

## 翻译模板大全

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# 身份证

<b>Name</b>	xxxx
<b>Sex</b>	Female
<b>Nationality</b>	Han
<b>D.O.B</b>	12 Jan 1983
<b>Address</b>	Room XXX No.167 XXX District XX City XXX Province
<b>Date Issue</b>	31 Mar 2001
<b>Expiry</b>	10 Years
<b>Serial No</b>	XXXXXXXXXXXXXX
	XX Branch Xiamen Municipal Public Security Bureau

# 行驶证

## THE LICENSE OF MOTOR VEHICLES OF P.R.C.

**Register Code:** 粤 B XXXXX

**Type:** Sedan

**Owner:** XXXX

**Address:** XXX, Huaqiang Road North, Futian District, Shenzhen, GD Province, P.R.CHINA

**Engine Code:** XXXXX

**VIN:** LXXX

**Model:** Volks Wagon Passat SXXXX

**Total Weight:** 18XX kg

**Carry Weight:** 14XX kg

**Passengers:** 5 persons

**Register Date:** June XX, 200X

**Issued Date:** July XX, 200X

**Size:** 1234x5678x9100mm

**Issued By:** Vehicle Management Office

Shenzhen Traffic Management Bureau (Seal)

## 企业营业执照 副本

**BUSINESS LICENSE OF THE ENTERPRISE JURIDICAL PERSON  
( DUPLICATE )**

**No.11xxxx2**

**Register Number:** QIHEJINGZONGFUZI No.00xxxx0

**The Enterprise Name:** Shenzhen xxxxxxx Co., Ltd.

**Address:** Unit xxxx Building, No. xxxxxx Road, xxxxx District, Shenzhen

**Legal Representative:** xxxxxx

**Register Capital:** USDxxxxxx.00 (Real Capital USDxxxxxx.00)

**Enterprise Type:** Joint Venture (Hong Kong joint)

**Scope of Business:** Manufacture of xxxxxx and parts, peripheral and service.

**Branch:** No branch.

**Business Term:** From 8th xxxxt xxxx to 7th xxxxt xxxx

**Date of Set-up:** 8th xxxx xxxx

**Issued By:** The Bureau of Shenzhen Industrial and Commercial Administration (seal)

**Date:** 16th September 2009

# 户口本

Residence Type	Non Agricultural Residence		Name of House Owner	
Residence Number		Address		
<p>Certified Seal of Guangdong Province      Certified Seal of Household Registration Office</p> <p>Public Security Bureau      Baomin Local Police Station</p> <p>For Hukou certificate only      Shenzhen Public Security Bureau</p> <p>Undertaker' s Stamped signature :      Issue Date: 01 July 2000</p>				

Permanent resident population's register

Name			Householder or Relation with TheHouseholder	Householder
Former Name			Sex	Male
Place of Birth			Nationality	
			Date of Birth	
Other Dwelling Place in the City/Town			Religious Belief	
Citizen ID Number			Height	Blood Group
Highest Academic		Marital Status	Military Service	
Place of Work			Occupation	
Previous Dwelling Place Before Moving into the City/Town and Date of Moving				
Previous Dwelling Place in the City/Town and Date of Moving into Present Dwelling Place				
Seal of Registrar:			Issued Dart:	

Permanent resident population's register

Name		Householder or Relation with TheHouseholder			
Former Name		Sex			
Place of Birth		Nationality			
		Date of Birth			
Other Dwelling Place in the City/Town		Religious Belief			
Citizen ID Number		Height		Blood Group	
Highest Academic		Marital Status		Military Service	
Place of Work		Occupation			
Previous Dwelling Place Before Moving into the City/Town and Date of Moving					
Previous Dwelling Place in the City/Town and Date of Moving into Present Dwelling Place					
Seal of Registrar:		Issued Dart:			



Permanent resident population's register

<b>Name</b>		<b>Householder r or Relation with TheHouseholder</b>	
<b>Former Name</b>		<b>Sex</b>	
<b>Place of Birth</b>		<b>Nationality</b>	
		<b>Date of Birth</b>	
<b>Other Dwelling Place in the City/Town</b>		<b>Religious Belief</b>	
<b>Citizen ID Number</b>		<b>Height</b>	<b>Blood Group</b>
<b>Highest Academic</b>		<b>Marital Status</b>	<b>Military Service</b>
<b>Place of Work</b>		<b>Occupation</b>	
<b>Previous Dwelling Place Before Moving into the City/Town and Date of Moving</b>			
<b>Previous Dwelling Place in the City/Town and Date of Moving into Present Dwelling Place</b>			
<b>Seal of Registrar:</b>		<b>Issued Dart:</b>	

# 企业注册证

Foreign Investment Enterprise Representation Office

## Register Certificate

**Register Number:** Qi Du Yue Shen Ban Zi No. 7608XX

This representation office was approved to be registered and issue this certificate.

**Document No. 0059XXX**

**Name:** Shanghai XX Co., Ltd. Shenzhen Representation office

**Address:** Unit X, Block X, World Finance Center, 4003 Shennan Road East, Luohu Distric, Shenzhen

**Legal Representative:** XXX

**Scope of Business:** Represent the Company to perform business expansion.

**Affiliate of:** Shanghai XXX Co., Ltd.

**Valid from** XX, 200X **to** XX, 202X

**Issued by:** Shenzhen Administration for Industrial and Commercial (Seal)

**Date:** XX, 2005

# 结婚证

People' s Republic of China  
Marriage Certificate

**Name:** XXX  
**Gender:** Male  
**Date of Birth:** XX, 19XX  
**Nationality:** Han  
**ID Number:** XXXXXXXXXXXXX

**Name:** XXX  
**Gender:** Female  
**Date of Birth:** XXX, 19XX  
**Nationality:** Han  
**ID Number:** XXXXXXXXXXXXX

XXX and XXX applied for marriage registration. After being examined, their application conforms to the Marriage Law of the People' s Republic of China. We give them the permission to register and hereby issue this marriage certificate.

**Issue Department:** Bureau of Civil Affairs at Shenzhen City (Seal)  
**Issue Date:** XX, 200X

# 房产证

## Owner

XXX (XXXXXXXXXXXXXXXXXXXX)[100%]\*\*\*\*\*

## Land

Land No.		Land area	
Purpose of Land	Residence	Location area	Futian District
Land location			
Usage period	70 years, from XX, 199X to XX, 20XX		

(Original)

Shen Fang Di Zi No. 30XXXXX

Shenzhen Municipal Planning and Land and Resources Bureau (Chop)

Register date: XXX, 200X

## Buildings and fixtures

Building name			
Building area		Building inside area	
Purpose of building	Residence	Completion date	
Registered value			

## Summary of other rights and appendix

Transferable building. 1) Mortgaged to China XXXX Bank,

广东这边的可能还需要用到:

Property ownership certificate

权属人 property owner

身份证号码 identity card no.

