

The cover of the manual is a solid blue color. At the top, there is a faint, light-colored illustration of a suspension bridge with two tall towers and cables. The title is printed in a bold, yellow, sans-serif font, centered on the cover. The text is arranged in two lines: "Service Manual" on the first line and "For Foreign Personnel" on the second line. The background of the cover has a subtle gradient from a lighter blue at the top to a darker blue at the bottom.

Service Manual For Foreign Personnel

Exit and Entry Administration Bureau of Guangzhou Municipal Public Security Bureau

Foreword

Welcome to Guangzhou!

Exit and Entry Administration Bureau of Guangzhou Public Security Bureau will provide you with all-round exit and entry services, from the issuance of visas/stay permits/residence permits/permanent residence for foreigners, the promotion of exit and entry laws and regulations, to services relating to nationality affairs.

Here, both Chinese and English versions of service specifications, work flows, working hours, charging standards, guidelines, instructions, etc. are available. You may obtain relevant services and information in our service halls or through multiple channels like the Internet and WeChat. Online pre-application for visa/stay permit/residence permit and EMS delivery would make your applications easier. As the issuance of visa/stay permit/residence permit for foreigners become available in Haizhu, Tianhe, Baiyun, Huangpu, Huadu, Panyu and Nansha

branches of Guangzhou Municipal Public Security Bureau, you will be able to choose nearby service halls for application. There, special “green channels” for foreign talents will provide you with the greatest conveniences.

Guided by Xi Jinping Thought on Socialism with Chinese Characteristics for a New Era and adhering to the concept of “In Entry-Exit of Boundaries, Our Service Knows No Bounds” , Exit and Entry Administration Bureau of Guangzhou Municipal Public Security Bureau will continuously improve its services, and strive to provide you with more convenient and better entry and exit services.

We welcome your valuable feedback on our services!

Exit and Entry Administration Bureau of
Guangzhou Municipal Public Security Bureau

October, 2019

Contents

Foreword / 1

Part I Types of Foreign Talents

1. Foreign Talents Accredited by the Chinese Government / 6
2. Foreign Talents Accredited by Guangdong Province / 6
3. Foreign Talents Accredited by Guangzhou Municipality / 7
4. Other Foreign Talents with Outstanding Contributions / 7

Part II Facilitation Measures

1. Visas and Residence Permits / 9
2. Permanent Residence / 10
3. Green Channels / 12
4. Application Sites for Visa/Stay Permit/Residence Permit in
Guangzhou / 13

Part III Application Instructions

1. Application for Visas/Residence Permits/Stay Permits / 16
2. Application for Permanent Residence Permit / 32
3. Application for Foreigner's Accommodation Registration / 60

Part IV Related Instructions

1. Policies Enjoyed by Foreigners with Permanent Residence Status in China / 62
2. Disqualification of Permanent Residence / 67
3. Application instructions for Work Permit / 68
4. Instructions for Physical Examination / 72



Guangzhou entry and exit

Scan the QR code and follow me.



Please follow our WeChat for exit and entry services

Hotline: 12345

Website: www.gzjd.gov.cn

Part I Types of Foreign Talents

1. Foreign Talents Accredited by the Chinese Government

Those accredited by the state's competent authorities and hold a certificate issued by corresponding authority.

2. Foreign Talents Accredited by Guangdong Province

Those accredited by competent human resources departments of Guangdong Province and hold a certificate issued by corresponding department. For example, holders of "Confirmation Letter for Foreign High-level Talents in Guangdong Province".

Senior foreign specialists and professionals who are employed and guaranteed by an enterprise accredited by the competent science and technology innovation authority of Guangdong or by Administrative Office of Guangdong Pilot Free Trade Zone (GDPFTZ) and foreign talents employed by institutions of higher

learning and research institutes in Guangdong.

3. Foreign Talents Accredited by Guangzhou Municipality

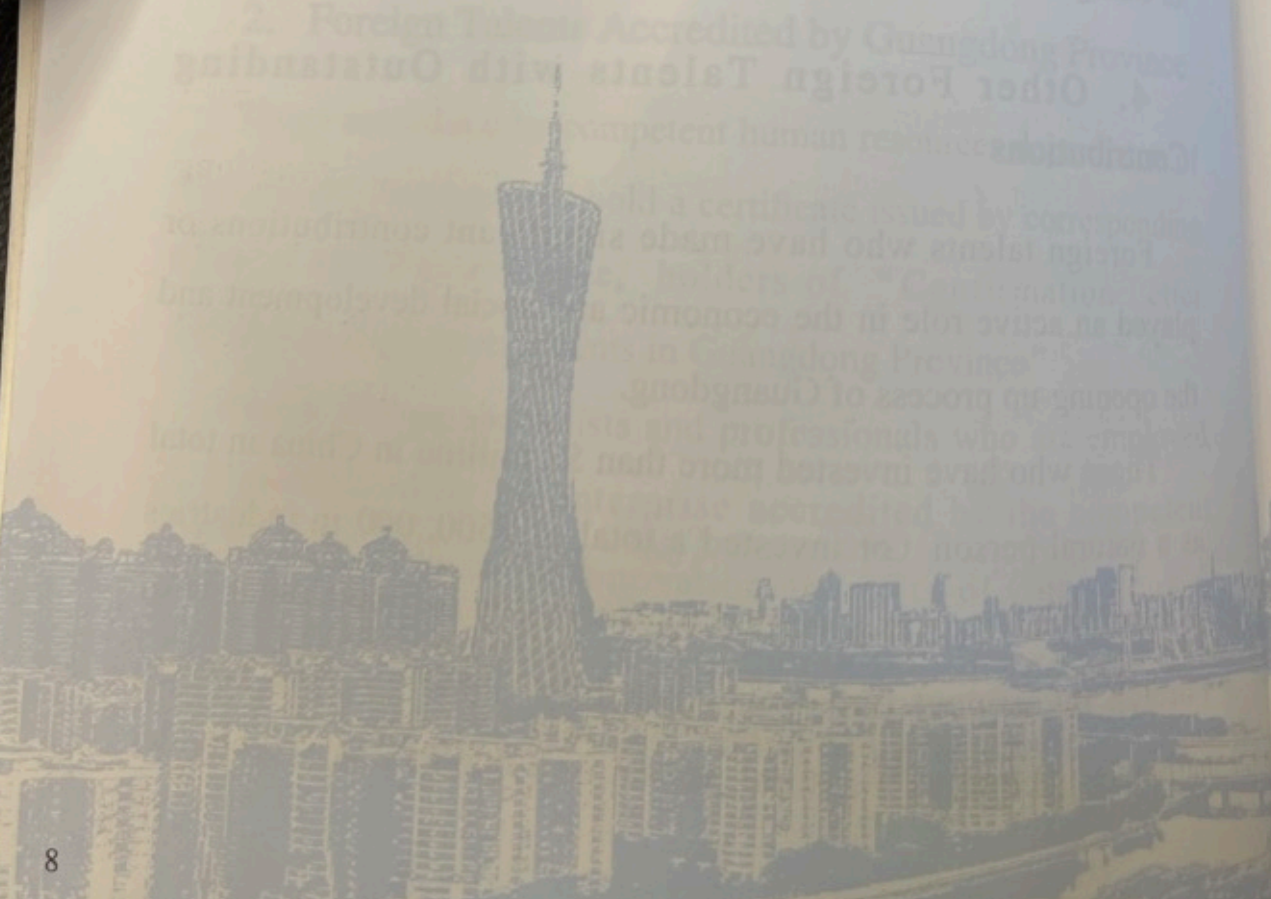
Foreign talents who are the holders of Talent Green Card of Guangzhou, or who meet the standards of high-end foreign talents (Class A) in the Classification Standards for Foreigners Working in China and accredited by competent human resources departments of Guangzhou.

4. Other Foreign Talents with Outstanding Contributions

Foreign talents who have made significant contributions or played an active role in the economic and social development and the opening-up process of Guangdong.

Those who have invested more than \$2 million in China in total as a natural person (or invested a total of \$500,000 in industries of encouraged type as specified by Catalogue for the Guidance of Foreign Investment Industries issued by China). And foreign nationals, acting as a natural person or a controlling shareholder

of a company or enterprise, who have directly invested at the 9 cities of the Guangdong-HK-Macao Greater Bay Area, whose investment amount is more a total of \$ 1 million (or a total of more than \$500,000 in industries encouraged by the Catalogue for the Guidance of Foreign Investment Industries released by the State Council of China) .



Part II Facilitation Measures

1. Visas and Residence Permits

(1) Foreign talents recognized by the Chinese Government or Guangdong Province and holders of Talent Green Card of Guangzhou may apply for multiple entries R visa with a valid period of no more than 5 years and the duration of stay of no more than 180 days.

(2) After the duration of their stay expire in China, foreign talents recognized by the Chinese Government or Guangdong Province and holders of Talent Green Card of Guangzhou may apply for multiple entries R visa with a valid period of no more than 5 years and the duration of stay of no more than 180 days.

(3) Foreign talents recognized by the Chinese Government or Guangdong Province may apply for residence permit with a valid period of no more than 5 years that is noted "Talent".

(4) Foreign talents that come to Guangzhou for exchanges, visits, inspections, etc. may apply for multiple entries F visa

with a valid period of no more than 5 years and the duration of stay of no more than 180 days.

(5) Foreign talents can apply for foreign employee's residence permit with a non-Z visa, an employment authorization and a letter of guarantee.

(6) Foreign talents that have been recognized by competent human resources departments of Guangdong Province and have obtained permanent residence or foreign employee's residence permit in China may apply for private affairs residence permit (noted "household management services") for their foreign housekeepers within a corresponding period with a personal guarantee and an employment contract.

(7) Relatives of Foreign talents, including their spouse, children under 18, parents and parents-in-law may apply for visa/stay permit/residence permit of the same valid period as themselves.

2. Permanent Residence

(1) Foreign talents recommended by Competent authorities of the state, Guangdong provincial people's government, Guangzhou Municipal Government or Guangdong Pilot Free Trade

Zone (GDPFTZ) Office, Guanzhou Economic and technological development zone office, Nansha Economic and technological development zone office, Zengcheng Economic and technological development zone office can directly apply for permanent residence in China.

(2) Foreign members of innovation teams and foreign personnel employed by enterprises headquartered in Guangzhou shall be scored according to the evaluation criteria of talent points. If they reach a certain points, may apply for permanent residence in China.

(3) Foreign nationals of Chinese origin who have a PhD degree or above and work in Guangzhou with a work residence permit can apply for permanent residence in China.

(4) After recommended by their employers, foreigners who have worked in Guangzhou for 4 consecutive years with a cumulative period of not less than 6 months in terms of actual residence in China each year and who, at the time of application, have received an annual salary income of more than RMB400,000 (before tax) and paid more than RMB70,000 of personal income tax each year for 4 consecutive years before the date of application

may apply for permanent residence in China.

After recommended by their employers, foreigners who have worked in Guangzhou for 4 consecutive years with a cumulative period of not less than 6 months in terms of actual residence in China each year and who, at the time of application, have received an annual salary income of more than six times of the average of the urban employees in the region where they worked in the previous years (before tax) and paid more than 20% of personal income tax each year for 4 consecutive years before the date of application may apply for permanent residence in China.

(5) Foreign talents who have accreditation certificate from the competent human resources authority of Guangdong Province, if they have been employed for 3 consecutive years in Guangdong Province with an employment-based residence permit marked "Talent" prior to submission of the application, may apply for permanent residence in China, upon recommendation of their current employer.

3. Green Channels

(1) Special service windows. Exit and Entry Administration

Bureau of Guangzhou Municipal Public Security Bureau has set up special service windows for foreign talents, who can get a service number at number-generating machine or information desk and apply for visa/stay permit/resident permit at special service windows.

(2) Reservation free. After making an online appointment, foreign talents may apply for visa/residence permit without being subject to the limit of the appointed time.

(3) Quick handling. Applications for visa/residence permit by foreign talents are generally completed within 3 working days, or at the same day of application under special circumstances.

(4) Exclusive follow-up services. A specially-assigned person will provide follow-up services for foreign talents.

(5) Family members of foreign talents may also enjoy green channel services.

4. Application Sites for Visa/Stay Permit/Residence Permit in Guangzhou

(1) Exit and Entry Administration Bureau of Guangzhou Municipal Public Security Bureau

Add: No. 155 Jiefang South Road, Yuexiu District,

Guangzhou

Hotline: 12345

Office Hours: Monday-Friday 8:30-12:00/14:00-17:30

(2) Haizhu District:

Add: No. 18 Zilong Main Street, Jiangnanxi Road, Haizhu District, Guangzhou

Hotline: 12345

Office Hours: Monday-Friday 8:30-12:00/14:30-17:30

(3) Tianhe District:

Add: No. 13 Ruanjian Road, Tianhe District, Guangzhou

Hotline: 12345

Office Hours: Monday-Friday 9:00-12:00/13:00-17:00

(4) Baiyun District:

Add: No. 331 Baiyun Avenue North, Baiyun District, Guangzhou

Hotline: 12345

Office Hours: Monday-Friday 8:30-12:00/14:00-17:30

(5) Huangpu District:

Add: 2F, No. 3 Xiangxue Third Road, Huangpu District, Guangzhou

Hotline: 12345

Office Hours: Monday-Friday 8:30-12:00/13:30-17:00

(6) Huadu District:

Add: No. 185 Jianshe North Road, Hua Cheng Street, Huadu District, Guangzhou

Hotline: 12345

Office Hours: Monday-Friday 8:30-12:00/14:30-17:30

(7) Panyu District:

Add: No. 550, Asian Games Avenue, Panyu District, Guangzhou

Hotline: 12345

Office Hours: Monday-Friday 8:30-12:00/14:00-17:00

(8) Nansha District:

Add: Nansha Government Affairs Service Center, Building E, No. 1 Fenghuang Avenue, Nansha District, Guangzhou

Hotline: 12345

Office Hours: Monday-Friday 9:00-12:00/13:00-17:00

Part III Application Instructions

3.1 Application for Visas/Residence Permits/Stay Permits

3.1.1 Categories of Visas

Chinese visas are divided into diplomatic visas, courtesy visas, official visas and ordinary visas. Ordinary visas are further divided into the following categories and marked with corresponding Chinese phonetic alphabets:

1. The C visa, issued to crewmembers performing duties on board international train, aircrafts, or vessel and the accompanying family members of vessel crewmembers, and vehicle drivers engaged in international transportation services.
2. The D visa, issued to persons who come to China for permanent residence.
3. The F visa, issued to people entering China for exchanges, visits, study tours, inspections or other relevant activities, etc.

