inconsistent with the truth or failing to submit the required materials. Serious non-commitment behaviors refer to submitting falsified materials, failing to make rectification within the prescribed time period, or failing to meet requirements in spite of making rectification.
A total of three or more minor non-commitment behaviors committed by an applicant within one year shall constitute a moderate non-commitment behavior. A total of two or more moderate non-commitment behaviors committed by an applicant within one year shall constitute a serious non-commitment behavior.
2. Punitive Measures. Information concerning minor non-commitment behaviors shall be included and recorded on the Beijing Public Credit Information Service Platform, but not made publicly available. Information concerning moderate non-commitment behavior shall be included on the Beijing Public Credit Information Service Platform and made publicly available for one to six months. Information concerning serious non-commitment behavior shall be included on the Beijing Public Credit Information Service Platform and made publicly available for six to twelve months.
3. Credit Rectification. Applicants may rectify their credit by making a credit commitment or completing a credit rectification. After completing credit rectification, the period of public availability may be shortened by one to six months as deemed appropriate. When applicants complete the rectification of their credit, public availability of non-commitment behaviors shall be terminated, and information concerning the credit rectification shall be included on the Beijing Public Credit Information Service Platform.
(VIII) Complaint Channels
If an applicant is not satisfied with the confirmation process or decision, he/she may visit a Government Service Hall of the Beijing Municipal Commerce Bureau to express their dissent. If the issue remains unsettled, the applicant may appeal to Beijing Municipal Commerce Bureau or consult and complain via government websites.
If an applicant believe that information concerning their non-commitment behaviors held on the Beijing Public Credit Information Service Platform is incorrect or should not be published according to law, the applicant may file a written application, together with evidentiary materials, to the Beijing Municipal Bureau of Economy and Information Technology.
III. Applicant Commitments
I hereby declare that:
1. The basic information provided and the required materials submitted are true, legal, valid, and complete;
2. I have understood the full content of the announcements made by the government department;
3. I have met relevant standards, specifically

 ；
4. I am willing to assume legal liabilities for failure to fulfill commitments, false commitments, and all punitive measures as informed by the government department;
5. The commitments made are based on my true intentions.

**（以下内容为二选一）**
**(Choose one of two options for the following content)**
□1. Commitments made by the applicant
Signature/seal of applicant:
Date: MM/DD/YYYY
□2. Commitments made by the entrusted agent Government department (seal):
Signature of entrusted agent: Date: MM/DD/YYYY
Date: MM/DD/YYYY

(This document has been made in duplicate, with the government department and the applicant each holding one copy thereof.)

(All information in this document is authentic in Chinese. English is provided for reference only. In case of any discrepancy, the Chinese version shall prevail.)