

外商投资 法律实务手册

敬云川 主编

权威著作、内容翔实。

——北京外国语大学法学院院长 万猛

这本书是外商在华直接投资从业者不可或缺的资源与工具。

美国盛智律师事务所管理合伙人 吉莫曼

勤奋耕耘，硕果累累；理论实务，相得益彰。

——全国人大法工委民法室 龚纪华



法律出版社
LAW PRESS · CHINA

外商投资 法律实务手册

主 编：敬云川

编委会成员：董慧凝 高晓霞 李世新
敬建川 蒋 韬 沈 陵
王洪霞 高 倩 王 聪



FOREIGN INVESTMENT LAW AND PRACTICE IN CHINA

Chief Editor / Yunchuan Jing



图书在版编目(CIP)数据

外商投资法律实务手册:汉英对照 / 敬云川主编.

—北京:法律出版社,2013.3

ISBN 978 - 7 - 5118 - 3766 - 0

I. ①外… II. ①敬… III. ①外国投资—涉外经济法

—中国—手册—汉、英 IV. ①D922.295 - 62

中国版本图书馆 CIP 数据核字(2012)第 172614 号

外商投资法律实务手册:汉英对照
主编 敬云川

编辑统筹 大众出版分社
策划编辑 林 喆 朱海波
责任编辑 朱海波
装帧设计 乔智炜

(c) 法律出版社·中国

出版 法律出版社

开本 720 毫米×960 毫米 1/16

总发行 中国法律图书有限公司

印张 26.25

经销 新华书店

字数 386 千

印刷 永恒印刷有限公司

版本 2014 年 2 月第 1 版

责任印制 沙 磊

印次 2014 年 2 月第 1 次印刷

法律出版社/北京市丰台区莲花池西里 7 号(100073)

电子邮件 / info@ lawpress. com. cn

销售热线 / 010 - 63939792/9779

网址 / www. lawpress. com. cn

咨询电话 / 010 - 63939796

中国法律图书有限公司/北京市丰台区莲花池西里 7 号(100073)

全国各地中法图分、子公司电话：

第一法律书店 / 010 - 63939781/9782

西安分公司 / 029 - 85388843

重庆公司 / 023 - 65382816/2908

上海公司 / 021 - 62071010/1636

北京分公司 / 010 - 62534456

深圳公司 / 0755 - 83072995

书号: ISBN 978 - 7 - 5118 - 3766 - 0

定价: 59.00 元

(如有缺页或倒装, 中国法律图书有限公司负责退换)

前　　言

自 1978 年我国实施改革开放的政策以来,吸引外资参与国家的经济建设不仅成为政府有关部门的重要工作,外商投资也成为法律等专业服务机构的重要服务内容。到 2010 年年底,我国累计吸收的外商直接投资已经超过 1 万亿美元,近 20 年连续位列发展中国家第一位。我国吸收外资的重点也逐步从改革开放初期的轻纺、家电逐步发展到现在的集成电路、计算机、通信等高新技术产业,进而发展到金融、保险、资讯等现代服务业,外商在华设立地区总部、研发中心、营销中心等已经成为外商投资的新亮点。

本书主编敬云川律师毕业于北京外国语大学英语专业,后在北京大学法律系、美国华盛顿大学法学院完成硕士课程,获得国内和国外的法学硕士学位,具有深厚的法学功底。敬云川曾在最高立法机关——全国人大常委会法制工作委员会从事立法工作多年,其间参与了《合同法》等重要民商法的起草、调研、修改工作,并负责我国最新立法的英文翻译、编辑和审校,具有较高的法律英语水平。2001 年从事专职律师工作以来,他牵头办理了大量跨国公司在华投资和争议解决方面的法律业务,包括但不限于外商投资企业的设立、重组、并购、投资、融资、清算、知识产权保护以及其他日常经营管理中的法律事务;同时,他还与欧美国家知名律师所合作,成功代理了大量涉外的诉讼和仲裁案件以及反垄断审查项目,并自 2005 年开始担任中国国际经济贸易仲裁委员会仲裁员,2011 年担任首席仲裁员;荣获北京市“十佳留学归国律师”、“北京市优秀律师”称号,并经全国律师协会推荐出任环太平洋律师协会理事。