4. The G visa, issued to people transiting through China.
5. J1 visa, issued to resident foreign correspondents of permanent offices of foreign news agencies in China; J2 visa, issued to foreign journalists for short-term news coverage in China.
6. L visa, issued to persons who come to China for travel; group L visa, issued to people engaged in group travels.
7. M visa, issued to people entering China for commercial trade activities.
8. Q1 visa, issued to foreign family members of Chinese citizens and foreigners with permanent residence status in China, who apply for residence in China for family reunion, and to foreigners who apply for residence in China for fosterage or other purposes; The Q2 visa, issued to relatives of Chinese citizens living in China, and relatives of foreigners with permanent residence status in China, who apply for short-term residence in China for a short-term visit.
9. R visa, issued to foreign talents needed by China and specialists who are urgently needed by China.
10. S1 visa, issued to those who apply for long-term visit to China: the foreign spouse, parents, children under 18, parents-

in-law of foreigners that live in China for work, study, etc., and foreigners who need to stay in China for other personal matters; S2 visa, issued to those who apply for a short-term visit to China; foreign family members of foreigners that live in China for work, study or other purposes and to foreigners who need to stay in China for other personal matters.

11. X1 visa, issued to those applying for long-term study in China;

X2 visa, issued to those applying for short-term study in China.

12. Z visa, issued to people applying for work in China.

3.1.2 Categories of Residence Permits

1. Residence permit for work, issued to foreigners coming to Guangzhou for work. It should be applied for within 30 days after entry into China with a Z visa.

2. Residence permit for study, issued to international students coming to Guangzhou for long-term study. It should be applied for within 30 days after entry into China with an X1 visa.

3. Residence permit for journalist, issued to resident foreign journalists entering China. It should be applied for within 30 days

after entry into China with a J1 visa.

4. Residence permit for family reunion, issued to family members of Chinese nationals and foreigners with permanent residence status in China, who apply for residence in Guangzhou for family reunion, as well as foreign children of foreign Chinese and overseas Chinese who are under age 18 and fostered in Guangzhou. It should be applied for within 30 days after entry into China with a Q1 visa.

5. Residence permit for personal matters, issued to the foreign spouse, parents, children under 18, parents-in-law of foreigners that live in Guangzhou due to work, study, etc., and to foreigners that need to stay in China for other personal matters like receiving medical aid or service. It should be applied for within 30 days after entry into China with a S1 visa.

3.1.3 Application Materials for Visa/Residence Permit

1. First-Time Application for Residence Permit for Work

Foreigners coming to Guangzhou for work with a Z visa shall apply for Residence Permit for Work within 30 days after entering China.

They should answer relevant inquiries and provide the following materials:

- (1) Original and photocopy of the applicant's valid passport or other international travel documents and visa;
- (2) A "Visa/Stay Permit/Residence Permit Application Form" ;
- (3) One digital photo and its "Receipt of China Visa Photograph for Foreigners in Guangdong Province" ;
- (4) Valid "Registration Form of Temporary Accommodation for Visitors" in Guangzhou;
- (5) "Health Certificate" issued by Entry-Exit Inspection and Quarantine Bureau of Guangdong Province (required when applying for residence permit for the first time) ;
- (6) Copies (to be checked against the original) of "Work Permit for Foreigners" , "Work Permit for Foreigners Engaged in Offshore Oil Operations in the People's Republic of China" or an Letter of Approval for performance issued by a competent Culture Department/Bureau.
- (7) Official letter from the unit/organization that the applicant works for;

(8) Applicants who entered China with other types of visa may apply for a residence permit for work within a validity of 1 year with certificates of work permit issued by departments of Human Resources and Social Security or Foreign Experts departments;

(9) Other certificates that the public security organ considers necessary.

2. Renewal of Residence Permit for Work

(1) Original and photocopy of the applicant's valid passport or other international travel documents and visa;

(2) A "Visa/Stay Permit/Residence Permit Application Form" ;

(3) One digital photo and its "Receipt of China Visa Photograph for Foreigners in Guangdong Province" ;

(4) Valid "Registration Form of Temporary Accommodation for Visitors" in Guangzhou;

(5) Copies (to be checked against the original) of "Foreign Expert Certificate" , "Work Permit for Foreigners" , "Work Permit for Foreigners Engaged in Offshore Oil Operations in the People's Republic of China" or an Letter of Approval for performance issued by a competent Culture Department/Bureau;

(6) Official letter from the unit/organization that the applicant works for;

(7) Other certificates that the public security organ considers necessary.

3. Visa Extension for Family Members (S2 Visa)

Foreign family members of foreigners staying/residing in China for work, study, etc. (include: spouse, parents, parents-in-law, children, siblings, grandparents, grandchildren, and spouses of children), who come to China for short-term relative visits and enter China with a S2 visa, if they need to stay after the expiration of visa, shall apply for a visa extension at least 7 days before visa expiration.

They should answer relevant inquiries and provide the following materials:

- (1) Original and photocopy of the applicant's valid passport or other international travel documents and visa;
- (2) A "Visa/Stay Permit/Residence Permit Application Form";
- (3) One digital photo and its "Receipt of China Visa Photograph for Foreigners in Guangdong Province";

(4) Valid “Registration Form of Temporary Accommodation for Visitors” in Guangzhou;

(5) Proof of family relationship, copy of valid passport and residence permit of the person to be visited (to be checked against the original), and letter from the above mentioned person;

(6) Other certificates that the public security organ considers necessary.

4. Application for Residence Permits for family members of residential foreigners in Guangzhou

The spouse, parents, children under 18, parents-in-law of foreigners living in Guangzhou due to work, study, etc., who need to reside in China and enter with a S1 visa, shall apply for a residence permit for personal matters within 30 days of their entry.

They should answer relevant inquiries and provide the following materials:

(1) The original and photocopy of the applicant's valid passport and visa;

(2) A “Visa/Stay Permit/Residence Permit Application Form” ;

(3) One digital photo and its "Receipt of China Visa Photograph for Foreigners in Guangdong Province" ;

(4) Valid "Registration Form of Temporary Accommodation for Visitors" in Guangzhou;

(5) "Health Certificate" issued by Entry-Exit Inspection and Quarantine Bureau of Guangdong Province (required when applying for residence permit for the first time) ;

(6) When visiting a foreigner with residence permit in Guangzhou, photocopy of valid passport and residence permit of the above mentioned person (to be checked against the original) , an official letter from the above mentioned person's working/ studying unit, and certificates of relationship shall be provided;

(7) Other certificates that the public security organ considers necessary.

5. Application for Stay Permit

When foreigners who finished employment/work in Guangzhou need to continue to stay due to humanitarian reasons, they may apply for a stay permit at the exit and entry administration department of local public security organ.

They shall answer relevant inquiries and provide the following

materials:

- (1) Original and photocopy of the applicant's valid passport and residence permit;
- (2) A "Visa/Stay Permit/Residence Permit Application Form" ;
- (3) One digital photo and its "Receipt of China visa photograph for Foreigners in Guangdong Province" ;
- (4) Valid "Registration Form of Temporary Accommodation for Visitors" in Guangzhou;
- (5) Proof for termination of employment/work issued by the previous work unit/organization;
- (6) Other certificates that the public security organ considers necessary.

3.1.4 Reissuance of Visa/Stay Permit/Residence Permit

After entering China, if a foreigner's valid ordinary visa, stay permit or residence permit is lost, stolen or damaged, he/she may apply for a reissuance.

1. Basic Materials Required

- (1) Original and photocopy of the applicant's valid passport

or other international travel documents;

(2) Valid "Registration Form of Temporary Accommodation for Visitors" in Guangzhou;

(3) One digital photo and its "Receipt of China visa photograph for Foreigners in Guangdong Province" ;

(4) Other certificates that the public security organ considers necessary.

2. Other verification documents

(1) When a visa/stay permit/residence permit is lost or stolen:

"Confirmation of Reporting the loss of Passport" , or a diplomatic note issued by the embassy or consulate in China, or "Receipt of reporting to the police" by the local police station.

(2) When a visa/stay permit/residence permit is damaged:

i. Present the damaged passport;

ii. Fill in "Incident/Case Report Form" ;

iii. Submit a diplomatic note issued by the embassy or consulate in China, if any.

(3) When a group visa is lost, stolen or damaged, the following documents shall be provided:

- i. "Receipt of reporting to the police" by the local police station;
- ii. Official verifying letter by the local receiving travel agency;
- iii. Photocopy of the group visa.

(4) When a residence permit is lost or stolen, the following documents shall be provided:

- i. "Confirmation of Reporting the loss of Passport" , or a diplomatic note issued by the embassy or consulate in China, or "Receipt of reporting to the police" by the local police station;
- ii. An official letter from work unit/organization/educational institution if the applicant is a foreign employee/student in Guangzhou;
- iii. Original and photocopy of the visa used at the time of entry if the residence permit is lost or stolen outside China;
- iv. Another physical examination is required if the residence permit has been lost or stolen outside China more than 30 days ago.

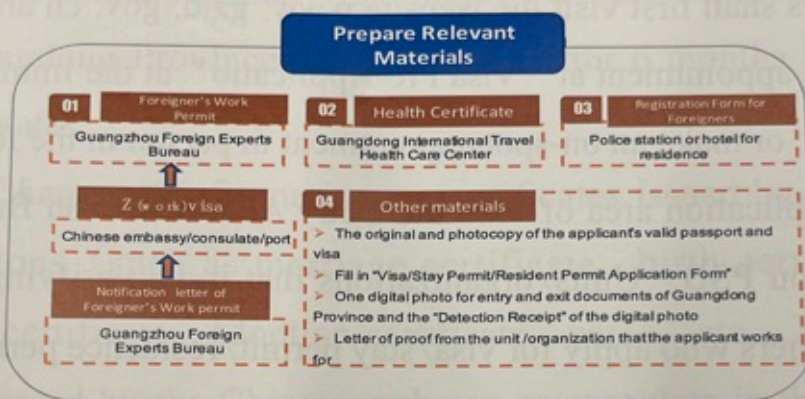
(5) When a residence permit is damaged:

- i. Present the damaged passport;
- ii. Fill in "Incident/Case Report Form" and, if any, submit

- a diplomatic note issued by the embassy or consulate in China;
- iii. Submit an official letter from work unit/organization/educational institution if the applicant is a foreign employee/student in Guangzhou;
 - iv. Submit the original and photocopy of the visa used at the time of entry if such damage happened outside China;
 - v. Take another physical examination if such damage happened overseas more than 30 days ago.

3.1.5 Procedures for first application for residence permit for work

Procedures of Applying for Foreign Employee's Residence Permit for the First Time



Online Application

- > Log in <http://www.gzjd.gov.cn/FICPaft/index.jsp> and make an online appointment
- > Scan and upload the applicant's passport, visa, Foreigner's Work Permit, proof of employment, etc.

Handling at Service Hall

- > Submit the original of application materials at service desk
- > Answer necessary inquiry

Acceptance Receipt

- > Pay fees at China Construction Bank, ICBC or Bank of China with bank card, or at service windows of exit and entry management service hall with Unionpay card, or by Alipay/Wechatpay within 2 days before getting the permit.
- > Get the residence permit with acceptance receipt or reserve for mailing it with EMS

3.1.6 Notices on Visa/Stay Permit/Residence Permit Application

1. When applying for visa/stay permit/residence permit, foreigners shall first visit the website www.gzjd.gov.cn and make an online appointment at "Visa Pre-Application" at the Immigration Column, or make an on-spot appointment in person in the foreigner online application area of Exit and Entry Administration Bureau of Guangzhou PSB. Units/organizations that issue verifying letters for foreigners who apply for visa/stay permit/residence permit shall also visit the website www.gzjd.gov.cn and select "Organization Registration" to upload relevant information and complete registration procedures online. Once passed the above mentioned registration and verification procedures, unit/organization no longer needs to submit such registration certificates.
2. Foreigners working in China must both have valid Foreigner's Work Permit and Residence Permit for Work.
3. When a change of registration items on the residence permit occurs, the residence permit holder shall apply for a change registration at the issuing authority within 10 days from the

date of such change.

4. Applicants aged between 18 and 70 who apply for a residence permit for the first time shall submit “Health Certificate” issued by Entry-Exit Inspection and Quarantine Bureau of Guangdong Province, which is valid for 6 months from the issuing date.

5. Change of information on certificates issued by overseas institutions (such as marriage certificate, birth certificate, kinship certificate, adoption certificate, name, etc.) shall be authenticated by the Chinese embassy or consulate in the issuing country. Relevant certification materials in foreign language shall be translated into Chinese by a Chinese notary office.

