

Process Flow for Domestic Branch Setup of Foreign Company

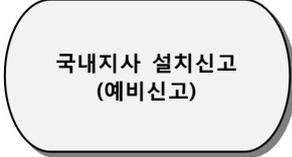
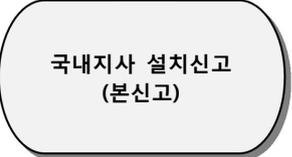
(Case: Branch)

Dec. 22, 2015

Process Flow	Processed by	Requirement List	Output Doc.
 	Foreign Exchange Bank	<ul style="list-style-type: none"> • Application for Domestic Branch Sepup of Foreign Company 2 copies in original (by the name of the <u>Branch Manager</u>) • Application of Designation for Foreign Exchange Transaction (by the name of the <u>Branch Manager</u>) • Corporation Certificate of the Foreign Company/HQ-notarized • Minutes of Board of Directors' Meeting of Foreign Company /HQ (notarized) describing <ul style="list-style-type: none"> - resolution the Branch office setup in Korea - address of the Branch office - name, address and identification number (with birthdate/month/year) of the Branch Manager • A copy of Passport of the Representative of Foreign Company/HQ • A copy of Passport or Identification Card (Korean) of Branch Manager • POA for Branch setup • Other documents if necessary 	Certificate of Branch Setup Report (preliminary)
 	Registry Office of the Court	<ul style="list-style-type: none"> • Application for Registration of Incorporation • Corporation Certificate of the Foreign Company/HQ-notarized • Minutes of Board of Directors' Meeting of Foreign Company /HQ (notarized) • Letter of Acceptance (Branch Manager) <u>Foreigner:</u> Letter of Acceptance with signature (notarized) / POA (notarized) – in case of no entry to Korea Certificate of Resident in Home Country / Copy of Passport <u>Korean:</u> Resident Registration 2 / Certificate of Seal 2 originals • Certificate of Branch Setup Report • Application for Company Seal Registration and Card • Company Seal • Other documents if necessary 	Certificate of Incorporation Registration Certificate of the Company Seal
 	Tax Office	<ul style="list-style-type: none"> • Application for Business Registration • Certificate of Branch Setup Report • Corporation Certificate of the Foreign Company/HQ-notarized • Copy of the Article of Incorporation of Foreign Company/HQ • Certificate of Incorporation Registration of Domestic Branch • Certificate of Business permission, registration or report (if applicable) • Copy of the Lease Agreement (in the name of the branch) • Other documents if necessary 	Certificate of Business Registration
	Foreign Exchange Bank (at the place where the initial Report was made)	<ul style="list-style-type: none"> • Application for Domestic Branch Sepup of Foreign Company 2 copies in original (by the name of the <u>Branch Office</u>) • Application of Designation for Foreign Exchange Transaction (by the name of the <u>Branch Office</u>) • Certificate of Business Registration • Corporation Certificate of the Foreign Company (HQ) • Other documents if necessary 	Certificate of Branch Setup Report (final)

외국법인 국내지사 설치절차 흐름도 (지점의 경우)

Dec. 22, 2015

절차흐름	처리기관	필요사항	교부서류
	외국환은행	<ul style="list-style-type: none"> • 외국기업국내지사 설치신고서 2부 (지사장명의신고) • 외국환거래 지정신고서 (지사장명의신고) • 본점(외국법인) 법인증명서면(공증) <ul style="list-style-type: none"> - 본점 법인등록증명서 등 • 본점(외국법인) 이사회결의서(공증) <ul style="list-style-type: none"> - 국내지사 설치에 대한 결의내용 - 국내지사 주소 기재 - 국내지사장 성명, 주소 및 주민등록번호(생년월일)기재 • 본점(외국법인) 대표자의 여권사본 • 국내지사장 주민등록증 혹은 여권사본 • 지사설치신고 위임장 • 기타 필요서류 	설치신고필증 (예비신고증)
			
	관할법원등기소	<ul style="list-style-type: none"> • 외국회사 영업소설치 등기신청서 • 본점(외국법인) 법인증명서면(공증) • 본점(외국법인) 이사회결의서(공증) • 지사장 취임승낙서 <u>외국인:</u> 서명이 공증된 원본 / 공증위임장 (미입국 시) 현지공증 주소증명서면 / 여권사본 첨부 <u>내국인:</u> 인감증명서 2통 / 주민등록초본 2통첨부 • 외국기업국내지사 설치신고필증 • 법인인감신고서 및 법인인감카드발급신청서 • 법인인감도장 • 기타 필요서류 	법인등기부등본 인감증명서
			
	관할세무서	<ul style="list-style-type: none"> • 국내사업장설치신고서(외국법인) • 외국기업국내지사 설치신고필증사본 • 본점(외국법인) 법인증명서면(공증) • 본점(외국법인) 정관사본 • 국내지사 등기부등본 • 사업허가, 등록, 신고등의 필증 (해당법인) • 국내지사 임대차계약서사본 • 기타 필요서류 	사업자등록증
			
	외국환은행 (최초신고은행)	<ul style="list-style-type: none"> • 외국기업국내지사 설치신고서 2부 (<u>지사사무소명의</u>) • 외국환거래지정신고서 (<u>지사사무소명의</u>신고) • 사업자등록증 • 본점(외국법인) 법인증명서면(공증)사본 • 기타 필요서류 	설치신고필증 (본신고증)