本书编撰起始于 2006 年,一方面是自 2001 年我国加入世界贸易组织以来制定的外商投资政策和法律规定有较大修改,尤其是针对外商投资企业的税收、外汇管理和劳动用工等方面出台了不少新的规定;另外关于外商投

资操作实务方面的书籍近年出版得比较少,而采用中英文对照编写的就更是凤毛麟角。此外,一些西方国家的投资者认为当前中国外资政策不再友好、不再欢迎外商投资,鉴于此,本书主编组织多名法律实务工作者一道、结合新的外资法律法规及政策和自己亲自办理案件的经验编写本书,希望本书的出版能为从事外商投资的法律实务工作者提供一些帮助,亦能改变境外投资者对中国外商投资政策的认识。

本书共分七章,包括外商投资企业设立、外汇管理、涉外税收、知识产权保护、劳动用工、争议解决及外资企业清算等内容,不但详细介绍外商投资的设立、税收、外汇、知识产权保护和劳动用工等相关法律规定,而且列举了不少经典案例,为法律实务工作者解决现实中常见的法律问题提供了实践操作流程及解决方案。本书的另一大亮点就是提供了中英文对照版,可供中外读者参阅。

本手册不仅适用于企业法务、律师以及外国投资者的工作需要,相信对法学院的老师和学生也是很好的研究和学习材料。由于编者能力有限,如有不当和缺漏,敬请各位法律界与企业界人士指正。

《外商投资法律实务手册》编委会
2012年12月

Foreword

Since the adoption of the reform and open-up policy in 1978, attracting foreign investment to the economic construction of China has become a major task of relevant authorities. Furthermore, foreign investment proves to be an important service of law offices and other specialized service organizations. The foreign investment attracted by China has been over USD 1 trillion by the end of 2010, which has topped among developing countries during the last 20 years. The focus of attraction for foreign investment is developing into high and new technology industries such as integrated circuit, computer, communication etc. and then into modern service sectors such as finance, insurance, information etc., while the emphasis of the initial stage of reform and opening up was textile, home appliances etc. Regional headquarters, research and development centers, marketing centers etc have been new highlights in foreign investment.

Mr. Yunchuan Jing, chief editor of this book obtained his bachelor degree of arts in Beijing Foreign Studies University, master degree of laws in Law Department, Peking University and Law School, University of Washington, US. He has solid law background and excellent legal English. When working in the Law Committee of the National People's Congress—the top legislative body, Mr. Jing participated in the drafting, investigation and revision of important laws such as the Contract Law and the translation, edition and proofreading of new legislations. In 2001 he began to work as a lawyer. Up till now he has led his team to deal with a large number of cases in respect of foreign investment of multinationals and dispute resolution, which include but are not limited to establishment, reorganization, mergers and acquisition,

investment, financing, liquidation, intellectual property protection of foreign investment enterprises and many other legal affairs concerning daily operation. In the meanwhile, Mr. Jing has also cooperated with famous law firms in western countries and represented a great deal of foreign-related litigations, arbitration cases and anti-trust review projects. He has been acting as an arbitrator in the China International Economic and Trade Arbitration Commission since 2005 and began to work as the chief arbitrator since 2011. In addition, he was awarded one of the ten best lawyers studied and returned from overseas by Beijing lawyers Association and nominated as the At—Large Council member of the IPBA by the All—China Lawyers Association in 2012.

The edition of this book can date back to 2006. During that time China had made plenty of modifications in its foreign investment policies, laws and regulations, especially laws concerning taxation, foreign exchange administration and employment of foreign investment enterprises since the entry into WTO in 2001. On the other hand, few books on foreign investment practice came out. English-Chinese books in this regard are even rare. In addition, some investors from western countries conclude that the Chinese foreign investment policies are no longer friendly and that foreign investors are not welcomed any more. Given the above, Mr. Jing called on some law practitioners to write this book based on the latest foreign investment laws, regulations and policies and their personal experience obtained from cases, hoping to offer some help to those practicing in the foreign investment field and to alter the outlook of foreign investors toward Chinese foreign investment policies.