6. If foreigners residing in China apply for extension of their stay, they shall apply at the exit and entry administration department of local public security organ at or above county level 30 days before the expiration of their valid residence permit.

7. When a foreigner apply for visa/stay permit/residence permit and meet acceptance requirements, the entry and exit administration department shall issue an “Application Receipt” and make the decision of issuance or denial within the validity period of such

receipt. The application handling time is 7 working days (Time for investigation excluded). During the application, the applicant may legally stay in China with the "Application Receipt" while his passport or other international travel documents being kept by entry and exit administration department. If he needs to travel to other Chinese cities by plane or train, he may apply for a special stamp on the receipt. The applicant shall go to the exit and entry administration department to collect passport on the collection date noted on the receipt.

3.2 Application for Permanent Residence Permit

3.2.1 Categories of Personnel Eligible for Foreigner's Permanent Residence in China

1. Special Personnel

(1) Foreigners recommended by the government: qualified foreign talents recommended by competent authorities of the state, Guangdong provincial People's government, Guangzhou Municipal People's Government or Administrative Office of Guangdong Pilot Free Trade Zone (GDPFTZ) Office,

Guangzhou Economic and technological development zone office,
Nansha Economic and technological development zone office,
Zengcheng Economic and technological development zone office.

(2) Foreigners with outstanding contributions to China:
foreigners who have made significant or outstanding contributions
to China and who meet the special needs of China.

2. Foreign Employees

(1) Foreigners reaching certain assessment points: foreign
members of innovation teams and foreign technical personnel
employed by enterprises headquartered in Guangzhou, who have
achieved 70 points or above according to the Guangdong Pilot Free
Trade Zone (GDPFTZ) /Guangdong-Hong Kong-Macao Greater
Bay Area points assessment standards.

(2) Foreigners Noted as “Talent” : foreign high-level
talents who have workin Guangzhoufor 3 years or above with
residence permit for work (notedas “talent”) .

(3) Foreign talents by Market Recognition: foreigners
recommended by their employers and had work in Guangzhou for
4 consecutive years, with a cumulative actual residence period of
not less than 6 months in China each year, an annual salary income

for over RMB400,000 (before tax) and a personal income tax payment for over RMB70,000 each year in the past 4 consecutive years prior to the date of application.

After recommended by their employers, foreigners who have worked in Guangzhou for 4 consecutive years with a cumulative period of not less than 6 months in terms of actual residence in China each year and who, at the time of application, have received an annual salary income of more than six times of the average of the urban employees in the region where they worked in the previous years (before tax) and paid more than 20% of personal income tax each year for 4 consecutive years before the date of application may apply for permanent residence in China.

(4) Foreigners in General Senior Post: foreigners taking posts such as deputy general manager, deputy factory director and other senior positions or holding titles such as associate professor, associate researcher and other deputy senior titles or those enjoying equal treatment in qualified units for at least 4 years. They shall have a residence period of no less than 3 years and keep a good tax record in China during these four years.

(5) Foreign Chinese Ph. D. : foreign nationals of Chinese

origin who have a PhD degree and work in Guangzhou with a residence permit for work.

(6) Foreign Chinese Employees: foreign nationals of Chinese origin who had work in Guangzhou for 4 consecutive years with an actual residence record of at least 6 months in China each year accumulatively.

3. Investors

(1) General investors: foreigners who have invested as a natural person for a total of more than \$2 million in China, or in industries encouraged by the nation's Catalogue for the Guidance of Foreign Investment Industries for a total of more than \$500,000, with stable investment and good tax records for 3 consecutive years.

(2) Investors in the 9 Cities of the Guangdong-Hong Kong-Macao Greater Bay Area: foreigners who have directly invested in the 9 cities of the Guangdong-HK-Macao Greater Bay Area, acting as a natural person or a controlling shareholder of a company or enterprise, whose investment amount is more than a total of \$1 million (or a total of more than \$500,000 in industries encouraged by the nation's Catalogue for the Guidance of Foreign Investment Industries) with a steady investment and a good tax record for three

consecutive years.

4. Family Members

(1) Spouse: foreign spouse of foreign talents who are recommended by the government, who have outstanding contributions, who take general senior posts, who are general investors, who recognized by market may apply for permanent residence in China together with the foreign talent.

(2) Children: unmarried foreign children under age 18, whose parent (s) is/are who are recommended by the government, who have outstanding contributions, who take general senior posts, who are general investors, who recognized by market may apply for permanent residence in China together with their parent (s).

5. Personnel for Reunion

(1) Spouse reunion: foreigners whose spouse is a Guangzhou resident or a foreigner with permanent residence status in China, with a marriage relationship that has lasted for at least 5 years and a residence record of at least 9 months in China each year for 5 consecutive years prior to the date of application.

(2) Parent-child reunion: unmarried foreign children under

age 18 whose parent (s) is/are Chinese resident (s) in Guangzhou or foreigner (s) with permanent residence status in China.

(3) Relatives: foreigners aged over 60, who have no immediate family members outside China and seek refuge to their immediate family members in Guangzhou, whose residence record shall be at least 9 months in China each year for 5 consecutive years prior to the date of application.

3.2.2 Documents Required for Permanent Residence Application in China

1. Basic Documents

(1) Completed Form "Application for Permanent Residence in China" in triplicate and 4 recent color photos of the applicant (standards: 4.8×3.3 cm in size, full-face and bare-headed, blue background) ;

(2) Valid foreign passport and visa of the applicant;

(3) Health certificate issued by a health and quarantine authority designated by the Chinese government, or by a foreign health and medical institution and authenticated by a Chinese embassy or consulate abroad. (Special personnel and

applicants under 18 are not required.) (All the certification and authentication by Chinese embassy or consulate abroad shall be issued within 6 months prior to the date of application.) ;

(4) Certificate of no criminal record authenticated by a Chinese embassy or consulate abroad (Special personnel are not required.) (For each country or region that the applicant has/had resided in for 2 consecutive years or more, such certificate is required.) (All the certification and authentication by Chinese embassy or consulate abroad shall be issued within 6 months prior to the date of application.) ;

(5) Applicant's resume (from the age of 18 to the present, with consecutive years and months) ; If the applicant has ever had Chinese nationality, the resume should give details about his/her acquisition of foreign permanent residence status/naturalization. He/she shall submit proofs of his/her foreign residence/settlement qualification, certificate of naturalization, his/her passport of the People's Republic of China used in acquiring foreign citizenship and proof for his/her cancellation of Chinese household register.

(6) Other supporting documents deemed necessary by the relevant public security authority.

2. Documents Required for Different Types of Personnel

(1) Foreigners recommended by the government

i. Original recommendation letter issued by competent authorities of the state, Guangdong provincial people's government, Guangzhou Municipal people's Government or Administrative office of Guangdong pilot Free Trade Zone (GDPFTZ) Office, Guangzhou Economic and technological development zone office, Nansha Economic and technological development zone office, Zengcheng Economic and technological development zone office.

ii. Statement of no criminal record in China and abroad signed by the applicant.

(2) Foreigners with outstanding contributions

i. Recommendation letter (issued by competent Ministries, Committees or Bureaus of the State Council or people's government of provinces, autonomous regions or municipalities directly under the Central Government to the Ministry of Public Security, which shall specify the basic information, contributions, outstanding abilities, etc. of the personnel recommended) ;

ii. Relevant awards and certificates of achievement (Here

refers to certificates of reward or achievement issued by competent authorities of China to the applicant, certificates of scientific research achievements with world influence or significant value obtained by the applicant. If such awards and certificates have been specified in the recommendation letter, they may not be provided separately) ;

(3) Foreigners Reaching Certain Assessment Points

- i. The Points Assessment Certificate and the original score evaluation sheet issued by Guangzhou Foreign Experts Bureau/GDPFTZ Office;
- ii. Original of employment certificate issued by the current employing unit;
- iii. Foreign Expert Certificate or Foreigner's Work Permit (The relevant information regarding the applicant such as working unit, position and personal details shall comply with the employment certificate or any other relevant certificate) ;
- iv. Personal tax payment certificate for the latest year issued by the tax authority;
- v. Registration certificate of the employing unit (duplicate of business license etc.) ;

(4) Foreigners Noted as "Talent"

- i. Original Certificate of Foreign High-Level Talent issued by the competent talents administrative authority of Guangdong Province;
- ii. Original letter of recommendation issued by current employing unit (which should specify that the applicant has work in Guangdong for 3 years) ;
- iii. Foreign Expert Certificate or Foreigner's Work Permit (The validity period shall be 3 consecutive years prior to the date of application. Relevant information regarding the applicant such as working unit, position and personal details shall comply with the employment certificate or any other relevant certificate) ;
- iv. Personal tax payment certificate for the latest year issued by the tax authority;
- v. Employing unit's registration certificate (such as duplicate of business license) and annual inspection certificate (The validity period shall be 3 consecutive years prior to the date of application.) ; in case of a foreign-invested enterprise, approval certificate of foreign-invested enterprises shall be submitted.

(5) Foreign Talents by Market Recognition

- i. The original salary certificate for 4 consecutive years prior to the date of application issued by the employing unit;
- ii. Certificate of personal tax payment for the latest 4 consecutive years prior to the date of application issued by the tax authority;
- iii. The original letter of recommendation issued by the current employing unit (which must indicate that the applicant has been working in Guangdong for 4 years and his/her annual salary and annual personal income tax payment meets relevant standard) ;
- iv. Foreign Expert Certificate or Foreigner's Work Permit (The validity period shall be 4 consecutive years prior to the date of application. Relevant information regarding the applicant such as working unit, position and personal details shall comply with the employment certificate or any other relevant certificate) ;
- v. Employing unit's registration certificate (such as duplicate of business license) and annual inspection certificate (The validity period shall be 4 consecutive years prior to the date of application. Relevant information regarding the applicant such as working unit, position and personal details shall comply with the employment certificate or any other relevant certificate) .

(6) Foreigner in General Senior Posts

- i. The original of certificate of employment (issued by the employing unit specifying that the applicant held the post of deputy general manager, deputy factory director or other higher positions or the title of associate professor, associate researcher or other deputy senior titles and has enjoyed equivalent treatment for 4 years or above in qualified units) ;
- ii. Foreign Expert Certificate or Foreigner's Work Permit (The validity period shall be 4 consecutive years prior to the date of application. Relevant information regarding the applicant such as working unit, position and personal details shall comply with the employment certificate or any other relevant certificate) ; Employing unit's Registration certificate (such as duplicate of business license) and annual inspection certificate (The validity period shall be 4 consecutive years prior to the date of application.) ; incase of a foreign-invested enterprise, approval certificate of foreign-invested enterprise shall be submitted;
- iii. Applicants holding posts in enterprises or institutions that undertake national key projects or major scientific research projects shall submit project certification documents issued by competent

provincial or ministerial departments;

iv. Applicants serving 7 types of scientific research institutions, including national laboratories, national key laboratories, national engineering laboratories, national engineering research centers, technology centers of national recognized enterprise, national engineering technology research centers, and foreign-invested research and development centers, shall submit qualification certificate of the institution;

v. Applicants who work in high-tech enterprises, foreign-invested enterprises encouraged by the nation, foreign-invested advanced technology enterprises, foreign-invested product export enterprises shall submit a corresponding letter of confirmation (The validity period shall be 4 consecutive years prior to the date of application.) ;

vi. Applicants working in key institutions of higher education shall submit certificates indicating that such institution is listed in Project 211 or the first batch of undergraduate admission among college and universities for general enrollment in the provinces, autonomous region or municipality directly under the central government;

vii. Personal tax payment certificate issued by the tax authority (for the latest consecutive 4 years prior to the date of application) .

(7) Foreign Chinese PhD

i. Certificate of PhD degree (if it is issued by an overseas educational institution, it shall be authenticated by local Chineseembassy/consulate or the authentication organization designated by the national education department) ;

ii. The original certificate of employment issued by the current employing unit;

iii. Foreign Expert Certificate or Foreigner's Work Permit (Relevant information regarding the applicant such as working unit, position and personal details shall comply with the employment certificate or any other relevant certificate) ;

iv. Personal tax payment certificate of the current year issued by the tax authority;

v. Employing unit's registration certificate (such as duplicate of business license) and the current year inspection certificate; incase of a foreign-invested enterprise, approval certificate of foreign-invested enterprise shall be submitted;

vi. Proof of the nationality of the People's Republic of China (PRC) the applicant once had, such as passport of the People's Republic of China, Chinese identity card, certificate of household register, cancellation certificate of household register, Certificate of Renunciation of PRC Nationality; or confirmation letter of foreign national with Chinese origin issued by an overseas Chinese affairs department at the country level or above in Guangdong Province;

(8) Foreign Chinese Employees

- i. The original certificate of employment issued by the current employing unit (specifying that the applicant has been working in the 9 Cities of the Guangdong-Hong Kong-Macao Greater Bay Area for 4 consecutive years prior to the date of application) ;
- ii. Foreign Expert Certificate or Foreigner's Work Permit (Relevant information regarding the applicant such as working unit, position and personal details shall comply with the employment certificate or any other relevant certificate) ;
- iii. Certificate of personal tax payment for the latest 4 consecutive years prior to the date of application issued by the tax authority;

iv. Employing unit's registration certificate (such as duplicate of business license) and annual inspection certificate (The validity period shall be 4 consecutive years prior to the date of application.) ; in case of a foreign-invested enterprise, approval certificate of foreign-invested enterprise shall be submitted;

v. Proof of the nationality of the People's Republic of China (PRC) the applicant once had, such as passport of the People's Republic of China, Chinese identity card, certificate of household register, cancellation certificate of household register, Certificate of Renunciation of PRC Nationality; or confirmation letter of foreign national with Chinese origin issued by an overseas Chinese affairs department at the country level or above in Guangdong Province;

(9) General Investors

i. The enterprise's business license and its annual inspection certificate (the validity period shall be the latest 3 consecutive years prior to the date of application) ;

ii. The approval certificate of foreign-invested enterprise (the name of the applicant should be clearly indicated in the column of investor) ;

iii. Capital verification report (issued by accounting firm in the case of first registration or change of registered capital of an enterprise. The report shall indicate that the applicant's investment has been stable for 3 consecutive years, the investment amount meets prescribed standard, and is already in place prior to the date of application) ;

iv. Foreign-invested enterprises encouraged by the country shall provide confirmation letter of foreign investment projects encouraged by China or a letter issued by competent provincial authorities (the effective period shall be 3 consecutive years prior to the date of application) ;

v. Certificate of personal tax payment for the latest 3 consecutive years prior to the date of application issued by the tax authority.

