

ALIEN EMPLOYMENT LICENSE
OF THE PEOPLE'S REPUBLIC OF CHINA

Upon verification, Mr./Ms. _____ from

(Country of citizenship) is hereby permitted to
work in _____ (Employer) in

Country (City, District), _____
City (Prefecture, Shanghai, Province (Autonomous Region, Municipality Directly under the Central Government) of the People's Republic of China.

Issued by (seal)
Ministry of Labour and Social Security
The People's Republic of China
Date of issue: 2013 year 2 month 10 day

Aliens seeking employment in China must follow an employment permit system. Those who have been issued an "Employment License" should go through relevant formalities according to the following provisions:

1. Present the "Application License and Visa Notice" to the embassy or consulate of the People's Republic of China when applying for the Employment Visa.
2. The holder of the Employment Visa should sign a labour contract with the employer in China after returning China by presenting the Employment License.
3. Present the Employment License, labour contract, valid passport and other relevant documents to the labour and social security administrative authorities of the city where the employer is located to apply for Alien Employment Permit (hereinafter referred to as "Employment Permit").
4. The aliens who have obtained the Employment Permit should present the Employment Permit to the local public security authorities to apply for Alien Residence Permit within 30 days after entering China.

Aliens who hold the Employment Permit and the Alien Residence Permit can be legally employed in China under the Protection of Chinese laws.

5. The Employment License will come into effect on the date of issuance and remain effective for a period of six months.

中华人民共和国
外国人就业许可证书

经审查, 现批准 _____ (国籍),
先生(女士), 在中华人民共和国
上海市 _____ 省(自治区、直辖市), _____ 市(地区),
_____ 县(市、区), _____ 单位, 从事
_____ 工作。

签发机关(印)

中华人民共和国人力资源和社会保障部

签发日期



外国人在中国就业实行许可制度。获准《中华人民共和国外国人就业许可证书》(简称“就业证”)的外国人, 应按如下程序办理有关手续:

1. 持许可证书和签证, 到用人单位和外国驻华使馆、领馆办理登记手续;
2. 持就业证在入境之日起三十日内, 凭许可证书与用人单位签订劳动合同;
3. 持就业证、劳动合同和用人单位的组织机构代码证到用人单位所在地公安机关申领《外国人就业证》(简称“就业证”);
4. 持就业证的外国人, 应在入境三十日内持就业证到用人单位所在地区的公安机关办理居留证件;
5. 许可证书自签发之日起生效, 有效期为六个月。

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