This book is divided into seven chapters including establishment of foreign investment enterprises, foreign exchange administration, foreign-related taxation, intellectual property protection, labor & employment, dispute resolution, liquidation of foreign investment enterprises etc. The editors not only give elaborate recommendations of relevant laws and regulations concerning the above aspects but also list a great deal of typical cases to provide law practitioners with practice procedures and solutions that they can refer to

when dealing with common legal issues. Another highlight of this book is the English-Chinese texts as a reference for readers.

This handbook can not only meet the job demand of corporate counsels, lawyers and foreign investors but also be a research and study material for professors and students of law schools. However, due to the limits of editors, this committee respectfully request that readers point out the mistakes and inadequacy in this Book.

Editors' Committee of Foreign Investment; Law & Practice in China
December , 2013

目 录

第一章 外商投资企业设立	1
第一节 外商投资企业的设立方式	1
一、直接投资设立企业	1
二、外资并购境内企业	3
三、外国企业代表处	5
四、外商投资企业再投资	6
第二节 外商投资企业的设立程序	7
一、直接投资注册的程序	7
二、关于外资并购程序的特殊规定	9
三、外商投资项目核准	9
四、反垄断审查	10
五、安全审查	12
第三节 外商投资产业和地区导向	13
一、外商投资产业导向	13
二、外商投资地区导向	14
三、外商投资产业指导目录	15
第四节 常用企业设立文件参考样本	22
一、中外合资经营企业合同	22
二、中外合作经营企业合同	32
三、中外合资经营企业章程	40
第二章 外汇管理	48
一、办理外汇登记	48

二、开立外汇账户	49
三、办理进出口核销登记备案	50
四、外债登记	51
五、国际收支申报	52
六、外汇支出	53
七、结汇	54
第三章 涉外税收制度	56
一、概述	56
二、企业所得税	57
三、营业税	66
四、增值税	68
五、消费税	73
六、关税	75
七、个人所得税	77
八、土地增值税	82
九、城市房产税	84
第四章 知识产权	86
第一节 著作权	87
一、著作权概述	87
二、著作权登记	88
三、计算机软件著作权登记手续	89
四、侵犯著作权的民事、刑事责任	89
第二节 专利权	91
一、申请专利的办理手续	91
二、专利权的法律保护	92
第三节 商标权	94
一、商标注册申请	94
二、商标转让申请	95
三、注册商标变更注册人名义/地址申请	95

四、商标续展申请	95
五、商标异议	96
六、商标驳回复审	96
七、驰名商标申请	96
八、商标权的法律保护	96
第四节 关于商标优先权、专利优先权的规定	98
一、商标优先权的行使	98
二、专利优先权的行使	99
附一：涉外知识产权案例	100
附二：常用知识产权法律法规目录	106
 第五章 劳动用工	 110
第一节 劳动管理规定	110
一、劳动用工	110
二、工时与休假	111
三、工资	111
四、中国职工社会保险费	111
第二节 外国人居留证签证规定	111
一、需办理居留证的外国人	111
二、无需办理居留证的情形	113
第三节 外籍员工办理就业证、居留许可程序	114
一、企业聘用外国人需办理就业许可	114
二、工作签证邀请函	114
三、外国人就业证	115
四、体检健康证明	115
五、外国人居留许可	115
第四节 劳动争议解决	116
一、争议解决方式概述	116
二、关于劳动争议解决的法律规定	117
三、经典案例：吴某与北京某医疗保健中心劳动争议案	118
附：涉外劳动法律法规目录	121