国籍 nationality

房屋所有权来源 source of housing ownership \*\*年×月购买 purchased in  
\*\*,\*\*\*\*

房屋用途 usage of the house

占有房屋份额 share of the house ×栋×××号全套, ××平米 full owner of  
suite\*\*\*,building no.\*\* area:\*\*\*square meters

房屋所有权性质 property of housing ownership

土地使用权来源 source of land-use right 出让 assignment

土地使用权性质 property of land-use right 国有 state-owned

房地坐落 site of the house

房屋情况 state of the house

建筑结构 architecture 钢精混凝土结构 armoured concrete

层数 floors

竣工日期 date of completion

建基面积 area of the building base

建筑面积 building area

其中住宅建筑面积 domestic building area

其中套内建筑面积 room building area

四墙归属 ownership of four walls 东。西。南。北: 自墙  
east,south,west,north:

土地情况 state of land

地号 land no.

图号 chart no.

用途: 住宅 usage:house

土地等级 land grade

使用权类型 type of tenure

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中止日期 expiration date

使用权面积 area of tenure

自用面积 area of own use

共用面积 area of public use

使用权证号 license number of tenure

填证机关 department of filling certificate

房地产共有情况 state of mutual ownership(use) of real estate

共有(用)人 person of mutual ownership(use)

占有房屋份额 share of the house

共有(有)权证号 certificate number of mutual ownership(use)

纳税情况 state of taxation 契价 agreed price 税率 tax rate 种类 type 纳税 tax

Registry department seal of XX land resources and house administration Bureau

Registry date:

# 完税证明


## BEIJING LOCAL TAXATION BUREAU

### INDIVIDUAL INCOME TAX CERTIFICATE

Issued Date: 28 September, 2006    Number: 006001XXX    Unit: RMB(Yuan)

Taxpayer's name	XXXXX	Number of ID	XXXXXXXXXXXXX
Categories of income	Income period	Amount of Income	Actual amount of tax payment
Salary Income	Aug. 2006	¥	¥
Salary Income	July 2006	¥	¥
Salary Income	June 2006	¥	¥
Salary Income	May 2006	¥	¥
Salary Income	Apr. 2006	¥	¥
Salary Income	March 2006	¥	¥
Salary Income	Feb. 2006	¥	¥
Salary Income	Jan. 2006	¥	¥
Salary Income	Jan. 2006	¥	¥
Salary Income	Dec. 2005	¥	¥
Salary Income	Nov. 2005	¥	¥
Salary Income	Oct. 2005	¥	¥
Salary Income	Sept. 2005	¥	¥
Salary Income	Aug. 2005	¥	¥
Total amount		¥	¥

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Total amount words	SAY XXXX THOUSAND XXXX HUNDRED AND XXX POINT XXX YUAN TOTAL	SAY XXX THOUSAND XXX HUNDRED AND XXX POINT XXX YUAN TOTAL
	<p style="text-align: center;">Seal of Shang Di</p>	

爱旅行网 | AILVXING.COM



# 存款余额证明

(我在签意大利的时候, 银行提供的, 一般也附有英文, 无需自己额外准备)

## CERTIFICATE OF BALANCE OF ONE FOR ALL CARD OF CHINA MERCHANT BANK

No. of Client:

Date:2006/xx/xx

Name: XXXX

Time:

### Current Accounting

A/C No.	Currency	Kind	Balance	Status
11	RMB	Current Accounting	xxxxx	Activity

### Fixed Time Accounting

Serial No.	Currency	Kind	Value Date	Balance	Satus
0001	RMB	Fixed Time and Current Accounting	20060808	xxxxx	Activity

China Merchant Bank Beijing Chaoyangmen Branch (seal)

## 单位证明样本

Embassy of [×××] in Beijing

[Address]

To whom it may concern,

### **Subject: Tourist Visa Application**

We certify that [Mr./Ms.××[Passport No.××] has been employed by [company name××] as a [title] since [month/year].

We have approved [Mr./Ms.××]'s annual leave from [date/month/year] to [date/month/year]. [Mr./Ms.××] will resume [his/her] duties with the company on his/her return to Beijing.

We are confident that [Mr./Ms.××] will return to work on time. The purpose of [Mr./Ms.××]'s trip is only tourism. [He/She] will not seek any employment or residency in [country name: eg.Germany] and will comply with [eg.German] laws and regulations.

We would be very grateful if you would approve [Mr./Ms.××]'s tourist visa application.

If you have any questions, please do not hesitate to contact me on [Tel no.].

Yours sincerely,

[Company Name]

Sign by: [Name] and [Title]

Dated:

# 个人收入证明参考样本

Embassy of [country name] in Beijing

[address]

## Income Certification

To whom it may concern,

We certify that [Mr./Ms. × × [Passport No. × ×]] has been employed by [company name × ×] as a [title] since [month/year]. We also certify that [his/her] current monthly salary is RMB[× ×] (after/before tax). This letter has been only issued to assist [Mr./Ms. × ×] for [his/her] application of a tourist visa.

Yours sincerely,

[Company Name]

Sign by: [Name] and [Title]

Dated:

## 准假信，收入证明，在职证明一体信

致：英国大使馆

尊敬的签证官先生/女士：

兹有我公司员工 XXX 先生/女士，出生于 XXXX 年 X 月 XX 日，于 XXXX 年 X 月 X 日到我公司工作至今。任 XXX 部 XXX 一职，月薪人民币 XXX 元。护照号码为：XXXXXX。XX 经本公司领导同意，利用假期于 XXXX 年 X 月 X 日起至 XXXX 年 X 月 XX 日前往 XXXX 访友，为期 XX 天。预计 XXXX 年 X 月 XX 日返回北京，X 月 XX 日返回公司上班，职位月薪不变。

此次所需费用将由其本人承担。我公司保证其将遵守贵国的法律法规、并按时回国，且回国后担任原职务。

特此证明。请予以批准！

公司名称：XXXXXXXXXX

联系人：XXX

电话：XXXXXX

地址：XXXXXXXXXXXXXXXXXXXXXX

To: British Embassy

Dear Officer,

We hereby certify that Ms. XXX (Female, born on DD/MM/YYYY) hold of passport No. XXXXX has been employed by our company as XXX since DD/MM/YYYY.

We have approved Ms. XXX's annual leave from the DD/MM/YYYY to the DD/MM/YYYY. Ms. XXX will resume her duties with our company on her return to Beijing on the DD/MM/YYYY.

We are confident that Ms. XXX will return to work on time. The purpose of Ms. XXX's trip is to visit friends. She will not seek any employment or residency in UK and will abide by the laws and regulations of United Kingdom of Great Britain and Northern Ireland. We would be very grateful if you would approve her application for a visitor visa. Should you have any question, please do not hesitate to contact us.