(10) Foreign Investors in the 9 Cities of the Guangdong-Hong Kong-Macao Greater Bay Area

i. The enterprise's duplicate of business license and its annual inspection certificate (the valid period shall be the last 3 consecutive years prior to the date of application) ;

ii. Approval certificate of foreign-invested enterprises (the

applicant's name or his/her controlling enterprise shall be clearly indicated in the column of investor) ; if the applicant is a foreigner who has directly invested in the 9 cities of the Guangdong-HK-Macao Greater Bay Area as a natural person or a controlling shareholder of an enterprise, relevant investment and share-holding certificates shall be provided;

iii. Capital verification report (issued by accounting firm in the case of first registration or change of registered capital of an enterprise. The report shall indicate that the applicant's investment has been stable for 3 consecutive years, the investment amount meets prescribed standard, and is already in place prior to the date of application) ;

iv. Foreign-invested enterprises encouraged by the country shall provide confirmation letter of foreign investment projects encouraged by China or a letter issued by competent provincial authorities (the effective period shall be 3 consecutive years prior to the date of application) ;

v. Certificate of personal tax payment for the latest 3 consecutive years prior to the date of application issued by the tax authority.

(11) Spouse of Foreign Talent

- i. Proof of marriage relationship;
- ii. Statement of no criminal record in China and abroad signed by the applicant (the spouse of foreigners recommended by the government shall submit this statement) ;

iii. The spouse of special personnel shall submit the valid foreign passport and Foreign Permanent Resident ID Card of the said special personnel. If they apply for permanent residence in China together with the said special personnel, they may not submit such ID card.

(12) Children of Foreign Talent

- i. Birth certificate or any other proof of child-parent relationship;
- ii. Certificate of parents' marriage relationship (If parents are divorced, proof of guardianship of an appointed guardian for the child such as the court's ruling are required) ;

iii. Both parents' identity documents (Chinese parents shall submit their identity cards and Household Register. Parents of foreign nationality, who have obtained permanent residence status in China, shall submit their valid passports and one of either

parent's Foreign Permanent Resident ID card. If the underage child submit application together with the parents, such ID card is not required. In case of an adoption relationship, certificates of adoption are required) ;

iv. If one or both of the parents is/are Chinese or has/have held Chinese Nationality, relevant documents for nationality verification are required;

(13) Spouse Reunion

i. Household Register and identity card in Guangzhou for a Chinese spouse, or valid passport and Foreign Permanent Resident ID Card for a foreign spouse;

ii. Proof of marriage relationship (An overseas marriage certificate and its authentication by the Chinese embassy or consulate shall be issued within 6 months prior to the date of application) ;

iii. Notarized Certificate of Bank Deposit;

iv. Proof of house lease or real property ownership (The leasing contract or sales contract shall be notarized.) .

(14) Parent-Child Reunion

i. Birth certificate or other proof of child-parent relationship;

ii. Chinese identity cards and Household Register in Guangzhou for Chinese parents, or valid foreign passports and Foreign Permanent Resident ID card for foreign parents with permanent residence status in China (If one or both of the parents is/are Chinese or has/have held Chinese Nationality, relevant documents for nationality verification are required) ;

iii. Certificate of parents' marriage relationship (If parents are divorced, proof of guardianship of an appointed guardian for the child such as the court's ruling are required) ;

iv. In case of an adoption relationship, certificates of adoption are required.

(15) Relatives Reunion

i. Proofs that indicate the applicant has no immediate family members outside China (certificates either issued by the competent institutions and authenticated by Chinese embassy/consulate stationed in the applicant's nationality country or issued by the embassy/consulate of applicant's nationality country stationed in China, and a personal statement by the applicant, indicating that the applicant does not have immediate family members abroad) ;

ii. Household Register and identity card in Guangzhou if

the supporting person is a Chinese citizen, valid passport and Foreign Permanent Resident ID Card if the supporting person is a foreigner;

iii. Proof of kinship (certificate of kinship between the applicant and the supporting person issued by competent authority in China) ;

iv. Notarized proof of the applicant's source of income or the supporting person's financial guarantee;

v. House lease contract or certificate of real property ownership from the applicant or the supporting person.

3.2.3 Notes on Application for Permanent Residence in China

1. The application form shall be filled in with black ink and the original shall be submitted; for other documents, three photocopies thereof (A4) shall be submitted, together with the original for examination and verification; documents whose original is required shall be submitted in accordance with the relevant requirements.

2. Certificates issued by relevant foreign organization shall be

authentication by the Chinese embassy or consulate in that country. The issuing time for certificate of no criminal record, marriage certificate, etc. and the time for the authentication of the Chinese embassy or consulate shall be within 6 months prior to the date of application.

3. Documents in languages other than Chinese shall be translated into Chinese, and the seal of the translation company shall be affixed on the photocopy of the documents to be translated, the translation and the translation company's business license duplicate.

4. If the applicant needs to print his or her Chinese name on the Foreign Permanent Resident ID Card, he or she should fill in "Other Matters Needing to be Specified" column with "The Chinese name XXX should be typed when the card is produced" on the application form.

5. If any relevant matter needs to be investigated and verified by the relevant public security authority, the investigation time shall not be included in the processing time.

6. The following persons shall undergo nationality verification and submit corresponding supporting documents:

(1) Adult applicants who have ever had Chinese nationality shall submit foreign settlement qualification, certificate of naturalization, passport of the People's Republic of China used in acquiring foreign citizenship, certificate of cancellation of household registration and other certificates required, and specify in their resume the details of obtaining permanent residence in a foreign country or a foreign nationality.

(2) Underage applicants born outside China whose both parents or one of the parents is of Chinese nationality shall submit the certificate and translation of the foreign permanent residence of the Chinese parent (s). If their both parents or one of the parents is a foreigner who had Chinese nationality at the time of their birth, the applicants shall submit the translation of their parent's foreign passport or naturalization certificate at the time of their birth.

(3) Underage applicants who were born in China shall submit foreign passports held by their both parents at the time of their birth.

7. Certificate of Adoption

(1) Where an adoption relationship was established in China, a certificate of adoption issued by a provincial civil affairs department shall be submitted.

(2) Where an adoption relationship was established in HongKong Special Administrative Region, a notarization of adoption issued by a Chinese notary (HongKong) shall be submitted.

(3) Where an adoption relationship was established in Macau Special Administrative Region, a notarization of adoption issued by a notary public of the SAR shall be submitted.

(4) If an adoption relationship was established in Taiwan, a notarization of adoption issued by a notary public in Taiwan shall be submitted.

3.2.4 Procedures of application for permanent residence

Procedures of Applying for Permanent Residence in China

Submit application materials (by the applicant or his/her custodian if the applicant is under 18)
Pay application fees

Venue:
Exit and Entry Administration Division of Guangzhou Municipal Public Security Bureau
Exit and Entry Management Service Hall of Nansha District Branch of Guangzhou Municipal Public Security Bureau (meeting policies of free trade zone)

Initial review of materials, face-to-face interview, review

Handled by:
Exit and Entry Administration Division of Guangzhou Municipal Public Security Bureau

Double-check

Handled by:
Guangdong Provincial Public Security Department

Approval and residence permit making

Handled by:
Ministry of Public Security of the PRC

Make an appointment on when to get the residence permit, pay fees and get the residence permit

Venue:
Exit and Entry Administration Division of Guangzhou Municipal Public Security Bureau
Exit and Entry Management Service Hall of Nansha District Branch of Guangzhou Municipal Public Security Bureau (meeting policies of free trade zone)

3.2.5 Renewal and Reissue of Permanent Resident ID Card

1. Application Requirements

Foreigners holding a valid Foreign Permanent Resident ID Card that have not lost the qualifications for permanent residence in China may apply for renewal or reissue of permanent Resident ID Card under one of the following conditions:

- (1) The Foreign Permanent Resident ID Card expires;
- (2) The contents of the Foreign Permanent Resident ID Card have been changed;
- (3) The Foreign Permanent Resident ID Card is damaged or lost.

2. Documents Required

- (1) Completed the Form "Application for Renewal or Reissue Permanent Residence Card" (in triplicate);
- (2) Submit 4 recent color photos of the applicant (standards: 4.8×3.3 cm in size, full-face and bare-headed, blue background);
- (3) Valid passport;

- (4) Foreign Permanent Resident ID Card;
- (5) Proof documents before and after the change of relevant information (for content change) ;
- (6) Proof of reporting loss issued by the public security department at the place of loss, statement describing details of such loss written and signed by the owner of Foreign Permanent Resident ID Card (for loss of Foreign Permanent Resident ID Card) ;
- (7) Other certificates that the public security department considers necessary.

3. Matters Needing Attention

- (1) Foreigners holding a Foreign Permanent Resident ID Card shall apply for renewal within one month prior to the expiration of the ID Card;
- (2) If the content on the ID Card is changed, the holder shall apply for renewal within one month after the change;
- (3) If the ID Card is damaged or lost, the holder shall apply for renewal or reissue in time.

3.3 Application for Foreigner's Accommodation Registration

After arriving in Guangzhou, foreigners shall go through formalities of temporary accommodation registration in accordance with Article 39 of the Exit and Entry Administration Law of the People's Republic of China.

For foreigners living in hotels or other hospitality agencies, the hospitality agency shall register their accommodation.

For foreigners who reside or stay in domiciles other than hotels, they or the persons who accommodate them shall, within 24 hours after foreigners' arrival, go through the registration formalities with the public security organ in the places of residence.

Temporary accommodation registration shall be updated in a timely manner when the validity of the accommodation registration expires or visa/stay permit/residence permit is changed.

For accommodation registration, the following materials should be submitted:

- (1) One photocopy of the lodging foreigner's valid passport or other international travel documents (personal information page including photo page) and valid visa/stay permit/residence

permit;

(2) In case of a rental house, one photocopy of lease contract and certificates of property ownership;

(3) One photo of the lodging foreigner (size: 3.3cm × 4.8cm) ;

(4) Foreigners who lodge in a Chinese resident's house shall present the household register booklet or ID card of the house owner for verification;

(5) Foreigners who lodge in a foreigner's house shall present the foreigner's valid passport or other international travel document for verification;

(6) Foreigners who lodge in an institution in Guangzhou shall submit letter or certificate from the institution for verification.

Part IV Related Instructions

1. Policies Enjoyed by Foreigners with Permanent Residence Status in China

“Foreign Permanent Residence ID Card” (hereinafter referred to as “the ID Card” for short) is a legal identity document for foreigners who have obtained permanent residence status in China, which can be used separately.

Foreigners holding the ID Card can:

(1) In principle, enjoy equal rights and shoulder equal obligations like Chinese citizens, except for political rights and those specific rights and obligations as stipulated by laws and regulations.

(2) Reside in China with no time limitation, enter and exit China with a valid passport and “Foreign Permanent Resident ID Card” without going through other formalities like visa

application. Their spouse and immediate family members can apply for corresponding visa, residence permit or “Foreign Permanent Resident ID Card” according to relevant regulations.

(3) Inward and outward articles for personal use shall go through formalities in accordance with relevant provisions of China Customs on passengers with permanent residence.

(4) Exempt from “Foreigner’s Work Permit” when working in China; those who meet relevant requirements can enjoy priorities when apply for “Foreign Expert Certificate”, “Returning/Repatriate Expert Certificate” and local Work and Residence Certificate for Talents.

(5) Establish foreign-invested enterprises through technology shareholding or investment etc., and use renminbi lawfully obtained to make foreign direct investment within the territory of China.

(6) When investing in projects in China and establishing foreign-invested enterprises, enjoy simplified authorization and expedited approval procedures by relevant departments like development and reform, commerce, industry and commerce, foreign exchange, etc. in accordance with provisions on foreign

investment management.

(7) Participate in qualification assessment for professional and technical positions, as well as qualification examination for professional and technical personnel according to regulations.

(8) If the children of a foreigner with permanent residence status are in the compulsory education stage and meet relevant requirements, the education administrative department of their place of residence shall handle relevant issues like enrollment and transfer by the principle of nearest admission, without charging extra fees other than those prescribed by the Chinese government regulation.

(9) The “Foreign Permanent Resident ID Card” can be used as a valid identity certificate for participating in social insurance. Those who work in China shall participate in various social insurances in accordance with relevant provisions of the Social Insurance Law of the People’s Republic of China. Those who reside in China but not employed and meet the requirements of overall local regulation, can participate in the basic medical insurance and social pension insurance of urban residents with reference to local Chinese urban residents. When handling issues

like transfer and termination of their social insurance, social insurance agencies shall simplify procedures and provide convenience to them in accordance with relevant regulations.

