Changing a Company's Address and Registered Details in China

Procedure, deadlines and penalties

30 days

from the date of the resolution — deadline for filing changes with SAMR

CNY 10,000–100,000

fine for failing to correct the records after a rectification order

VITA LIBERTA™

Moving to another city does not mean closing the company

Myth

Changing cities requires liquidation and a new registration

Fact

The legal entity is preserved; only the jurisdiction changes

How it works

- The application is filed with the SAMR bureau at the new location
- It is filed before the actual move
- The former bureau may not withhold the registration file

Art. 27, Regulations on the Registration of Market Entities

Takeaway

The question is not "can we move?" but in what order to update your details with 6 authorities

What is changed through SAMR

Business licence (营业执照) details

- Company name
- Registered address
- Legal representative (法定代表人)
- Registered capital
- Business scope

Deadlines and rules

- **30 days** from the date of the shareholder's resolution (Art. 24)
- The application is signed by the **legal representative**; if the representative is replaced, by the new one (Art. 35, Company Law, 2024 revision)

Risk

An unregistered change cannot be asserted against a bona fide counterparty (Art. 34). A contract signed by a former representative who is still listed in the register cannot be challenged

Change of address: the SAMR bureau's jurisdiction decides everything

Scenario 1. New address within the same bureau's jurisdiction

- Resolution + proof of the right to use the premises + application
- Licence reissued (Art. 28)
- In Beijing, filing is online via the e窗通 platform

Scenario 2. Another district, city or province

- The application is filed with the new bureau before the move
- The file is transferred between bureaus without obstruction (SAMR Measures, effective 20 March 2025)
- No need to contact the former bureau

Common mistake

Leasing premises and moving staff first, then looking for the bureau. All that time the company is operating outside its registered address

Tax migration under STA Notice No. 38

In force since 1 September 2024

Tax offices are barred from imposing extra conditions to retain a taxpayer

What moves with the company

- Tax credit rating
- General VAT taxpayer status
- Uncredited input VAT
- Loss carry-forwards
- Fully digital e-invoice (数电发票) quota

Two hard barriers

- An ongoing tax audit
- Unpaid taxes, late-payment surcharges and fines

Deadlines

- New name or representative: 30 days after SAMR
- Move within a province: confirmation in the electronic tax bureau
- Move to another province: cross-province migration report

After the licence: the chain of updates

One-stop service

"Enterprise information change": data from SAMR is sent automatically to the police, the tax authority and other agencies. The range of services varies by province

Seals

On a name change, new ones are made, the old ones are cancelled, and specimens are entered in the PSB system

Bank

5 business days to notify

Customs

30 days to update the declarant's details

Foreign exchange registration

Through an authorised bank

MOFCOM

No separate notice needed; the report is sent via SAMR

Deadlines for updating company details: summary table

Authority	Deadline	Risk
SAMR	30 days from the resolution; if the bureau changes — before the move	Count from the resolution minutes, not from the move
Tax authority (STA)	30 days after SAMR; on relocation — migration	An audit or arrears block the migration
Bank	5 business days	A new company name changes the account name
Customs	30 days	On relocation — application to the new customs office
Social insurance	30 days	Affects contributions for the entire staff

From rectification order to licence revocation

Violation	Penalty	How to resolve
Change not filed with SAMR	Rectification order, then CNY 10,000–100,000 (~US$1,490–14,900)	File the documents within the order's deadline
Tax data out of date	Up to CNY 2,000; up to CNY 10,000 for serious violations	Update the profile with the tax authority
Unreachable at the registered address	List of Abnormal Operations	Register the address, apply for removal

Costliest scenario

List of Abnormal Operations + 2 years without an annual report = licence revocation

Annual report: 1 January to 30 June

Changing company details: a zero-downtime strategy

1 **Resolution minutes and address check**

Sign the lease after the SAMR bureau confirms

2 **SAMR filing package**

Prepare it in parallel with the minutes: the clock starts on the signing date

3 **Checkpoint — day 20**

Package filed, with a buffer for the bureau's comments

4 **Tax migration**

Preserves VAT status and losses

5 **Bank, customs, seals**

A separate schedule; bank — 5 business days

Takeaway

An up-to-date register protects your deals. Counterparties, the bank and the courts rely on it

CONTACTS

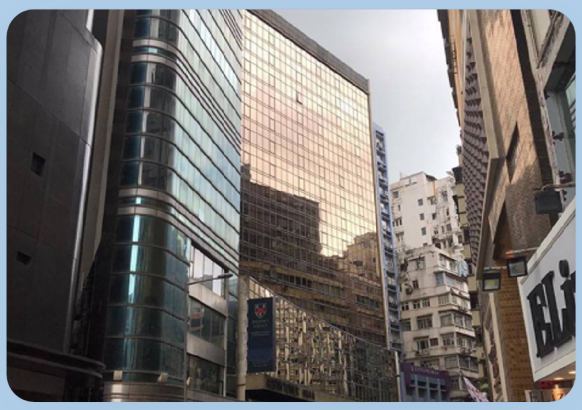
VITA LIBERTA LIMITED

www.vitaliberta.hk

Office room 68, 7/F, Woon Lee Commercial Building, 7 Austin Ave, Tsim Sha Tsui, Kowloon, Hong Kong

+852 6841 6177

legal@vitaliberta.com



Hangzhou office (China):

Room 815, Building 3, Zhonghao Wangjiang International, No. 332 Wangjiang East Road, Shangcheng District, Hangzhou City

Direct line:

+86 130 7361 7169

VITA LIBERTA™