Company Name: XXXXXXXX

Person to contact: XXXXX

Telephone: XXXXXX

Address: XXXXXXXX

## 意大利访友签证——一个人邀请函样本

*All'Ufficio Visti*

*dell'Ambasciata d'Italia a Pechino*

### Lettera di invito

Il/La sottoscritto/a .....

nato/a il ..... a .....

di nazionalità ..... residente a ..... prov. ....

in via ..... n. .... c.a.p. .... tel. ....

occupazione/professione .....

consapevole delle conseguenze previste dall'art. 12, comma 1, del Decreto Legislativo 25 luglio 1998, n.**286** (**Testo unico delle disposizioni concernenti la disciplina dell'immigrazione e norme sulla condizione dello straniero**) che dispone: "salvo che il fatto

costituisca più grave reato, chiunque compie attività dirette a favorire l'ingresso degli stranieri nel territorio dello Stato in violazione delle disposizioni del presente testo unico è punito con la reclusione fino a tre anni e con una multa fino a 15.500 Euro”

**con la presente comunica di volere invitare per motivi di turismo**

il/la cittadino/a straniero/a .....

(cognome)

(nome)

nato/a il ..... a .....

di nazionalità ..... residente a ..... prov.....

in via ..... n..... c.a.p. .... tel.....

per il periodo dal .....

(data)

(data)

a motivo di .....

.....

.....

## Il sottoscritto dichiara inoltre

- 1) di avere con la stessa persona legami di parentela / amicizia / altri:.....  

(precisare)
- 2) di sapere con certezza che la stessa persona nel proprio Paese di origine  
[ ] svolge la seguente attività lavorativa:.....  
[ ] non svolge attività lavorativa e trae i mezzi di sussistenza da .....
- 3) di possedere le disponibilità economiche ed abitative per poter ospitare il/la suddetto/a cittadino/a straniero/a
- 4) di aver già messo a disposizione in favore della persona suindicata, a titolo di garanzia economica, sotto forma di “fidejussione bancaria”, la somma di lire ..... presso l’Istituto bancario ..... agenzia n....., sita in .....

**Allega alla presente l’originale della relativa ricevuta bancaria.**

**Il sottoscritto, in caso di esito positivo della richiesta di visto inoltrata dal/la cittadino/a straniero/a, provvederà a**

- 1) fornirgli/le alloggio presso la propria abitazione/altrove: .....



(precisare)

- 2) sostenere eventuali oneri derivanti da ricorso all'assistenza medico-sanitaria da parte del/la cittadino/a straniero/a, laddove questi non abbia una propria copertura (polizza assicurativa ovvero convenzione bilaterale fra Italia e Paese d'origine)
- 3) comunicare al Commissariato di P.S. di zona la presenza dello/a straniero/a ospitato presso la propria abitazione, entro 48 ore dalla sua entrata nel territorio italiano, ai sensi dell'art. 7 del precitato D. L.vo n. 286/98.
- 4) far presentare lo/la straniero/a presso l'Ufficio Stranieri della Questura di:..... entro 8 giorni dalla sua entrata per la richiesta del permesso di soggiorno
- 5) assicurare il suo rientro al Paese di origine entro i termini previsti dal visto d'ingresso e segnati sul permesso di soggiorno che lo straniero dovrà consegnare alle Autorità di frontiera italiane all'uscita dal territorio italiano.

(luogo)

(data)

.....

(firma del dichiarante)

**Si allega copia di un documento d'identità del dichiarante**

## 法国访友签证 - 邀请函样本

提醒朋友们注意，要让在法国的朋友发送正式的邀请函，而不是邮件。至于内容嘛，根据具体的情况如实写就行了。

LETTRE D'INVITATION

Monsier/Madame,

Je soussigné XXXXX（邀请人的名字），xxxx（所在公司和职位）地址，TEL： domicilié à \*\*， invite Monsieur XXXXX（被邀请人的名字），(职位),née le 1 jan.1980 à BEIJING(CHINE) N°de passeport：（出生年月日和护照号码）

A venir à \*\* pour une durée d'une (01) semaine（时间长短） en vue de faire participer à mon célébration du mariage.(具体原因) lettre d'invitation lui est adressée pour servir et valoir ce que de droit.

Fait à \*\* , le 1 Mai 2008

XXXXXXX

## 父母探亲，准假条，邀请函英文格式（样本）

\* 各国学生都适用

单位准假条：

ABC INC.  
66 88street XX City XXprovince  
P R China 123456  
TEL: ( xxx)7111111 FAX: (xxx)99999

June 11, 2006

TO WHOM IT MAY CONCERN,

This is to state that we approve of the sales manager Mrs./Mr XX(Annual income of 200,000 RMB), a full-time employee of the ABC INC., taking her vacation to attend her/his son's convocation ceremony (or whatever) from 00/01/2006-01/02/2006 in Canada.

We will retain her/his position and continue to employ her when she/he returns to China.

Yours sincerely,

XXX General Manager

(Seal)

-----  
邀请函

RE: LETTER IN SUPPORT OF AN APPLICATION FOR A VISTOR'S VISA

NAME: TYPE NAME OF FAMILY MEMBER

PASSPORT NO: TYPE THEIR PASSPORT NUMBER HERE

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I AM WRITING TO INVITE MY MONTHER NAMED ABOVE TO COME VISIT ME IN THE UK/CANADA DURING MY COURSE CALLED ( WRITE NAME OF COURSE) AT (NAME OF SCHOOL)

THEY WISH TO VISIT DURING THE MONTH OF (DATE ) AND THEY WILL STAY WITH ME AT MY ADDRESS ABOVE. I HAVE ENCLOSED PROOF THAT I AM STUDYING IN THE UK AND THAT I HAVE PERMISSION TO BE IN THE UK AS A STUDENT.

YOURS SINCERELY

SIGN HERE

PRINT YOUR NAME HERE

-----  
样本 2

March XX, 2005

Your Name

Your Add

Your Tel

Dear Sir/Madam,

I, XXX, registered at the University of Ottawa as a full-time student in the Bachelor of XXX, would like to invite my mother Mrs. XXX, born XX XX XXXX, to visit me in Canada from July, 2005.

The purpose of the visit is social as well as tourism within Canada. During her visit, she will stay with me at the above address. I will make sure that my mother will leave Canada before the expiration of her authorized stay. Your help in issuing a temporary resident visa for my mother would be greatly appreciated.

Please do not hesitate to contact me via telephone or email if you have any further questions.

Best regards,

Your Name

样本 3

To whom it may concern:

I am writing this letter to invite our/my parents (name and birth days) to visit us in Canada this coming May for a period of 3 months.

It goes without saying that we will cover all expenses during their visit in Canada, which includes international air tickets, local transportation, accommodations, medical insurances and all other related expenses.

Your favourable consideration regarding their visa applications will be highly appreciated. If you have any question regarding this matter, please kindly contact me/us at the address above.