(10) Deposit and use housing provident fund at the workplace in accordance with regulations such as Regulations on Management of Housing Provident Fund, and withdraw or transfer the housing provident fund according to relevant regulations when leaving the area.

(11) Purchase commercial real properties for personal use and reside in China in accordance with other relevant regulations, exempt from the requirement that foreign individuals purchasing commercial properties should work or study in China for at least one year, which is stipulated in Opinions on Regulating the Entry of Foreign Investment into the Real Property Market and the Administration Thereof.

(12) In respect of paying income tax, fulfill corresponding tax obligations in accordance with relevant provisions of China's tax laws and regulations and tax treaties.

(13) Use the "Foreign Permanent Resident ID Card" as an identity certificate in financial activities like banking, insurance,

securities, futures, etc., enjoy the equal rights, obligations and statistical attribution like Chinese citizens.

(14) Exchange income obtained in China into foreign currency and remitted abroad with tax payment certificate issued by the taxation department after tax payment according to the law. Use the “Foreign Permanent Resident ID Card” as an identity certificate in foreign exchange business in accordance with relevant regulations on foreign exchange.

(15) Enjoy the equal treatment and price like Chinese citizens in domestic shopping, tickets purchase for parks and various cultural and sports venues, and other consumption activities like culture, entertainment, business and traveling in China.

(16) Go through relevant boarding procedures with the “Foreign Permanent Resident ID Card” when taking domestic flights. Purchase train tickets with the ID Card while traveling by train in China. Check in with the ID Card when lodge in hotels in China.

(17) Enjoy the equal treatment like Chinese citizens when applying for a motor vehicle driving license and motor vehicle registration. In case of first application or replacement application for a “Motor Vehicle Driver’s License of the People’s Republic

of China” with an oversea driver’s license, once meeting the requirements for license application or renewal and having passed relevant examinations, a “Motor Vehicle Driver’s License of the People’s Republic of China” shall be issued by the public security department with the “Foreign Permanent Resident ID Card” , proof of accommodation registration issued by public security department and certificate of physical condition. In application for motor vehicle registration, the applicant may go through relevant formalities at public security department with the “Foreign Permanent Resident ID Card” , proof of accommodation registration issued by public security department, and relevant certificate and vouchers of motor vehicle.

18. The public security department shall expedite the naturalization or restoration of Chinese nationality in accordance with the relevant procedures.

2. Disqualification of Permanent Residence

For a foreigner who has acquired the qualification for permanent residence in China, the Ministry of Public Security may cancel his/her permanent residence status in China and take back or

declare his/her Foreign Permanent Resident ID Card invalid under any of the following circumstances:

- (1) He/she may endanger China's national security or interests;
- (2) He/she has been sentenced to deportation;
- (3) He/she acquired the qualification for permanent residence in China by illegal means, such as providing false information;
- (4) He/she stays in China for less than three months each year, or less than one year in total within five years without permission.

3. Application instructions for Work Permit

To work in Guangzhou legally, foreigners should obtain a work permit (except for circumstances exempted by laws and regulations).

The application guidelines are as follows:

3.1 Application Procedures

- (1) Submit application materials online: log in "Service System for Foreigners Working in China" (<http://fwp.safea.gov.cn>).

gov. cn/) of the State Administration of Foreign Experts Affairs and submit application materials. Please register in the system for the first application for work permit.

(2) On-site handling: After the online pre-examination is passed, the employing unit can go to the corresponding site for paper materials submitting and permit collection (except those applications that can be all completed online) .

3.2 Application Organs

District	Service Window	Add	Service Range	Office Hours (Except statutory holidays and public holidays)	Tel
Yuexiu, Haizhu, Tianhe, Huadu, Panyu	Jingdian Building	Window 16, 9F, Nanfang Jingdian Building, No. 198 Tianhe Road, Tianhe District	Units/organizations work permit applications of within the jurisdiction of Yuexiu District, Haizhu District, Tianhe District, Huadu District and Panyu District	Monday-Thursday: 9:00-12:00 13:00-17:00 Friday: 9:00-12:00 13:00-15:00	85590501
	Yi'an Plaza	Room 503, Yi'an Plaza, No. 33 Jianshe Sixth Road, Yuexiu District	Units/organizations work permit applications of within the jurisdiction of Yuexiu District, Haizhu District, Tianhe District, Huadu District and Panyu District and "Foreigner's Work Permit" Issuance for these units/organizations		
Liwan, Baiyun, Zengcheng, Conghua	Guangzhou Service Center for International Students	Service Hall, 6F Beixiu Building, No. 266 Xiaobei Road, Yuexiu District	Units/organizations work permit applications within the jurisdiction of Liwan District, Baiyun District, Zengcheng District and Conghua District and "Foreigner's Work Permit" Issuance for these units/organizations	Monday-Thursday: 9:00-11:30 13:00-17:00 Friday: 9:00-11:30 13:00-15:00	83568051

(Continued)

District	Service Window	Add	Service Range	Office Hours (Except statutory holidays and public holidays)	Tel
Nansha	Human Resources and Social Security Bureau of Nansha District	Room 302A, No. 15 Huanshi Avenue Middle, Nansha District	Units/organizations work permit application within the jurisdiction of Nansha District and "Foreigner's Work Permit" issuance for these units/organizations	Monday-Thursday: 9:00-12:00 13:00-17:00	34683893
Huangpu	Human Resources and Social Security Bureau of Huangpu District	Room 409, Area A, 4F, Government Affairs Service Center, No. 3 Xiangxue Third Road, Huangpu District	Units/organizations work permit applications within the jurisdiction of Huangpu District (Guangzhou Development District) and "Foreigner's Work Permit" issuance for these units/organizations	Monday-Thursday: 8:30-12:00 13:30-17:00	82288113 82281069

4. Instructions for Physical Examination

Foreigners aged between 18 and 70 who apply for residence permit in China for the first time must provide a health certificate issued by entry-exit inspection and quarantine department.

4.1 Address for Physical Examination

Guangdong International Travel HealthCare Center
(Headquarters)

Address: No. 207 Longkou Xi Road, Tianhe District,
Guangzhou

Tel: 020-87537322, 85262033

4.2 Materials Required

- (1) Three color photos (size: 3.5cm×5.3cm) ;
- (2) Original and photocopy of passport (personal information page and latest visa page) .

4.3 Office Hours

- (1) Physical examination: 8:00-11:00/13:00-14:00 from

Monday to Friday, except for public holidays. Queue to get a number and no need to make an appointment.

(2) Certificate issuing: 15:00-17:00 from Monday to Friday, except for public holidays.

外籍

人员服务手册

广州市公安局出入境管理局

引言

欢迎您来到广州！

广州市公安局出入境管理局将竭诚为您提供签证证件签发、出入境法律宣传、国籍事务、外国人永久居留事务等全方位出入境服务。

在这里，办事规范、工作流程、工作时限、收费标准等警务公开项目以及各类指引标示全部实行中英文双语；您可以在出入境服务大厅，或者通过互联网、微信等多种渠道获得相关服务资讯；签证证件网上预申请、EMS取证服务，让各类申请更轻松；海珠、天河、白云、黄埔、花都、番禺、南沙7个区公安分局开办外国人签证证件签发业务，实现就近办理；为外籍人才设立“绿色通道”，专窗受理、专人负责，最大限度提供便利。

广州公安出入境管理部门以习近平新时代中国特色社会主义思想为指引，秉承“出入有境，服务无境”服务理念，不断提升服务水平，努力为来穗外籍人员提供更便捷、更优质的出入境服务。

请对我们的服务多提宝贵意见！

广州市公安局出入境管理局

二〇一九年十月

目录

引言 / 1

第一章 外籍人才类别

- 一、国家认定人才类 / 5
- 二、省级认定人才类 / 5
- 三、市级认定人才类 / 5
- 四、其他突出贡献类 / 5

第二章 便利服务措施

- 一、签证证件便利服务措施 / 7
- 二、永久居留便利服务措施 / 8
- 三、出入境管理局绿色通道 / 9
- 四、全市外国人签证证件办证网点 / 9

第三章 出入境业务办理

- 一、签证证件办理 / 11
- 二、永久居留办理 / 20
- 三、外国人住宿登记办理 / 36

第四章 相关政策及指引

- 一、外国人在华永久居留享有相关待遇 / 37
- 二、在华永久居留资格的丧失 / 40
- 三、工作许可证办理指引 / 40
- 四、健康证明办理指引 / 42



广州出入境

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第一章 外籍人才类别

一、国家认定人才类

国家主管部门认定并出具证明者。

二、省级认定人才类

广东省人才主管部门认定并出具证明者；广东省科技创新主管部门和广东省自贸办认可企业聘雇并担保的行业高级专业外籍人才，广东省高等院校、科研院所聘雇的外籍人才。

三、市级认定人才类

广州市人才绿卡持有者、广州市人才主管部门按照《外国人来华工作分类标准》中外国高端人才（A类）标准条件认定的外籍人才。

四、其他突出贡献类

对我省经济、社会发展和对外开放作出重大贡献或发挥积极作用的人员。

以自然人身份在中国投资合计200万美元（国家颁布的《外商投资产业指导目录》鼓励类产业投资合计50万美元）以上的投资者；或者以自然人身份或者通过本人以自然人身份作为控股股东的公司企业，在粤港澳大湾区9市内直接投资合计100万美元（国家颁布的《外商投资产业指导目录》鼓励类产业投资合计50万美元）以上的投资者。

第二章 便利服务措施

一、签证证件便利服务措施

(一) 持有国家、省市人才证明及广州市人才绿卡持有者，可换发入境有效期不超过5年，停留期不超过180日的多次往返R字签证。

(二) 持有国家、省市人才证明及广州市人才绿卡持有者，在华居留事由结束后，可换发入境有效期不超过5年，停留期不超过180日的多次往返R字签证。

(三) 持有国家、省人才证明，可申请有效期不超过5年的工作类居留许可，加注“人才”。

(四) 外籍人员来穗从事交流、访问、考察等活动的，可申请换发入境有效期不超过5年、停留期不超过180日的多次往返F字签证。

(五) 外籍人员凭工作许可证明和担保函件，可持非Z字签证直接申请工作类居留许可。

(六) 已获得在华永久居留资格或工作类居留许可，持广东省人才主管部门出具的证明，提供个人担保和雇佣合同，可以为其聘雇的外籍家政服务人员申请相应期限的私人事务类居留许可（加注“家政服务”）。

(七) 外籍人员的随行配偶、未成年子女、父母、配偶的父母等亲属可申请与外籍人员相同期限的签证证件。

二、永久居留便利服务措施

(一) 外籍人才经国家有关主管部门、广东省人民政府、广州市人民政府或广东省自贸办、自贸区管委会和广州经济技术开发区、广州南沙经济技术开发区、增城经济技术开发区管委会推荐，可直接申请在华永久居留。

(二) 创新创业团队的外籍成员和企业选聘的外籍人员，根据积分评估标准进行评分，达到一定分值的，可以申请在华永久居留。

(三) 在穗工作的外籍华人具有博士研究生以上学历，可直接申请在华永久居留。

(四) 在穗已连续工作满4年、每年在中国境内实际居住累计不少于6个月，申请时及申请之日前连续4年工资性年收入（税前）40万元人民币以上，每年缴纳个人所得税7万元人民币以上的市场化认定高层次人才，经工作单位推荐，可以申请在华永久居留。

在中国境内工作的外国人，连续工作满4年，每年实际居住不少于6个月，工资性年收入不低于上一年度所在地区城镇在岗职工平均工资的六倍，年缴纳个人所得税不低于工资性收入标准的20%，可申请在华永久居留。其外籍配偶和未成年子女可随同申请。

(五) 经广东省人才主管部门出具证明后，持加注“人才”的工作类居留许可连续在粤工作满3年的外籍人员，经单位推荐可以申请在华永久居留。

三、出入境管理局绿色通道

(一) 专窗服务。广州市公安局出入境管理局办证大厅设有专窗。外籍人才可在自助取号机或咨询台领取服务号，直接前往专窗优先办理。

(二) 免预约服务。外籍人才在网上预约申请成功后，可不受预约时间限制提前办理。

(三) 从速办理服务。外籍人才签证、居留证件申请，三个工作日办结。特殊情况，当日办结。

(四) 专人服务。外籍人才申请永久居留由专人跟进服务。

(五) 外籍人才家属适用绿色通道服务。

四、全市外国人签证证件办证网点

(一) 广州市公安局出入境管理局

地 址：广州市解放南路155号

咨询电话：12345

办公时间：周一至周五 8:30-12:00 / 14:00-17:30

(二) 海珠区公安分局出入境办证大厅

地 址：海珠区江南西紫龙大街18号

咨询电话：12345

办公时间：周一到周五 8:30-12:00 / 14:30-17:30

(三) 天河区公安分局出入境办证大厅

地 址：广州市天河区软件路13号

咨询电话：12345

办公时间：周一至周五 9:00-12:00 / 13:00-17:00

(四) 白云区公安分局出入境办证大厅

地 址：白云区白云大道北331号

咨询电话：12345

办公时间：周一至周五 8:30-12:00 / 14:00-17:30

(五) 黄埔区公安分局出入境办证大厅

地 址：香雪三路3号二楼

咨询电话：12345

办公时间：周一至周五 8:30-12:00 / 13:30-17:00

(六) 花都区公安局出入境办证大厅

地 址：花城街建设北路185号

咨询电话：12345

办公时间：周一至周五 8:30-12:00 / 14:30-17:30

(七) 番禺区公安分局出入境办证大厅

地 址：番禺区亚运大道550号

咨询电话：12345

办公时间：周一到周五 8:30-12:00 / 14:00-17:00

(八) 南沙区公安局出入境办证大厅

地 址：南沙凤凰大道1号E栋南沙政务中心

咨询电话：12345

办公时间：周一至周五 9:00-12:00 / 13:00-17:00

第三章 出入境业务办理

一、签证证件办理

(一) 签证种类

中国签证分为外交签证、礼遇签证、公务签证和普通签证，普通签证分为以下类别，并在签证上标明相应的汉语拼音字母：

1. C字签证，发给执行乘务、航空、航运任务的国际列车乘务员、国际航空器机组人员、国际航行船舶的船员及船员随行家属和从事国际道路运输的汽车驾驶员。
2. D字签证，发给入境永久居留的人员。
3. F字签证，发给入境从事交流、访问、考察等活动的人员。
4. G字签证，发给经中国过境的人员。
5. J1字签证，发给外国常驻中国新闻机构的外国常驻记者；J2字签证，发给入境进行短期采访报道的外国记者。
6. L字签证，发给入境旅游的人员；以团体形式入境旅游的，可以签发团体L字签证。
7. M字签证，发给入境进行商业贸易活动的人员。
8. Q1字签证，发给因家庭团聚申请入境居留的中国公民的家庭成员

