Attachment 2

Notification and Letter of Commitment for Change of Certificate for Regional Headquarters of Transnational Corporation in Beijing

I. Basic Information  
(1) Government Department  
Name: Beijing Municipal Commerce Bureau  
Inquiry Hotline: 8610-89150491, Beijing Municipal Commerce Bureau Service Desk at Beijing Municipal Government Affairs Service Center  
(II) Applicant  
Name:            Unified Social Credit Identifier:                  
Contact Person:           Contact Information:   
(III) Entrusted Agent  
Name: Contact Information:   
Certificate Type: Certificate Number:

II. Notification by Government Department  
(I) Matter  
Name: Change of Certificate for Regional Headquarters of Transnational Corporation in Beijing  
(II) Basis of Matter  
*Relevant Provisions of Beijing Municipality on Promoting High-quality Development of Headquarters Enterprises (Jing Zheng Fa [2021] No. 3)*  
(III) Procedures  
1. Application submission. Applicants can submit the *Notification and Letter of Commitment for Change of Certificate for Regional Headquarters of Transnational Corporation in Beijing* through the Service Desk for General Affairs at the Beijing Municipal Government Affairs Service Center.   
2. Decision-making. The application materials submitted on-site shall undergo formality review. If they pass the 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 review, the application shall be rejected and the reasons shall be made known to the applicant.  
(IV) Application Materials  
1. *Application for Change of Certificate for Regional Headquarters of Transnational Corporation in Beijing*  
2. The original *Certificate of Confirmation for Regional Headquarters of Transnational Corporation in Beijing*.  
(V) Day-to-day 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 rectifications 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 rectifications, 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.   
(VI) Penalties for Breach of Promise and Trust

1. Categories of Non-commitment Behaviors. Results of the application materials examination shall be included on the Beijing Public Credit Information Service Platform for differentiated credit management. Non-commitment behaviors are classified into minor, moderate, and major 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 facts or failing to submit the required materials. Major non-commitment behaviors refer to submitting falsified materials, failing to make rectifications within the prescribed time period, or failing to meet requirements in spite of making rectifications.  
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 major 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 a 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 a major non-commitment behavior shall be included on the Beijing Public Credit Information Service Platform and made publicly available for 6 to 12 months.  
3. Credit Restoration. Applicants may restore their credit by making a credit commitment or completing a credit restoration. After completing credit restoration, the period of public availability may be shortened by one to six months as deemed appropriate. When applicants restore their credit, non-commitment behaviors shall not be made public then, and information concerning the credit restoration shall be included on the Beijing Public Credit Information Service Platform.

（七）申诉渠道   
(VII) Complaint Channels  
If not satisfied with the confirmation process or decision, an applicant may visit a Government Service Hall of the Beijing Municipal Commerce Bureau Service Desk at the Municipal Government Affairs Service Center to explain. If the issue remains unsettled, the applicant may appeal to Beijing Municipal Commerce Bureau, or consult and register complaints 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 Beijing Municipal Bureau of Economy and Information Technology.

III. Applicant's 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 notification made by the government department;  
3. I have met relevant standards, specifically

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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.

**(Chose 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)