Sincerely,

# 个人声明参考样本

## STATUTORY DECLARATION

I, [name], a Chinese national, passport no.\*\*\*, residing at [address] hereby declare that:

1. I am going to visit [country name] from [date/month/year] to [date/month/year]. The purpose of my trip is tourism only. I will not seek any employment or residency in [country name] and will return to China prior before the expiration of my authorized visa;
2. I have sufficient financial resources to independently defray all expenses during my trip in [country name];
3. I will comply with the laws and regulations of [country name] during my stay; and
4. I execute this statutory declaration for the purpose of the tourist visa application from the embassy of [country name].

Signature:

Dated:

## 学位证/毕业证翻译

### Diploma of Bachelor's Degree

Zhang San, male, born in March, 1984, has completed course of study in the School of Economics and Management of Wuhan University, majoring in Human Resource during September 2002 to June 2006. There upon, he has approved to graduate from the university. In accordance with "The Registration on Academic Degree of the People's Republic of China", Mr. Zhang San has been awarded the Bachelor's degree of Management.

Chairman: Li Si

Wuhan Univeristy Academic Degree Committee

June 30, 2006

Certificate No.:

### Graduation Certificate

Zhang San, male, born on March 20, 1984, was an undergraduate student majoring in Human Resource in the School of Economics and Management of Wuhan University during September 2002 to June 2006. He has completed all the prescribed four years undergraduate courses, passed all the examinations and is entitled to be a graduate of Wuhan University.

President: Li Si

Date: June 30, 2006

Wuhan Univeristy

Registration No.:

# 退休证

THE PEOPLE'S REPUBLIC OF CHINA

Certificate of cadre Retired

Published by Ministry of Personnel of The People's Republic of China

Registration number: Xijingzi 0\*4

Issued by: Economic Management Committee Xinjiao Town Haizhu District Guangzhou

Date of Issue: March 17, 1999

Name: \*\*\* Sex: male

Nationality: Han Place of Origin: Guangzhou

Date of Birth:

Date of start working: Years of Employment:

Previous Working Place:

Previous position: Cadre

Date of Retirement:

Approved Retirement Unit: Economic Management Committee Xinjiao Town Haizhu District Guangzhou (seal)



# 机构代码证

**Certificate of Organization Code of**

**The People's Republic of China**

**Code:** ××××××××-×

|||||

**Name of organization:** ××××××× Co., Ltd.

**Type of organization:** Enterprise legal person (Legal representative: ××××)

**Address:** ××, ×× Street, ×× Town, ××× County, ×× City, ×××××

**Effective period:** ××, ×××× - ××, ××××

**Conferred by:** Administration for Quality and Technology Supervision of ××

**Registration No.:** Zu Dai Guan ×××-×××

## Notice

1. Organization Code of the People's Republic of China is the only and permanently unchanged legal code within PRC. <Certificate of Organization Code of the People's Republic of China> is the certificate of legal code of the organization. It has an original version and a copy.
2. <Certificate of Organization Code of the People's Republic of China> can't be rent, lent, cheated, transferred, counterfeited, compiled, or illegally traded.

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3. If any changes on the registered items of <Certificate of Organization Code of the People's Republic of China>, the organization should inform registration organization and apply to revise the registration, and then replace with an updated <Certificate of Organization Code of the People's Republic of China>.
4. All organizations must abide by the relevant regulations and join the annual check by the organization that confers the certificate.
5. Upon legal cancellation or revocation, organizations should do cancelling registration with the conferment organization, and give back all the <Certificate of Organization Code of the People's Republic of China>.

Please join the annual check between Jan to Apr every year.

**The Official Stamp of General Administration of Quality Supervision, Inspection and Quarantine of the People's Republic of China**

Records of Annual Check

××××	××××	×××××	YY/MM/DD
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# 机构代码证（另一个版本）

Organization Code Certificate of

The People's Republic of China

(Duplicate)

Code: xxxxxxxx

Name of Organization: xxxxxxxxxx

Organization Type: xxxxxxxxxxxxxxxx

Address: xxxxxxxxxxxxxxxxxxxx

Expiry Date: xxxxxxxxxxxxxxxxxxxx

Issuance: xxxxxxxxxxxxxxxxxxxx

Registered Number: xxxxxxxxxxxx

**Explanation:**

1. Code of the People's Republic of China is the single and invariable legal code mark for an organization in China. "Organization Code Certificate" is the certificate of the organization's legal code, composed by an original and a duplicate.
2. "Organization Code Certificate" is not allowed to be leased, lent, used by other organizations, transferred, forged, altered or traded illegally.
3. When registered terms in "Organization Code Certificate" are to be changed, the organization should submit an application to the agency of issue.
4. Organizations are responsible to accept the annual check-ups by the agency of issue in accordance with related regulations.
5. When Organization's registration is to be nullified or canceled, it should register its cancellation at the agency of issue, and return all the organization code certificates.

National Bureau of Quality Control Inspection and Quarantine of People's Republic of China (Stamp)

**Annual Check-ups Record**

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No. XXXXXX

# 简历的中英文模板

## 简历

姓名: 赵 XX 性别: 女

出生日期: 1974 年 11 月 06 日 婚姻状况: 未婚

国籍/籍贯: 中国/北京 健康状况: 良好

联系电话: 139106XXXXX 电子邮件: zhaod@bXXter.com  
zhao06jXXe@hotmail.com

### 学习经历:

1992 – 1995 北方工业大学 大学 (外事秘书专业)

1996.3 – 1996.10 对外经贸大学成教部 中级英语口语

1997.3 - 1997.5 北京三育语言学校 英语口语 (公司培训)

1998.9 百特公司 cc-mail 培训 一周

2000.12 于新加坡进行法律培训 一周

2001.2 百特公司 Lotus Notes 培训 三天

2003. 10 百特大学 Leadership 培训 一天

2003.11 百特公司 JDE 系统培训 一周

### 工作经历:

1995.6 – 1995.9 国贸大厦展览部

负责会议联系, 协助会展进行-“中国国际服装博览会”