和具有中国永久居留资格的外国人的家庭成员，以及因寄养等原因申请入境居留的人员；Q2字签证，发给申请入境短期探亲的居住在中国境内的中国公民的亲属和具有中国永久居留资格的外国人的亲属。

9. R字签证，发给国家需要的外国高层次人才和急需紧缺专门人才。

10. S1字签证，发给申请入境长期探亲的因工作、学习等事由在中国境内居留的外国人的配偶、父母、未满18周岁的子女、配偶的父母，以及因其他私人事务需要在中国境内居留的人员；S2字签证，发给申请入境短期探亲的因工作、学习等事由在中国境内停留居留的外国人的家庭成员，以及因其他私人事务需要在中国境内停留的人员。

11. X1字签证，发给申请在中国境内长期学习的人员；X2字签证，发给申请在中国境内短期学习的人员。

12. Z字签证，发给申请在中国境内工作的人员。

（二）居留证件种类

1. 工作类居留证件，发给来穗工作的外籍人员，持Z字签证入境，入境后30日内办理工作类居留许可。

2. 学习类居留证件，发给来穗长期学习的外国留学生，持X1签证入境，入境后30日内办理学习类居留许可。

3. 记者类居留证件，发给来华常驻外国记者，持J1签证入境，入境后30日内办理记者类居留许可。

4. 团聚类居留证件，发给因家庭团聚申请在穗居留的中国公民和在中国具有永久居留资格的外国人的外籍家庭成员，以及因寄养在穗外籍华人、华侨的未满18周岁外籍子女，持Q1签证入境，入境后30日内办理团聚类居留许可。

5. 私人事务类居留证件，发给因工作、学习等事由在穗居留外国人的配偶、父母、未满18周岁的子女、配偶的父母，以及因接受医疗救助、服务等其他私人事务需要在中国境内居留的外国人，持S1签证入境，入境后30日内办理私人事务类居留许可。

(三) 办理相关签证证件所需材料

1. 首次办理工作类居留证件所需材料

来穗工作的外籍人员，持Z字签证入境，入境后30日内办理工作类居留许可。申请时需回答有关询问并提供以下材料：

- (1) 本人有效护照及签证的原件和复印件；
- (2) 填写《外国人签证证件申请表》；
- (3) 广东省出入境证件数码相片1张及该相片的《检测回执》；
- (4) 在穗有效《境外人员临时住宿登记表》；
- (5) 广东出入境检验检疫局出具的《健康证明》（首次申请居留证件时提交）；
- (6) 《外国人工作许可证》或《外国专家证》或《外国人就业证》或《外国人在中华人民共和国从事海上石油作业工作准证》或文化部及

文化部授权部门批准演出的批件复印件（核对原件）；

(7) 工作单位证明函件；

(8) 持其他种类签证入境，可凭人力资源社会保障、外专部门签发的
工作许可证明申请有效期1年以内的工作类居留许可；

(9) 公安机关认为需要提供的其他证明。

2. 办理工作类居留证件延期所需材料

(1) 本人有效护照及签证的原件和复印件；

(2) 填写《外国人签证证件申请表》；

(3) 广东省出入境证件数码相片1张及该相片的《检测回执》；

(4) 在穗有效《境外人员临时住宿登记表》；

(5) 《外国人工作许可证》或《外国专家证》或《外国人就业证》
或《外国人在中华人民共和国从事海上石油作业工作准证》或文化部及
文化部授权部门批准演出的批件复印件（核对原件）；

(6) 工作单位证明函件；

(7) 公安机关认为需要提供的其他证明。

3. 就业者家属办理签证延期（S2签证）所需材料

因工作、学习等事由在中国境内停留居留的外国人的外籍家庭成员
来华短期探亲（家庭成员包括配偶、父母、配偶的父母、子女、兄弟姐
妹、祖父母、外祖父母、孙子女、外孙子女、子女的配偶），需要在中
国境内停留的外国人，持S2字签证入境，需在签证停留期限届满后继续

停留的，应当在签证停留期届满7日前申请签证延期。

申请时需回答有关询问并提供以下材料：

- (1) 本人有效护照或其他国际旅行证件及签证的原件和复印件；
- (2) 填写《外国人签证证件申请表》；
- (3) 广东省出入境证件数码相片1张及该相片的《检测回执》；
- (4) 在穗有效《境外人员临时住宿登记表》；
- (5) 家庭成员关系证明、被探望人护照、签证或停留、居留证件复印件（核对原件）、被探望人出具的函件；
- (6) 公安机关认为需要提供的其他证明。

4. 就业者家属办理私人事务类居留证件所需材料

因工作、学习等事由在穗居留外国人的配偶、父母、未满18周岁的子女、配偶的父母需要在中国境内居留的外国人，持S1签证入境，入境后30日内办理私人事务类居留许可。

申请时需回答有关询问并提供以下材料：

- (1) 本人有效护照及签证的原件和复印件；
- (2) 填写《外国人签证证件申请表》；
- (3) 广东省出入境证件数码相片1张及该相片的《检测回执》；
- (4) 在穗有效《境外人员临时住宿登记表》；
- (5) 广东出入境检验检疫局出具的《健康证明》（首次申请居留证件时提交）；

(6) 来华探望常住外国人的，还需提供被探望人有效护照和居留证件复印件（核对原件）以及工作、学习单位出具的证明函件、亲属关系证明；

(7) 公安机关认为需要提供的其他证明。

5. 办理停留证件所需材料

就业者结束工作因人道原因需继续停留的，可以向停留地公安机关出入境管理部门申请办理停留证件。申请时须回答有关询问并提供以下材料：

- (1) 本人有效护照或其他国际旅行证件及签证的原件和复印件；
- (2) 填写《外国人签证证件申请表》；
- (3) 广东省出入境证件数码相片1张及该相片的《检测回执》；
- (4) 在穗有效《境外人员临时住宿登记表》；
- (5) 原单位的离职证明；
- (6) 公安机关认为需要提供的其他证明。

(四) 办理签证证件补发所需材料

外国人入境后，由于所持有效的普通签证、停留证件或居留证件遗失、被盗抢或损毁申请补发的，可为其补发与原签证证件一致的普通签证、停留证件或居留证件。提供申请人需提交以下材料办理：

1. 基本材料

- (1) 申请人本人有效护照或其他国际旅行证件的原件和复印件；

- (2) 在穗有效《境外人员临时住宿登记表》；
- (3) 广东省出入境证件数码相片1张及该相片的《检测回执》；
- (4) 公安机关认为需要提供的其他证明。

2. 相关证明材料

- (1) 签证、停留证件遗失或被盗抢的：

本人《护照报失证明》或所属国驻华使领馆照会或《报警回执》。

- (2) 签证、停留证件损毁的：

- ①出示损毁护照；

- ②填写《案事件报告表》；

- ③如有所属国驻华使领馆照会的一并提交。

- (3) 团体签证遗失、被盗抢或损毁的：

- ①《派出所报案回执》；

- ②当地接待旅行社证明函件；

- ③团体签证复印件。

- (4) 居留证件遗失或被盗抢的

- ①本人《护照报失证明》或所属国驻华使领馆照会或《报警回执》；

- ②外籍就业人员和学生需提交单位证明函件；

- ③境外遗失或被盗抢的还需提交入境时所持签证原件和复印件；

- ④境外遗失或被盗抢，且在境外时间停留超过30天的，需要重新体

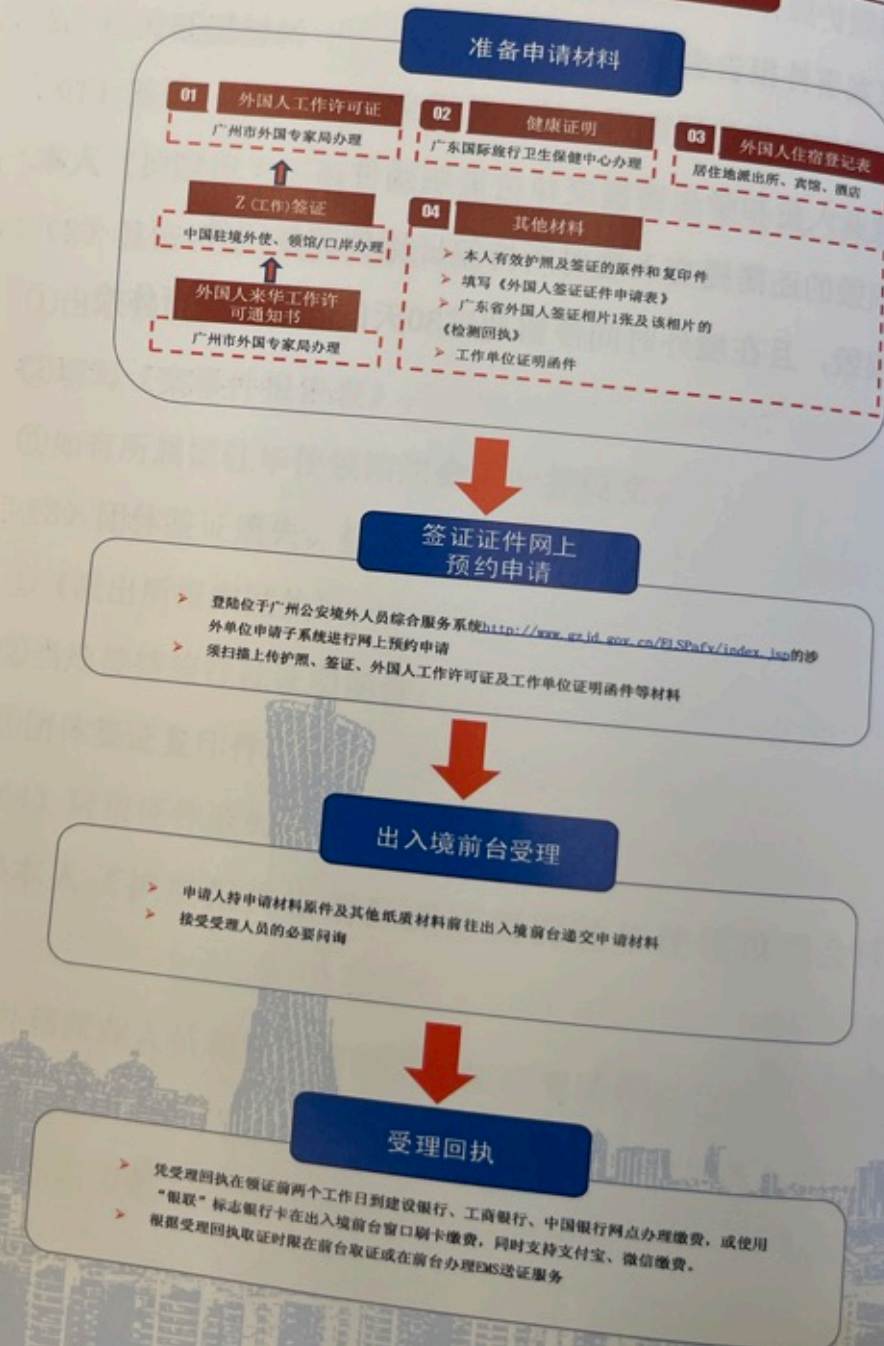
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(5) 居留证件损毁的：

- ①出示损毁护照；
- ②填写《案事件报告表》；
- ③如有所属国驻华使领馆照会的一并提交；
- ④外籍就业人员和学生需提交单位证明函件；
- ⑤境外损毁的还需提交入境时所持签证原件和复印件；
- ⑥境外损毁，且在境外时间停留超过30天的，需要重新体检。

(五) 工作类居留许可首次办理流程

工作类居留许可首次办理流程



(六) 办理签证证件的注意事项

1. 外国人进行签证、停留、居留证件申请，需先登录广州金盾网（www.gzjd.gov.cn）业务申请专区选择“外国人证件办理”进行网上预约申请，或亲临出入境大厦境外人员网上申请区进行现场预约。为外国人签证、停留、居留证件申请出具证明函件的单位还需登录广州金盾网（www.gzjd.gov.cn）业务申请专区选择“涉外单位备案”进行网上备案，备案审核通过后的单位在进行外国人签证、停留、居留证件申请时无需提交注册登记证明。
2. 外国人在中国境内工作必须同时持有工作许可和工作类居留证件。
3. 外国人居留证件登记事项发生变更的，持证件人应当自登记事项发生变更之日起10日内向居留证件签发机关申请变更。
4. 18至70周岁的申请人首次办理居留证件时应提交广东省出入境检验检疫局出具的《健康证明》。《健康证明》自开具之日起6个月内有效。
5. 境外机构出具的婚姻证明、出生证明、亲属关系证明、收养证明、姓名等资料变更证明，应经中国驻该国使领馆认证。有关外文证明材料应当经国内公证机关翻译成中文。
6. 在中国境内居留的外国人申请延长居留期限的，应当在居留证件有效期限届满30天前向居留地县级以上公安机关出入境管理部门提出申请。