第六章 争议解决	122
第一节 调解	122
一、调解机构	123
二、调解规则	123
三、调解收费	125
第二节 民事诉讼	126
一、中国法院体系	126
二、外国人的民事诉讼地位	126
三、民事诉讼程序	127
四、管辖	128
五、法律适用	130
第三节 商事仲裁	132
一、仲裁范围与管辖	132
二、承认和执行外国仲裁裁决的条件及程序	135
附一：最高人民法院关于审理外商投资企业纠纷案件若干问题的规定（一）	136
附二：最高人民法院关于审理涉外民事或商事合同纠纷案件法律适用若干问题的规定	141
第七章 外资企业清算注销	144
第一节 清算	144
一、概述	144
二、清算组或清算委员会的产生	145
三、清算组的职权	145
四、清算程序	146
五、清算期间企业的法律主体地位	147
第二节 注销登记	148
一、外资企业注销程序	148
二、外资提前终止合同、解散企业应向商务局提交的材料	148
三、外商投资企业向工商局注销登记应提交的文件、证件	148
四、外资企业税务注销	148

五、外汇登记证注销	149
六、银行账户注销	149
七、组织机构代码证注销	149
后记	150

Contents

Chapter 1 Establishment of Foreign-funded Enterprises	1
Section 1 Methods of establishment	1
I . Establishment of an enterprise through foreign direct investment	1
II . Merger and acquisition of domestic enterprises by foreign investors	5
III . Representative offices of foreign enterprises	9
IV . Reinvestment by foreign-funded enterprises	10
Section 2 The procedures of establishment of foreign-funded enterprises	11
I . Registration procedures for foreign direct investment	11
II . Special provisions concerning merger and acquisition by foreign investors	14
III . The verification system for foreign investment projects	16
IV . Anti-monopoly review	17
V . National security review	21
Section 3 Guidance of industries and regions for foreign investment	23
I . Guidance of industries for foreign investment	23
II . Guidance of regions for foreign investment	25
III . Catalogue for Guidance of Foreign Investment Industries	28
Section 4 Reference documents commonly used in enterprise establishment	38

I . Contract for Sino-foreign equity joint ventures	38
II . Contract for Sino-foreign contractual joint ventures	53
III . Articles of association for Sino-foreign equity joint ventures	65
Chapter 2 Foreign Exchange Administration	78
I . Foreign exchange registration	79
II . Opening a foreign exchange account	81
III . Reform of registration of cancelling after verification on import and export	83
IV . External debt registration	83
V . Declaration of the balance of payments	85
VI . Payment in Foreign exchange	86
VII . Foreign exchange settlement	90
Chapter 3 Foreign-Related Taxation	92
I . General introduction	92
II . Enterprise income tax	93
III . Business tax	110
IV . Value-added tax	114
V . Consumption tax	123
VI . Customs duties	126
VII . Individual income tax	129
VIII . Land appreciation tax	138
IX . Urban real estate tax	141
Chapter 4 Intellectual Property	143
Section 1 Copyright	145
I . Introduction	145
II . Registration of copyright	148
III . Registration procedures of computer software copyright	148
IV . Civil and criminal liability for copyright infringement	149

Section 2 Patent	151
I . Formalities for patent application	151
II . The legal protection for patent	153
Section 3 Trademark right	157
I . Application for trademark registration	157
II . Application for trademark transfer	158
III . Application for modification in the name or address of the registrant of a registered trademark	159
IV . Application for renewal of trademark	159
V . Trademark opposition	159
VI . Reexamination of trademark rejection	160
VII . Application for well-known trademarks	160
VIII . Legal protection for trademark right	161
Section 4 Provisions on priority of trademark and patent	164
I . Exercising the priority of trademark	164
II . Exercising the priority of patent	165
Attachment 1 :Cases of foreign-related intellectual property	167
Attachment 2 :Lists of frequently used laws and regulations on intellectual property	176
 Chapter 5 Labor & Employment	 181
Section 1 Provisions on labor administration	181
I . Labor and employment	181
II . Man hours and holidays	182
III . Salaries	182
IV . Social insurance premiums for Chinese employees	183
Section 2 Provisions on the foreigner's residence permit and visa	183
I . Foreigners that need to apply for residence permits	183
II . Situations when residence permits are not required	186
Section 3 Procedures for handling the employment permit and residence permit of foreign employees	187