#### 1995.9 – 1997.4 北京吉百利食品有限公司

##### 前台秘书（1995.9-1996.5）

负责公司前台工作并担任秘书工作，负责信息传递等，工作期间的完好表现受到澳洲总部以及公司员工的好评

参与 1995 年工厂开业的筹划工作以及开业典礼

负责澳大利亚总理参观工厂的接待工作

##### 人事经理助理（1996.5-1997.4）

提升为人事经理助理及市场助理，建立前台管理制度，完善公司内部销售系统，完善人事文件管理

#### 1997.4 – 1998.5 美商三菱汽车总会

##### 办公室主任及市场销售助理

负责公司行政事宜及协助销售部与各使馆联系，并制作中英文销售合同，收集整理客户信息，制定市场计划

全面准备大连分公司的开业庆典

#### 1998.5 – 今 百特（中国）投资有限公司

##### 生物工程部市场/销售助理（1998.5 – 2000.2）

协助部门的销售及市场客户管理，制定客户扩展计划及市场策略  
同时负责部门行政，文字工作，以及客户会议，部门年会；

##### 提升为法律部助理、财务部助理、人事部助理（2000.2 – 2001.10）

负责以上部门总监的行程安排及相关行政工作，其中包括办理公司营业执照，批准证书，公司相关外籍人员签证、居留证等事宜；

负责百特合资公司的文件准备并进行相关事宜；

负责百特合资公司、投资公司、及贸易公司的合同起草，包括：销售

爱旅行 爱生活

合同、代理协议、顾问协议、投标文件等；

负责百特日常经营中的管理文件，如董事会决议、会议记录等；

协助财务总监制作每月财务报表；协助公司中国/香港区人事部内部会议

协助翻译百特商业道德手册

提升为办公室经理，会务部主管，采购负责人 (2001.10~今)

负责主持公司内部行政，公司会议，及采购事宜

2001.10 中国/香港区执行管理层年度会议

2001.11 全球百特律师年度会议

2001.12 百特(中国)投资有限公司新年晚会

2002.03 中国/香港区销售年会

2002.04 百特全球 CEO-HARRY KRAEMERT 先生随美国总统商务团访华

协助其在京期间相关事宜安排，及新闻发布会的联系工作等

2002.05 百特(中国)投资有限公司春游

2002.06 组织公司员工参加健身

2002.12 百特(中国)投资有限公司高级管理层新年晚会

2003.02 中国社会保险学会医疗保险分会首届代表大会暨社会保险论坛会

议；此次会议得到中国相关政府部门的认可，同时为公司提高了在国家政府部门的良好形象。同时政府部门为表示感谢特将感谢函送至百特公司（见后附）

2003.03 组织公司员工参加 2003 北京春季长跑活动抵抗非典

2003.08 百特(中国)投资有限公司出游

2003.09 任命为百特（中国）投资有限公司采购负责人；负责公司内部及外部采购，为全球百特 JDE 系统在北京使用编写采购标准操作程序以及对员工的相关培训等

2003.10 组织公司员工参加 2003 年三星北京国际马拉松赛（见后附证书）

2003.12 百特北方区(含东北、西北、华北及京津地区)新年晚会

以上会议均为本人全部参与筹划、组织、协调、落实等，并得到公司领导及同事们的认可及好评！

技能与爱好：中英文打字，熟悉 Word, Excel, Powerpoint、PPS 等，良好的英语听、说、读、写技能，良好的沟通技巧等；喜爱动物；喜好运动如分健身、登山、游泳、羽毛球，并参加 2002 年度及 2003 年度举办的三星北京国际马拉松赛，均在 50 分钟内完成十公里的赛段等。

爱旅行 爱生活

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## RESUME

Name: xxxxxxx Zhao Gender: Female

Date of Birth: xx.06, 1974 Status: Single

Nationality/Hukou: Chinese/Beijing Health: Excellent

Mobile Phone: 13910xxxxxx E-mail: zhaxx@baxter.com zhaoxxxxxe@hotmail.com

### Education

2003.11 Training of JDE System (one week)

2003.10 Training of Leadership (one day)

2001.2 Training of Lotus Notes (three days)

2000.12 Legal Training in Singapore (one week)

1998.9 Training of cc-mail in Baxter (one week)

1997.3 – 1997.5 Senior Spoken English at Beijing San Yu International Language School (Training)

1996.3 – 1996.10 Medium Level spoken English at Post Graduation Education School of University of International Business of Economics

1992.9 – 1995.6 North China University of Technology Majoring in Foreign trade secretarial skills

### Work Experience

1998.5 – Present Baxter (China) Investment Co. Ltd.

2001.10–Present Prompted to the Office Manager, Supervisor of Meeting Dept and Buyer of Baxter (China) Investment Company. Response for Office Administration, Meeting and Purchase for Baxter China Holding Company, such as:

2003.12 2004 New Year Party of North China of Baxter (About 220people)

2003.10 To organize staff to attend 2003 Beijing Samsung International Marathon (about 15people, please see the attached Certification)

2003.09 Response for internal and external purchase, to prepare the Standard Operation Procedures for coming JDE System of Baxter Globe



爱旅行 爱生活

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2003.08 Family outing of Baxter Holding Company

2003.03 To organize staff to attend 2003 Beijing Spring Marathon (about 30people) to against SARS

2003.02 The 1st Meeting of the Representatives from the Medicare Branch of the Chinese Security Association and the Forum of Social Security

During this meeting, Chinese Government recognized Baxter's outstanding supports and Baxter also improved the relationship with the Chinese Security Association, as well the Chinese Security Association sent an appreciation letter to Baxter and gave the special thanks to the people who supported this meeting (including me, please see the attached appreciation letter)

2003.01 2003 New Year Party of Baxter Holding Company

2002.12 2003 New Year Party of Baxter China Senior Management Team

2002.05 Spring out of Baxter Holding Company

2002.04 CEO - Mr. Harry Kramer of Global Baxter visited Beijing with Business Group of U.S.A President

2002.03 Annual Sales Meeting of Baxter China/HK in Malaysia (about 350people)

2001.12 2002 New Year Party of Baxter Holding Company

2001.11 Annual Corporate Council Meeting of Baxter Globe in Shanghai

2001.10 Annual Executive Management Team Meeting of Baxter China/HK in Tingdao

Above mentioned meeting and activities, I have fully involved from beginning to end, and got Baxter's acknowledge.

2000.1 – 2001.10 Prompted to the assistant to Corporate Counsel, HR Director, Fin. Director.

(Itinerary of Directors arrangements, administrative work, process Company Approval Certification and Business License, etc.)

To prepare the documents for Baxter JV and Handle the relevant proceeding;

To scrutinize the contracts of the JV, trading Co., and Holding Co., including the sales contract, Distribution Agreement, Consultant Agreement, Tender Documents, etc.

To prepare the legal documents for the corporate management (such as: board resolutions, minutes, etc.)

To support Finance Director to make Finance Report each month

To coordinate internal meeting of the HR Department each month

To translate the Baxter Business Practice Manual into Chinese

1998.5–2000.1 Marketing/Sales Assistant to Biotech Dept. Response for Dept. Administration, such as: Collecting Customer's information, Making Market Strategy, Organizing the Meeting for Customers. Tickets Booking, Hotel Reservation, Meeting arrangements (such as customer meeting and Plasma Forum), documents filing, etc.

1997.5–1998.5 MITSUBISHI AUTO CLUB Sales and Marketing Assistant and Admi. Manager

To fully prepare the Opening Ceremony of sub-company in Dalian

1995.9–1997.4 Cadbury (Beijing) Food Co.Ltd

Receptionist (1995.9-1996.5) at Cadbury Beijing and various secretarial responsibilities as well. Learned to perform my job in an efficient and skillful way, with conscientious and thorough latitudes. Good Performance acknowledged by the Australian general manager, all local and the head office in Australia.