7. 外国人申请签证证件符合受理规定的，公安机关出入境管理部门应当出具受理回执，并在受理回执有效期内作出是否签发的决定。办证时限为7个工作日（有关事项需要公安机关调查核实的，调查时间不计入工作日）。申请人所持护照或者其他国际旅行证件因办理证件被收存期间，可以凭受理回执在中国境内合法停留。如需乘坐飞机、火车等前往境内其他城市的可申请在受理回执上加盖出入境管理专用章。申请人应当在受理回执注明的取证日期当天前往公安机关出入境管理部门领取护照。

二、永久居留办理

（一）符合在华永久居留申请条件的人员类别

1. 特殊人员

（1）政府推荐类：符合认定标准，经国家有关主管部门、广东省人民政府、广州市人民政府或广东省自贸办、自贸区管委会和广州经济技术开发区、广州南沙经济技术开发区、增城经济技术开发区管委会推荐的外籍高层次人才。

（2）突出贡献类：对中国有重大、突出贡献以及国家特别需要的外国人。

2. 任职人员

（1）积分评估类：根据广东自贸区或粤港澳大湾区9市外籍人才积

分评估标准，达到70分以上的创新创业团队外籍成员和企业选聘外籍技术人才。

(2) 加注“人才”类：持工作类居留证件（加注“人才”）工作满三年的外籍高层次人才。

(3) 市场认定类：在广东已连续工作满4年、每年在中国境内实际居住累计不少于6个月，申请时及申请之日前连续4年工资性年收入（税前）40万元人民币以上，每年缴纳个人所得税7万元人民币以上的外国人。

在中国境内工作的外国人，连续工作4年、每年实际居住不少于6个月，工资性年收入不低于上一年度所在地区城镇在岗职工平均工资的六倍，年缴纳个人所得税不低于工资性年收入标准20%，可申请在华永久居留。其外籍配偶和未成年子女可随同申请。

(4) 一般任职类：在符合条件的单位担任副总经理、副厂长等职务以上或者具有副教授、副研究员等副高级职称以上以及享受同等待遇满四年，四年内在中国居留累计不少于三年，且纳税记录良好的外国人。

(5) 华人博士类：具有博士研究生以上学历且持工作类居留许可在广州市工作的外籍华人。

(6) 华人任职类：在广州市企业连续工作满4年、每年在中国境内实际居住累计不少于6个月的外籍华人。

3. 投资人员

(1) 一般投资类：以自然人身份在中国投资合计200万美元或在国家颁布的《外商投资产业指导目录》鼓励类产业投资合计50万美元以上的，连续3年投资情况稳定，且纳税记录良好的外国人。

(2) 大湾区投资类：以自然人身份或者通过本人以自然人身份作为控股股东的公司企业，在粤港澳大湾区9市内直接投资、连续3年投资情况稳定、投资数额合计100万美元（国家颁布的《外商投资产业指导目录》鼓励类产业投资合计50万美元）以上且纳税记录良好的外国人。

4. 随行家属

(1) 配偶类：政府认定类、突出贡献类、一般任职类、一般投资类、市场认定类人员的外籍配偶可随申请人同时申请在华永久居留。

(2) 子女类：政府认定类、突出贡献类、一般任职类、一般投资类、市场认定类人员的未满18周岁的外籍未婚子女可随申请人同时申请在华永久居留。

5. 团聚

(1) 夫妻团聚类：配偶为广州市常住户籍的中国公民或者在中国获得永久居留资格的外国人，婚姻关系存续满五年且申请之日前已在中国连续居留满五年、每年在中国居留不少于九个月的外国人。

(2) 亲子团聚类：父母双方或一方为广州市常住户籍的中国公民或者在中国获得永久居留资格的外国人，未满18周岁且未婚的外国人。

(3) 亲属投靠类：在境外无直系亲属，且申请之日前已在中国连续

居留满五年、每年在中国居留不少于九个月，投靠境内直系亲属的，年满60周岁的外国人。

(二) 申请永久居留所需材料

1. 基本材料

(1) 填写《外国人在中国永久居留申请表》一式三份，提交经检测合格的申请人近期正面免冠蓝底彩色照片（规格为：48×33mm）4张。

(2) 申请人有效的外国护照和签证证件。

(3) 中国政府指定的卫生检疫部门出具的或者经中国驻外使、领馆认证的外国卫生医疗机构签发的健康证明书（特殊人员本人及18岁以下申请人不需提交；证明及中国驻外使领馆的认证出具时间应在受理之日前6个月内）。

(4) 经中国驻外使、领馆认证的国外无犯罪记录证明（特殊人员类无需提交；连续居留2年以上的国家或地区均须提交）。

(5) 申请人个人简历（18周岁至今，要求年份和月份之间连续）。如申请人曾具有中国国籍的，简历中须详细说明取得外国永久居留权、加入外国国籍情况，并提交外国定居资格证明、入籍证明、入籍时使用的中华人民共和国护照、户口注销证明等证明材料。

(6) 公安机关认为必须提供的其他证明材料。

2. 各类人员相关申请材料

(1) 政府推荐类

①国家有关主管部门、广州市人民政府或广东省自贸办、自贸区管委会、广州经济技术开发区管委会、广州南沙经济技术开发区管委会、增城经济技术开发区管委会出具的外籍高层次人才推荐函原件；

②本人签名的国内、外无犯罪记录声明书。

(2) 突出贡献类

①推荐函（指国务院所属主管部、委、局或省、自治区、直辖市人民政府向公安部出具的推荐函，函中应明确所推荐人员的基本情况、所作贡献、突出才能等）；

②相关奖励、成果证明（指国家主管部门为申请人颁发的奖励证明、申请人获得的具有世界影响力或重大价值的科研成果证明等。如推荐函中已有详细说明，可不另行提供）。

(3) 积分评估类

①广州市外国专家局或广东省自贸办出具的积分评估证明函及评分表原件；

②任职单位出具的任职证明原件；

③《外国专家证》或《外国人就业证》或《外国人工作许可证》（证件上有关任职单位、职务及个人情况等信息应与任职证明等有关证明一致）；

④税务机关出具的最近一年个人完税证明；

⑤任职单位的注册登记证明（如营业执照副本、组织机构代码

等)。

(4) 加注“人才”类

- ①广东省人才主管部门认定的外籍高层次人才证明原件；
- ②现工作单位出具的推荐函原件（推荐函须注明申请人已在广东工作满3年等内容）；

- ③《外国专家证》或者《外国人就业证》或《外国人工作许可证》（有效时间段应为申请人申请之日前连续3年，证件上有关任职单位、职务及个人情况等信息应与任职证明等有关证明一致）；

- ④税务机关出具的最近一年个人完税证明；

- ⑤任职单位的注册登记证明（如营业执照副本、组织机构代码等）和年检证明（有效时间段应为申请人申请之日前连续3年）；如任职单位是外商投资企业的，还应提交外商投资企业批准证书。

(5) 市场认定类

- ①工作单位出具的申请之日前连续4年的工资证明原件；

- ②税务机关出具的个人完税证明（纳税时间应为申请之日前连续4年）；

- ③现工作单位出具的推荐函原件（推荐函应注明申请人已在广东工作满4年、工资性年收入和年缴纳个人所得税达到规定标准等内容）；

- ④《外国专家证》或者《外国人就业证》或《外国人工作许可证》（有效时间段应为申请人申请之日前连续4年，证件上有关任职单位、职

务及个人情况等信息应与任职证明等有关证明一致)；

⑤任职单位的注册登记证明(如营业执照副本、组织机构代码等)和年检证明(有效时间段应为申请人申请之日前连续4年)。

(6) 一般任职类

①任职证明原件(任职单位出具的申请人在申请之日前已连续任职副总经理、副厂长等以上职务或具有副教授、副研究员等副高级以上职称以及享受同等待遇满4年的证明)；

②《外国专家证》或《外国人就业证》或《外国人工作许可证》(有效时段应为申请人申请之日前连续4年,证件上有关任职单位、职务及个人情况等信息应与任职证明等有关证明一致)；

③任职单位的注册登记证明(如营业执照副本、组织机构代码等)和年检证明(有效时间段应为申请人申请之日前连续4年)；如任职单位是外商投资企业的,还应提交外商投资企业批准证书；

④在执行国家重点工程项目或者重大科研项目由企业、事业单位中任职的人员需提交省、部级政府主管部门出具的项目证明文件；

⑤在国家实验室、国家重点实验室、国家工程实验室、国家工程研究中心、国家认定企业技术中心、国家工程技术研究中心和外商投资研发中心等7类科研机构中任职的人员需提交单位相应的资质证明文件；

⑥在高新技术企业中任职的人员提交高新技术企业认定证书；在鼓励类外商投资企业中任职的人员,提交国家鼓励发展的外商投资项目确

认定书；在外商投资先进技术企业中任职的人员，提交外商投资先进技术企业认定书；在外商投资产品出口企业中任职的人员，提交外商投资产品出口企业认定书（有效时段应为申请之日前连续4年）；

⑦在重点高等学校任职人员需提供任职高校为211工程学校或各省、自治区、直辖市纳入普通高校招生本科第一批录取院校的证明；

⑧税务机关出具的个人完税证明；（纳税时间应为申请之日前连续4年）。

(7) 华人博士类

①教育学历证明（该证明如属境外教育机构出具的，须由我国驻外使领馆或国家教育部门指定的认证机构进行认证）；

②工作单位出具的任职证明原件；

③《外国专家证》或《外国人就业证》或《外国人工作许可证》（证件上有关任职单位、职务及个人情况等信息应与任职证明等有关证明一致）；

④税务机关出具的当年个人完税证明；

⑤任职单位的注册登记证明（如营业执照副本、组织机构代码等）和当年度的年检证明；如任职单位是外商投资企业的，还应提交外商投资企业批准证书；

⑥本人曾拥有中华人民共和国国籍的证明，如中华人民共和国护照、居民身份证、户籍证明、户籍注销证明、中华人民共和国退籍证书

等；或提交广东省县级以上侨务部门出具的外籍华人证明函件。

(8) 华人任职类

①任职单位出具的任职证明（任职单位出具的申请人在申请之日前已连续在粤港澳大湾区9市工作满4年的证明）；

②《外国专家证》或《外国人就业证》或《外国人工作许可证》（有效时间段应为申请人申请之日前连续4年，证件上有关任职单位、职务及个人情况等信息应与任职证明等有关证明一致）；

③税务机关出具的个人完税证明（纳税时间应为申请之日前连续4年）；

④任职单位的注册登记证明（如营业执照副本、组织机构代码等）和年检证明（有效时间段应为申请人申请之日前连续4年）；如任职单位是外商投资企业的，还应提交外商投资企业批准证书；

⑤本人曾拥有中华人民共和国国籍的证明，如中华人民共和国护照、居民身份证、户籍证明、户籍注销证明、中华人民共和国退籍证书等；或提交广东省县级以上侨务部门出具的外籍华人证明函件。

(9) 一般投资类

①企业法人营业执照副本及年检证明（该证明的有效时间段应为申请人申请之日前连续3年）；

②外商投资企业批准证书（投资者名称一栏中应明确注明申请人的姓名）；

③验资报告（验资报告系会计事务所在企业首次注册或注册资本金改变的情况下出具的报告，其所表述内容应表明申请人申请之日前连续3年投资稳定、投资金额达到规定投资数额标准，且已经到位）；

④鼓励类外商投资企业还需提供国家鼓励发展的外商投资项目确认书或省级主管部门出具的该企业为国家鼓励发展的外商投资企业的证明（有效时间段应为申请人申请之日前连续3年）；

⑤税务机关出具的个人完税证明（纳税时间应为申请之日前连续3年）。

(10) 大湾区投资类

①企业法人营业执照副本以及年检证明（该证明的有效时间段应为申请人申请之日前连续3年）；

②外商投资企业批准证书（投资者名称一栏中应明确注明申请人的姓名或其控股企业）；属外国人通过本人以自然人身份作为控股股东的公司企业在粤港澳大湾区9市内直接投资的，还须提交相关投资及控股证明）；

③验资报告（验资报告系会计事务所在企业首次注册或注册资本金改变的情况下出具的报告，其所表述内容应表明申请人申请之日前连续3年投资稳定、投资金额达到规定投资数额标准，且已经到位）；

④鼓励类外商投资企业还须提供国家鼓励发展的外商投资项目确认书或省级主管部门出具的该企业为国家鼓励发展的外商投资企业的证明

(有效时间段应为申请人申请之日前连续3年)；

⑤税务机关出具的个人完税证明(纳税时间应为申请之日前连续3年)。

(11) 配偶类

①婚姻关系证明；

②本人签名的国内、外无犯罪记录声明书(政府认定类配偶需提供)；

③特殊人员的有效外国护照及外国人永久居留证件，与特殊人员一同申请则无需提交外国人永久居留证件。

(12) 子女类

①出生证明或亲子关系证明；

②父母婚姻关系证明(如父母双方已离异，应出具被投靠人对申请人具有监护责任关系的证明，如法院的判决书等)；

③父母双方的身份证明(中国籍父母须提交身份证、户口本；外国籍父母须提交有效护照；外国籍父母已取得在华永久居留证件的，还需提供父母一方的外国人永久居留证；属收养关系的，还需提交收养证明)；