To work out the plan on Cadbury Manufactory's opening ceremony

To be required as key receptionist when Australian Premier – Mr. John Howard visited Manufactory.

Promoted to the Human Resource Dept. as HR assistant (1996.5-1997.4). Developed rule and procedures for front desk, improved the HR accounting system for internal chocolate sales, and improved the personnel file management system.

1995.6-1995.9 Responsible for etiquette and public relations in a seniors of exhibitions at China World Center.

To coordinate and support the meeting- 1995 China International Garments Forum

Skills:

Good Chinese & English typing skills, skillful at Word, Excel, Powerpoint, etc. Good command English. Good communication and negotiation skills. Hobbies: to go to fitness center, climbing mountain, swimming, badminton, ect. Attended Y2002 and Y2003 Beijing Samsung International Marathon and finished 10km in 45 minutes.

## 探亲邀请信的英文模板

Invitation Letter

Dec 30 2005

Visa Section

US General Consulate

Beijing, P.R.China

Dear Sir or Madam:

My name is Zhang \*\*\*(Passport No: G00132117), my daughter and I came to USA to accompany my husband Shi Guohua in July 2002 with H-4 Visa. My husband Shi Guohua came to work in USA employed by Mariso USA Inc since January 2002. and his employee agreement with Mariso USA is for the period from Jan 2002 to Jan 2008. in addition he filed the income at US\$82,680.00 in year 2004

We have lived in USA for more than 3 years so my father Zhang Guangrong (Passport No: G15284411) and my mother Zhang Xiufang (Passport No: G15284412) miss us very much and we miss them in the same way. So I wrote this letter to invite them to USA.

We wish to invite them to visit us and stay with us for 3 months, celebrate Spring Festival and see other attractions in the USA. And after that period they will go back to China to visit my brother and other relatives. Recently we live in a single house with four bedrooms, which will be more than sufficient for my parents in law and us to live in. We will furnish a room and board to them, plus US\$4,000.00 extra during their stay with us in USA.

I hope they can come to join us as soon as possible.

Thank you in advance for your consideration of my request.

Best regards

XXXX

## 准假证明英文文件

Date 10th March 2003

Certificate

To whom it May Concern

Mr. Wang Yan has been working as the assistant of director at Hebei Tianshun Real Estate Developing Co., Ltd. from 2001. This is to certify that Mr. Zhang Yan Annual Income including monthly salary, year-end bonus and after deduction of personal income tax is 45000RMB. His request for a temporary leave from his position between April 2003 to Sep. 2003 has been approved. Mr. Zhang Yan shall further his language studies abroad and would return to our company.

Approved by:

Hebei Tianshun Real Estate Developing Co., Ltd.

## 公司派遣函

Certificate

This is to certify that Ms. Lixx, has been working in SK Lubricants (Tianjin) Co., Ltd. since Sep/2004, she is working as technical manager (TITLE), her annual income is around 90000RMB.

The company has decided to send Ms. Li xx to go to US for 3 days professional training program, the training program is about the product segments, including the new technology of engine oils, the introduction of new specialty products, the technology of low SAPS PCDO and various other subjects. After her finish the training program, she will come back to the company and continue her job in SK Lubricants (Tianjin) Co., Ltd.

All the Living expenses, air flight tickets will be paid by SK Lubricants (Tianjin) Co., Ltd.

Please contact me for free if you have any other questions.

Liang YiHua

H.R.Department

SK Lubricants (Tianjin) Co., Ltd.

Tel:

Fax:

## 申请表的翻译版本及填法模板

1 姓 2 曾用姓 3 名 4 出生日期（年月日） 5 身份证号码（可选） 6 出生地和国家 \*\*.China

7 国籍 PRC 8 出生国籍 \ 9 性别 Male 10 婚姻状况 single 11 父亲名 12 母亲名

13 护照类型 选 National passport 14 护照号码

15 护照签发机关（英文）照护照上抄就可以

16 护照签发日期 17 护照有效期至 18 如为侨居，是否被允许回国 不用填

-----第一页 over 右边的都是使馆填的，千万别写

19 目前职业 20 雇主 单位地址和电话号码

21 主要目的地 Finland (这是我的例子哈) 22 签证类型 short stay 23 签证 individual

24 需要的入境次数 single entry 25 停留时间（申请签证有效期） 30 days

26 所有的其它签证（在过去三年内）和有效期

27 如为过境 transit 签证，是否有最终目的国的入境许可（不用填）

28 之前在其它申根国家的停留 可以把去其他国家的写上

29 旅行目的 visit to family or friends 其它不用看了

30 到达时间（按机票写，最好是 机票到达日前后）

31 离开日期 也是按机票写 32 首个入境国 Finland

33 交通方式 airplane

-----第二页 over!

34 在申根国的接待方/公司的名称 xx 电话 3584 \*\*\*\*\*

地址（路—门牌—房间号 邮编 街区 城市）

电子邮箱 xxx@xxx.fi

35 谁负责这次旅行的费用 Myself

36 旅行中的支付方式 cash, credit card, Accommodation, Travel and/or health insurance 都选

37—42 是给已婚的写的，应该不用填，可以问问签证工作人员

43 所依附的 EU 或 EEA 公民个人数据 只给欧盟公民的家属填的，不要填~

-----第三页 over

44 就是保证之类的 写 Yes 就好了（好像是这样，不确定，问一下吧）

45 申请人的住址，就是你家的英文名啦~

爱旅行 爱生活

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46 电话号码 记住要加 8610 47 地址和 日期 （好像是填芬兰驻北京大使馆）

47 签名 中英文的 中文的要跟护照上面的签名一致 英文的要大写字母

爱旅行网 | AILVXING.COM

# 企业营业执照

## BUSINESS LICENSE OF THE ENTERPRISE JURIDICAL PERSON

(DUPLICATE) License No: XXXXXXXXXXXXXXXX

Corporate logo: XXXXXXXXXXXXXXXX

Register Number: XXXXXXXX

The Enterprise Name:

Address:

Legal Representative:

Register Capital: CNY XX XXXXX YUAN

Real Capital: CNY XXXXXXX YUAN

Enterprise Type: Limited liability company (China joint venture)

Scope of Business: Communications equipment, fitness equipment, household miscellaneous goods, household appliances, iron-monger, computer hardware, cosmetics (with permission of an operating permit)

Date of Set-up:

Business Term:

The term of validity:

Organization Code: XXXXXXXX

Stamps:

- Shanghai City Industry and Commerce Administration Bureau, Zha Bei branch  
Enterprise annual inspection special-purpose chapter  
The year 2005  
Inspected  
(08)
- (here is the stamp to our company)

Issued By: Shang Hai City Industry and Commerce Administration Bureau, XXX branch (seal) Date: XXXXXXXX