④如果父母双方或一方为中国籍或曾具有中国国籍的，还需提供国籍审查的相关资料；

(13) 夫妻团聚类

①提交中国籍配偶的广州市常住户籍证明及身份证明，或者外国籍配偶的有效护照及外国人永久居留证件；

②婚姻证明（境外的婚姻证明及经中国驻外使领馆的认证出具时间应在受理之日前6个月内）；

③经公证的银行存款证明；

④房屋租赁或产权证明（租赁、买卖合同需公证）。

（14）亲子团聚类

①出生证明或者亲子关系证明；

②提交中国籍父母的广州市常住户籍证明及身份证明，或外国籍父母的有效护照及外国人永久居留证件（如父母双方或一方为中国籍或曾具有中国国籍的，还需提供国籍审查的相关资料；

③父母婚姻证明。如父母双方已离异，应出具被投靠人对申请人具有监护责任关系的证明材料，如法院判决书等；

④属收养关系的，还需提交收养证明。

（15）亲属投靠类

①申请人在国外无直系亲属证明（应为申请人国籍所属国有关机构出具并由中国驻该国使领馆认证或申请人国籍所属国驻华使领馆出具的申请人在该国没有直系亲属的证明及本人在国外无直系亲属的声明）；

②被投靠的中国公民广州市常住户籍证明及身份证明；或者被投靠外国人的有效护照及永久居留证件；

③国内亲属关系证明（应为国内主管部门出具的申请人与被投靠人亲属关系证明）；

④经公证的投靠人经济来源证明或者被投靠人经济担保证明；

⑤投靠人或者被投靠人的房屋租赁或者产权证明。

（三）申请永久居留注意事项

1. 申请表须用黑色水笔或签字笔填写，提交原件；其他材料一式三份，须交验原件提交复印件（A4规格）。

2. 外国有关机构出具的证明须经中国驻该国使领馆认证，其中无犯罪记录、婚姻证明等证明的出具时间及中国驻外使领馆认证出具的时间均应在受理之日前6个月内。

3. 外文材料须翻译成中文，并在翻译件及翻译公司营业执照复印件上加盖翻译公司公章。

4. 申请人如需在外国人永久居留证件上打印中文姓名，应在申请表上“其他需说明的事项”栏目中填写“制证时需要打印中文姓名：XXX”，否则填写“无”。

5. 有关事项需要公安机关调查核实的，调查时间不计入工作日。

6. 下列人员需国籍审查并提交相应证明材料

（1）曾具有中国国籍的成年申请人。需提交外国定居资格证明、入籍证明、入籍时使用的中华人民共和国护照、户口注销证明等证明材料，并在简历中详细说明取得外国永久居留权、加入外国国籍情况。

(2) 在中国国外出生的未满18周岁未成年申请人。出生时父母双方或一方为中国籍，需提交中国籍父母一方已取得外国永久居留权的证明及翻译件；如出生时父母双方或一方为曾具有中国籍的外国人，需提交申请人出生时父母所持外国护照或入籍证明翻译件。

(3) 出生在中国的，未满18周岁未成年申请人。需提交出生时父母双方所持的外国护照。

7. 收养证明

(1) 在中国国内建立收养关系的，由省级民政部门出具收养证明。

(2) 在香港特别行政区建立收养关系的，由中国委托公证人（香港）出具收养公证书。

(3) 在澳门特别行政区建立收养关系的，由澳门特别行政区公证员出具收养公证书。

(4) 在台湾地区建立收养关系的，由台湾地区公证人出具收养公证书。

(四) 永久居留办理流程

在华永久居留办理流程

提交申请材料（本人、18周岁以下申请人的监护人）
缴纳申请费用

办理地点：
广州市公安局出入境管理支队前台
南沙区公安分局出入境受理点（符合自贸区政策）

材料初审、预约面谈、审核

承办部门：广州市公安局出入境管理支队

复核

承办部门：广东省公安厅

审批、证件制作

承办部门：中华人民共和国公安部

预约取证时间并缴纳证件费用
领取证件

办理地点：
广州市公安局出入境管理支队前台
南沙区公安分局出入境受理点（符合自贸区政策）

（五）永久居留证件的换发与补发

1. 申请条件

外国人持有效永久居留证件，且未丧失在中国永久居留资格规定情形的，有下列条件之一，可以申请换发或者补发永久居留证件：

- （1）外国人永久居留证件有效期满；
- （2）外国人永久居留证件内容变更；
- （3）外国人永久居留证件损坏或遗失。

2. 申请材料

- （1）填写《外国人换发或补发永久居留证件申请表》（一式三份）；
- （2）提交经检测合格的申请人近期正面免冠蓝底彩色照片（规格为：48×33mm）4张；
- （3）有效护照；
- （4）外国人永久居留证件；
- （5）相关信息变更前后的证明材料（内容变更类提交）；
- （6）报失地公安机关出具的报失证明或本人书写并签名的遗失说明（遗失证件类提交）；
- （7）公安机关认为必须提交的其他证明。

3. 注意事项

- （1）持有外国人永久居留证件的外国人应当在证件有效期满前一个

月以内申请换发；

- (2) 证件内容变更的，应当在情况变更后一个月以内申请换发；
- (3) 证件损坏或遗失的，应当及时申请换发或者补发。

三、外国人住宿登记办理

外国人抵穗后，应按照《中华人民共和国出境入境管理法》第三十九条规定办理临时住宿登记手续。

住在酒店、宾馆等旅业部门的，由旅业部门为外国人办理住宿登记。

在旅馆以外的其他住所居住或者住宿的，应当在入住后24小时内由本人或者留宿人，向居住地的公安机关办理住宿登记。

住宿登记有效期满或签证证件发生变更的情况下，应及时更新临时住宿登记。

申报住宿登记时应提交以下资料：

- (一) 住宿人的护照或有效证件的身份资料页（有照片页）和有效签证（签注）页复印件各一份；
- (二) 属于租赁房屋的，应提交租赁合同和房产证明材料复印件各一份；
- (三) 申报临时住宿登记时，住宿人需提供一张大一寸照片；
- (四) 在中国居民家中留宿的，需交验留宿人的户口簿或身份证；

- (五) 在外国人家中住宿的，需交验留宿人的有效出入境证件；
- (六) 在我市的机构内留宿的，需交验单位证明。

第四章 相关政策及指引

一、外国人在华永久居留享有相关待遇

《外国人永久居留证》是获得在中国永久居留资格的外国人在中国境内居留的合法身份证件，可以单独使用。凡持有中国《外国人永久居留证》的外籍人员可享有以下待遇：

（一）除政治权利和法律法规规定不可享有的特定权利和义务外，原则上和中国公民享有相同权利，承担相同义务。

（二）在中国居留期限不受限制，可以凭有效护照和《外国人永久居留证》出入中国国境，无需另外办理签证等手续；其配偶及直系亲属，可按有关规定申请办理相应签证、居留证件或《外国人永久居留证》。

（三）进出境自用物品按照海关对定居旅客的有关规定办理手续。

（四）在中国就业，免办《外国人就业证》；符合条件的，可优先办理《外国专家证》《回国（来华）专家证》以及各地人才工作居住证。

（五）可以技术入股或者投资等方式创办外商投资企业，可以合法获得的人民币在中国境内进行外商直接投资。

（六）在中国投资项目、设立外商投资企业的，发展改革、商务、

工商、外汇等部门按照外资管理有关规定简化核准及审批程序，提高效率。

(七) 可按规定参加专业技术职务任职资格评审和专业技术人员资格考试。

(八) 随迁子女义务教育阶段入学，符合条件的，可享受相关政策，由其居住地教育行政部门按照就近入学的原则办理入、转学手续，不收取国家规定以外的费用。

(九) 可以《外国人永久居留证》作为有效身份证件办理参加社会保险各项手续。在中国境内就业的，按照《中华人民共和国社会保险法》有关规定参加各项社会保险；在中国境内居住但未就业，且符合统筹地区规定的，可参照国内城镇居民参加城镇居民基本医疗保险和城镇居民社会养老保险，享受社会保险待遇。办理社会保险关系转移接续、终止等手续，社会保险经办机构按照有关规定简化流程、提供方便。

(十) 可按照《住房公积金管理条例》等规定，在工作地缴存和使用住房公积金，离开该地区时，可按规定办理住房公积金的提取或转移手续。

(十一) 可不受《关于规范房地产市场外资准入和管理的意见》中关于境外个人在境内购买自用商品住房需在境内工作、学习超过一年的限制，按照其他有关规定在境内购买自用、自住商品住房。

(十二) 在缴纳所得税方面，按照中国税收法律法规以及税收协定的有关规定，履行相应的纳税义务。

(十三) 在国内办理银行、保险、证券和期货等金融方面业务，可以《外国人永久居留证》作为身份凭证，享有中国公民同等权利、义务和统计归属。

(十四) 在国内取得的收入，依法纳税并持有税务部门出具的对外支付税务证明后，可兑换外汇汇出境外。可以《外国人永久居留证》作为身份凭证，按照相关外汇管理规定办理外汇业务。

(十五) 在国内购物、购买公园及各类文体场馆门票、进行文化娱乐商旅等消费活动与中国公民同等待遇、价格相同。

(十六) 乘坐中国国内航班，可凭《外国人永久居留证》办理有关登机手续；在国内乘坐火车，可凭《外国人永久居留证》购买火车票；在国内旅馆住宿，可凭《外国人永久居留证》办理有关入住手续。

(十七) 在申领机动车驾驶证和办理机动车登记方面，享受中国公民同等待遇。初次申领或持境外机动车驾驶证换领《中华人民共和国机动车驾驶证》，符合驾驶证申领或换领条件的，可凭《外国人永久居留证》、公安部门出具的住宿登记证明、身体条件证明，经考试合格后，由公安机关核发《中华人民共和国机动车驾驶证》。申请办理机动车登记，可以凭《外国人永久居留证》、公安部门出具的住宿登记证明及机动车相关证明、凭证，到公安部门办理机动车登记业务。

(十八) 加入或恢复中国国籍，公安部门按照有关手续，加快办理。

二、在华永久居留资格的丧失

具有在中国永久居留资格的外国人有下列情形之一的，经中华人民共和国公安部批准，可以取消其在中国永久居留资格，同时收缴其所持外国人永久居留证件或者宣布作废：

- (一) 可能对国家安全和利益造成危害的；
- (二) 被人民法院判处驱逐出境的；
- (三) 通过提供虚假材料等非法手段骗取在中国永久居留资格的；
- (四) 未经批准每年在中国累计居留不满三个月或者五年内在中国累计居留不满一年的。

三、工作许可证办理指引

外国人在广州合法工作，应取得外国人来华工作许可（法律法规规定免办的情形除外）。申办指引如下：

（一）申办流程

1. 首先网上提交申请材料：登录国家外国专家局“外国人来华工作管理服务系统”（<http://fwp.safea.gov.cn/>）提交申请材料。首次办理前请先在该系统注册。
2. 后续至受理机构现场办理：网上预审通过后，用人单位到相应受理机构现场，办理纸质材料受理（全流程网办业务除外）、领取证件等业务。

(二) 受理机构

区域	服务窗口	地址	业务范围	对外办公时间 (法定节假日、公休日除外)	联系电话
越秀区 海珠区 天河区 花都区 番禺区	精典大厦服务窗口	天河区天河路198号南方精典大厦9层16号窗	受理越秀、海珠、天河、花都、番禺辖区内单位的业务	星期一至星期四: 上午 9:00-12:00 下午 14:00-17:00	85590501
	宜安广场服务窗口	越秀区建设六马路33号宜安广场503室	受理越秀、海珠、天河、花都、番禺辖区内单位业务,并提供上述区域单位的《外国人工作许可证》发证服务	星期五: 上午 9:00-12:00 下午 13:00-15:00	
荔湾区 白云区 增城区 从化区	广州留人员服务中心窗口	越秀区小北路266号北秀大厦6楼服务大厅	受理荔湾、白云、增城、从化辖区内单位业务,并提供上述区域单位的《外国人工作许可证》发证服务	星期一至星期四: 上午 9:00-11:30 下午 13:00-17:00 星期五: 上午 9:00-11:30 下午 13:00-15:00	83568051
南沙区	南沙区人力资源和社会保障局窗口	南沙区环中大道15号302A室	受理南沙辖区内单位业务,并提供本区域单位的《外国人工作许可证》发证服务	星期一至星期四: 上午 9:00-12:00 下午 13:00-17:00	34683893
黄埔区	黄埔区人力资源和社会保障局窗口	黄埔区香雪三路3号政务中心A区409	受理黄埔(广州开发区)辖区内单位业务,并提供本区域单位的《外国人工作许可证》发证服务	星期一至星期四: 上午 8:30-12:00 下午 13:30-17:00	82288113 82281069

四、健康证明办理指引

年满十八周岁外国人首次申请居留许可，须提供出入境检验检疫部门出具的体检合格证明。

(一) 体检地址

广东国际旅行卫生保健中心（本部）

地址：广州市天河区龙口西路207号

咨询电话：020-87537322，85262033

(二) 所需材料

1. 本人2寸彩色照片3张；
2. 护照原件及复印件（个人信息页及最新签证页）。

(三) 办公时间

1. 体检受理时间：周一至周五上午8:00-11:00，下午1:00-2:00，法定节假日除外。排队取号，无需预约。
2. 制证、发证时间：周一至周五下午3:00-5:00，法定节假日除外。