# 企业营业执照 – 另一个版本

Business License of the Enterprise

(Duplicate) (1-1)

Registered Number: xxxxxxxx

The Enterprise Name: xxxxxxxxxxxx

Address: xxxxxxxxxxxxxxxx

Enterprise Type: xxxxxxxxxxxxxxxx

Person in Charge: xxxxxxxxxxxx

Scoop of Management: xxxxxxxxxxxxxxxx

Head Office: xxxxxxxxxxxxxxxx

Term of operation: xxxxxxxxxxxxxxxx

Establishing Date: xxxxxxxxxxxxxxxx

**Explanation:**

1. "Business License" for an enterprise is the certificate of its legal operations.
2. "Business License" has two copies: an original and a duplicate which have the equal legal effect.
3. The Original "Business License" should be placed visibly in the company's business site.
4. "Business License" is prohibited to be forged, altered, leased, lent or transferred.
5. The enterprise shall apply an alternation registration to the agency for any changes of the registered items.
6. The registration authority shall proceed an annual inspection on the enterprise from every 1<sup>st</sup> of March to every 30<sup>th</sup> of June.
7. "Business License" shall become invalid automatically when invalidated by the registration authority.
8. The enterprise should return the original and duplicate copies of the Business License when canceling the registration.
9. If the Business License is lost or ruined, a statement of cancellation should be made on a pointed press and apply for another one.

**Annual Inspection Records**

xxx	xxx	xxx	
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**Registration Institution:** Beijing Administration for Industry and Commerce

**Date:** xxxxxxxxxx

## Income/leave Certification

To whom it may concern,

We certify that Ms. xxxxx, Passport No.xxxxxx, ID No. xxxxxxxxxxxx, has been employed by company xxxxxxxxxxxx, as a Sales and Marketing Manager since xxxxxx till now, xxxx2008. We also certify that her current monthly salary is RMBxxxx. Her request for a temporary leave from her position from xxxxx2008 to xxxxxx2008 has been approved by the company. We guarantee that she will return to China/our company before the expiration of her authorized visa.

This letter has been issued to assist Ms. xxxxx with her application for a tourist visa.  
If you have any requests,please call up to:xxx--xxxxxxx

Yours sincerely,  
ShangHai xxxxxxxxxxx International Co. Ltd

Sign by: xxxxxx General Manager

Dated: xxxxxxxx

# 北京的行驶证翻译件

## VEHICLE LICENSE OF THE PEOPLE'S REPUBLIC OF CHINA

Plate No. Jing XXX

Vehicle Type Saloon can

Owner XXXXXXXXXX

Address Apt.xxx, West Unit, Bldg.xx, No.xx Road, xxx District, Beijing

Model XXXXXXXXXXXX Use Character Non-operating

Engine No. XXXXXXX

VIN XXXXXXXXXXXXXX

Register Date XXXXXXXXXX

Issue Date XXXXXXXXXX

Issued by: Beijing Traffic Management Bureau (Seal)

## Vehicle License of People's Republic of China (Secondary)

Plate No. Jing Xxxxxx

Vehicle Type Saloon can

Total Weight: xxxxkg

Curb Weight xxxxkg

Rated Passenger Capacity: 5 persons

Outside Dimension: xxxx\*xxxx\*xxxxmm

## 事业单位法人证 翻译样本

People's Republic of China Certificate of Public Institution with Legal Person Status (Duplicate)

Shizheng No.xxxxxxx

Administration for Public Institutions Registration of China

Valid period:xxxxxxx

Name of Institutions: xxxxxxxxxxxxxxxxx

Aim and business scope: xxxxxxxxxxxxxxxxxxxxx

Address: xxxxxxxxxxxxxxxxxxxxx

Legal representative: xxxxxxxx

Funding source: xxxxxxxxxxxxxxxxx

Initial fund: ¥xxxxxxx

Managed by: xxxxxxxxxxxxxxxxx

Registration authorities: Administration for Public Institutions Registration of China (seal)

Mark of annual report

## 独生子女光荣证（法语）

Situ atio n des pare nts de l'enf ant uniq ue	Nom du père 父亲姓名	Date de naissance 出生年月	Nom 姓名	Sexe 性别
	Nation 民族	Professio n 职业	Situatio n de l'enfant	
	Lieu de travail 工作单位		Nation 民族	Date de naissance
	Adresse 地址			
	Les moyens de contracep tions 节育 / 避 孕手段			
	Nom de la mère 母亲姓名	Date de naissance		
				PHOTO (一家三口的合照)

<b>Nation</b> 民族	<b>Profession</b> 职业		
<b>Lieu de travail</b> 工作单位		<b>Lieu d'émission</b>	<b>Le bureau de</b> (这填街道名) <b>du</b> <b>gouvernement</b> <b>de</b> (这填城市名) <b>(sceau spécial</b> <b>pour le</b> <b>Planning</b> <b>familial</b> 计划生育专用章) <b>Délivré :</b> 填签发的时间 <b>(réimprimé</b> 补发)
<b>Adresse</b> 地址			
<b>Les moyens de contraceptions</b>		<b>No.</b> (证书号, 我那个上面没号就没填)	

节育/避  
孕手段

爱旅行网 / AILVXING.COM



## 房产证 + 土地证（法语版）

房屋所有权证 TITRE DE PROPRIETE IMMOBILIERE TITRE DE PROPRIETE DE （城市名）

NUMERO: 号码

Lieu d'émission （SCEAU）发证机关: le bureau du logement de （城市）

Propriétaire （房屋所有权人）:

Adresse de la propriété （房屋坐落）:就是地址

Nature des actifs (产别) : résidence privée （私人住宅）

Etat de la maison （房屋状况）:

Numéro de la maison （房号）

Architecture/ structure （结构） béton armé （钢混）

Etage 楼层（如2/7，就是7层楼房的2楼）

Superficie bâtie(建筑面积) m<sup>2</sup> Usage （用途） résidence （住宅）

Lieu d'émission (sceau)签发单位/发证机关: le bureau municipal du registre des logements de （城市名）（XX市房产登记发证中心）

Date d'émission : 发证日期

国有土地使用证 TITRE D'UTILISATION DU TERRAIN D'ETAT

NUMERO: 编号

Utilisateur du terrain 土地使用者 :

Site : 地址

Numéro du terrain : 土地号

Numéro du plan : 宗地图的号

Type du terrain (usage) (地号) : résidence (住宅)

Type du droit d'utilisation(使用权类型) : cession (出让)

Date d'expiration (终止日期) :

Superficie du droit de propriété (使用权面积) : m<sup>2</sup>

zone privé (独用面积) : m<sup>2</sup> zone collectivité (分摊面积) : m<sup>2</sup>

Lieu d'émission : Le gouvernement populaire de la municipalité de (城市名) (sceau 这个是盖章的意思) (XX 市人民政府)

Le Bureau des Ressources territoriales de 城市名(sceau) (XX 市国土资源局)

Le Ministère des Ressources territoriales de la République populaire de Chine (sceau) (中华人民共和国国土资源部 土地证书管理专用章)

numéro : 另一个号

## 银行余额证明

CERTIFICATE OF BALANCE OF ONE FOR ALL CARD OF CHINA MERCHANT BANK

No. of Client:

Date:2009/xx/xx

Name: XXXX

Time:

## Current Accounting

A/C No.	Currency	Kind	Balance	Status
11	RMB	Current Accounting	xxxxx	Activity

## Fixed Time Accounting

Serial No.	Currency	Kind	Value Date	Balance	Status
0001	RMB	Fixed Time and Current Accounting	20090808	xxxxx	Activity

China Merchant Bank Beijing Chaoyangmen Branch (seal)

## 房屋所有权证书

# The People's Republic of China Ownership Card of the Building

Supervised by Ministry of Construction of the People's Republic of China

Registration Code : 11001

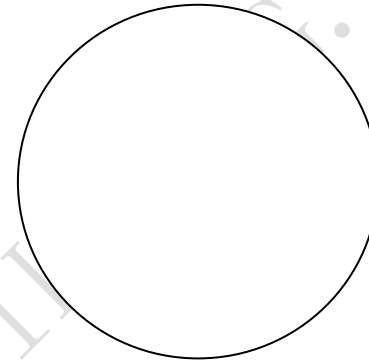
Ownership Card No. 00XXX

It is issued and certificated in order to safeguard the owner's rights and benefits according to Constitution of the People's Republic of China and City Estate Management Law of the People's Republic of China. Hereby Certificate.

Issued by: The Bureau of Beijing Building and Land Administration (Seal)

Owner		XXXXX					
Location		XXXXXXXXXXXXXXXXXXXX					
Land Mark		XXXXXXXXXX			Classification	Private property	
Status of Building	Building Number	Room Number	Structure	Total Floor	Floor	Construction Area (sq.m.)	Purpose of Building
	X	X	Brick and Cement	Six	Six	XXX	Residence
	Total					XXX	
Share Person Name			Share Certificate Number from _____ to _____				
Summary of Land Usage							
Land Number		Workable area (sq.m.)					
Right Type		Useful-life	Y M D to		Y M D		
Summary of Other Right							
Obligee	Type	Range	Value (YUAN)	Set Date	Limit Period	Logout Date	

NOTE



Issued by (seal): The Bureau of Haidian  
Building and Land Administration  
Issued Date: 8 March 2009

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# Register Form of Beijing Real Estate

Page 2 of 2

Area Unit: Square Meter

on		XXXX District				Classification		Private		Land Mark		XXXXX	
r Name		XXXXX		Purpose of Building		Residence		Land Area (sq.m.)		Base area			
low Area (sq.m.)				Building Area (sq.m.)				XXX		Bungalow and Building Area (sq.m.)			
ng er	Total Floor	Room Number	Structure	Built Time	Rooms	Construction Area (sq.m.)			Base Area (sq.m.)	Workable Area	Remark		
						Valid	Temp	Invalid					
	XX	XXX	Brick and Cement	XX	X	XXX				XXX			
tal													
					X	XXX				XXX			

There are      rooms      construction sq.m.      shared with neighbor not include in above area.

Fill in by:

Auditing by: (seal)



**AUTHORISATION LETTER**

**委 托 书**

I, \_\_\_\_\_(Name), Passport/Identity Card  
本 人, ( 姓 名) 护 照/ 身 份 证 号 码

\_\_\_\_\_, hereby authorised \_\_\_\_\_, holder of  
兹 委 托 ( 姓 名)

Passport/Identity Card number \_\_\_\_\_, to  
submit/collect  
护 照/身 份 证 号 码 代 表 我 递 交/ 领 取

my visa application  
我 的 签 证 申 请。

on my behalf.

\_\_\_\_\_  
Signature of Applicant  
申 请 人 签 名  
期

\_\_\_\_\_  
Date  
日

**英文担保函**

Certification

To: France Embassy in China\_

From:

Add:

TEL: 0086- (区号) -

FAX: 0086- (区号) -

爱旅行 爱生活

Dear Sir or Madam:

The following person will be travel in France from (出发日期) to (归来日期) to take a holiday. All expenses of his journey and stay in France and his medical will be borne by himself.

Name	Date of Birth	Passport Number	Position	Salary(RMB)/Mo

And the schedule in Frankfurt will be as follows

(出发日期) Leave China to France

(归来日期) Back to China

Please kindly grant him the necessary visas.

Thanks

(公司英文名称) (负责人签字) (负责人职位)

## 工资表

(公司名字) Payroll

年-月

Name	Wage	Wage assessment	Meal supplement	Transport subsidy	Post Allowance	Seniority	Overtime	Medical deductions	Excluding pensions

年-月

Name	Wage	Wage assessment	Meal supplement	Transport subsidy	Post Allowance	Seniority	Overtime	Medical deductions	Excluding pensions

爱旅行 爱生活

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年-月

Name	Wage	Wage assessment	Meal supplement	Transport subsidy	Post Allowance	Seniority	Overtime	Medical deductions	Excluding pensions

## 学生在籍及放假证明

上海法国签证申请中心:

兹证明 xx 同学是我校四年级 (3) 班学生, 我校放假时间是 2010 年 6 月 26 日至 2010 年 8 月 31 日。我校知道该学生在 2010 年 6 月 26 日至 7 月 18 日将跟随其母亲前往法国探望其父亲, 其赴法生活期间的费用将由其父母承担。如期回国后, xx 将返回我校继续学习。

此致

学校负责人签名:

电话:

xx 市 xxxx 小学

地址:

年 月 日

Statement of Certification

France Visa Application Centre

To whom it may concern

Dear Sir or Madam:

We hereby confirm that xxxxx is an four-grade student of xxxx xxxx Primary School. Our school

爱旅行 爱生活

has vocation from 26th June 2010 to 31th August 2010. We know that xxxxxx will take a travel to France with her mother to visit her father from 26th June 2010 to 18th July 2010 for 23 days. All the costs of this trip will be borne by her parents. She will continue studying in our school upon her returning to China on schedule.

If any questions, please do not hesitate to contact xxxxx, the Vice-President at +86 (xx) xxxxxxxx

Sincerely,

Vice-president:

xxxxxxxxxxxxPrimary School

Add:

Date:

## 父母资金担保书

Letter of Financial Support

This is to certify that we, XX, father of XX, XX, mother of XX, have sufficient financial resources to independently defray all expenses during her trip in (国家) and other countries of Schengen area.

Address: XX

Home Tel.: XX

Mobile phone No. of Father: XX

Mobile phone No. of Mother: XX

Signature by Father:

Signature by Mother:

Date: