



Youly Investment Consulting (Shanghai) Co., Ltd.

优立投资咨询（上海）有限公司

**优行优为 立信立本
您值得信赖的中国投资顾问**

Your Trusted China Investment Advisor

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我们的客户 Our Clients



伙伴与服务区域 Partners & Service Area

我们的核心服务

Our Key Services



企业注册登记

Enterprise Registration

员工是我们最重要的资源。优立拥有高效率、高自律及高质素的十年以上外商投资领域经验的专业团队，为客户提供全方位的登记咨询和代理服务：

Our most important resources are our people. Owe to accomplished, highly motivated and top-quality staffs who also have more than ten years' experiences, YOULY offers a broad range of consulting and agent services:

企业注册登记

Enterprise Registration

投资前期咨询

Pre-investment Consulting Service

外商直接投资领域的政策和
实务操作咨询
Consulting services in FDI
policies and administrative
practices

选址咨询，推荐开发区、
办公室、虚拟注册地址
Advisory service in
investment location and
recommendation of
development zone, office,
virtual registered address

安排与项目主管部门和招商
单位的会议
Arrangement of meeting with
competent governmental
departments and investment
promotion units

企业注册登记

Enterprise Registration

投资项目实施

Investment Project Implementation

外资企业、内资企业、内外资合伙企业、内外资分支机构、驻华代表机构的设立

Formation of foreign invested enterprise, domestic enterprise, foreign invested or domestic partnership, foreign invested or domestic branches and representative office in China

外资企业、内资企业、内外资合伙企业、内外资分支机构、驻华代表机构的各项变更登记，包括但不限于扩大经营范围、迁址、转股、增资、注销等等。

Alteration of foreign invested enterprise, domestic enterprise, foreign invested or domestic partnership, foreign invested or domestic branches and representative office in China, including but not limited to business scope expansion, relocation, equity transfer, registered capital increase, deregistration etc.

行业资质申请，例如食品经营许可证、酒类经营许可证、人力资源服务许可证、公共场所卫生许可证、危险化学品经营许可证等等。

Industry qualification application, for example, food operation license, alcohol operation license, HR service license, public places sanitary license, dangerous chemicals operation license, and so on.

其他项目，如外债登记、境内机构境外投资备案、合并分立、外国人就业居留许可等等

Other project, for example, foreign loan registration, registration of offshore direct investment by domestic institution, mergers and acquisition and split, foreigners' working and residence permit.



财税和人事服务

Financial & Tax & HR Service

优立拥有专业的财税顾问和会计师团队，熟悉中国的相关财税法律法规以及税务机关的运作流程。不管是刚进入中国还是经验丰富的投资者，相信我们都可以为你提供满意的服务。

YOULY has professional financial and tax advisors who are familiar with Tax Authority operation and related PRC financial and tax rules and regulations. Whether you are new to China or a seasoned China investor, you can be sure to receive our professional services.

财税和人事服务

Financial & Tax & HR Service

财务服务

Financial service

财务会计软件的初始建立服务
Financial software initial set-up

代理记账及相关账务咨询服务
Bookkeeping agency and relevant accounting
advisory services

中国法定财务报表编制服务
Preparation of monthly financial statements in
accordance with Chinese GAAP

依据境外会计准则编制报表服务
Preparation of financial statements in accordance
with international financial standards

编制财务分析和检查报告
Preparation of financial analysis and controlling
report

财务预算管理
Financial budget management

出纳服务
Cashier service

财税和人事服务

Financial & Tax & HR Service

税务服务

Tax service

税务初始信息采集、税种核定、一般纳税人
资质申请
Tax initial information collection, tax categories
application, general taxpayer qualification application

月度税务申报服务
Monthly tax filling

代理各种发票领购手续
Purchase of various types of invoices

流转税及其附加税的核算
Calculation of turnover taxes and additional taxes

年终所得税汇算清缴报告
Annual report of final settlement of income tax

年度联合年检服务
Annual combined inspections

代办缴纳税款、滞纳金和补税，申请减免税、延期缴
税、出口退（免）税，代购印花税票
Management of payment of taxes, fines, supplemental
payments; Application for tax exemptions, deferrals
of tax payment, tax exemptions or incentives for exports;
Payment of stamp duties.

代表处外籍员工薪资核定和个人所得税税务登记，
外籍员工个人所得税税表制作及申报
Application for salary definition and individual income
tax registration for foreign employees of representative
offices; Preparation of individual income tax table and
individual income tax declaration.

清算及其他税务咨询
Liquidation and other tax consulting

财税和人事服务

Financial & Tax & HR Service

人事服务 HR service

员工入职、离职的招退工手续

Employee check-in and check-out procedure

员工工资核算（包括加班、病假、事假、
年假、个税、年终奖的核算）

Employee salary calculation (including calculation of
overtime and sick pay, personal leave, accrued
vacation, individual tax, year-end bonus)

办理社保登记和社保账户开立

Social security registration and social security
account set-up

办理住房公积金账户开立

Housing reserve account set-up

其他人事咨询服务

Other hr consulting services



合同管理与法律服务

Contract Management & Legal Service

我们的法律专业人员具有十年以上欧美律所和跨国公司的工作经验，能向您提供合同管理、企业治理、劳动管理等方面的专业咨询意见，确保您在华的生产经营符合中国法律法规，并有效防范和降低交易过程中的各项风险。

Our legal professionals with more than ten years' experience at European & American Law Firms & MNCs help ensure your operations in China in compliance with Chinese laws & regulations as well as avoid & mitigate various risks in transactions, by providing professional advices in contract management, corporate governance, labor management and other fields.

合同管理与法律服务

Contract Management & Legal Service

合同管理 Contract Management

商事合同的起草/审查，如一般交易条款、采购合同、销售合同、服务合同、租赁合同、保密协议等
Drafting / reviewing commercial contracts,
e.g. GTC, purchase contract, sales
contract, service contract, lease
contract, NDA

应客户要求，对公司重大交易提供咨询意见
Advising to business transactions of major importance
upon clients' request

公司治理 Corporate Governance

公司文件的起草/审查，如公司章程、经营管理规程、行为准则、规章制度、授权书等
Drafting / reviewing corporate documents, e.g. AoA, rules of
procedure for operation & management, code of conduct,
internal regulations, PoA

股东或董事会决议的起草/审查，如内部机构设置、管理层任免、利润分配决议等
Drafting / reviewing shareholder's or BoD's resolution, e.g.
for set-up of internal organizations, appointment or dismissal
of management, profit distribution

合同管理与法律服务

Contract Management & Legal Service

劳动管理 Labor Management

劳动法律文件的起草/审查，如劳动合同、员工手册、规章制度等

Drafting / reviewing labor documents, e.g. labor contract, employee handbook, internal regulations

对劳动合同的解除与劳动争议的处理提供咨询意见

Advising to termination of labor contract & labor dispute resolution

其他法律服务 Other Legal Services

诉讼/仲裁的准备与支持，如诉讼律师的推荐、协作与监督
Preparation and support to litigation / arbitration, e.g. recommendation, coordination and supervision of external attorneys

应客户要求，对公司其他法律事项提供咨询意见

Advising to other legal issues upon clients' request

其他服务 Other Services

此外，优立还为客户提供以下服务（必要时与外部专业伙伴共同实施）：

In addition, YOULY is honored to provide the following services (when necessary jointly with external professional partners):



中国法定财务报表审计
Annual financial statements audit
according to Chinese GAAP



其它专项审计
Special audit



企业信用征信服务
Enterprise credit investigation



文件翻译
Document translation



验资
Capital verification



内部审计及风险控制
Internal audit & risk management



市场调研
Market research



自媒体的创建与运维
Sign-up & maintenance of We Media

我们的客户

Our Clients



我们的客户

Our Clients

优立服务过的客户累计达3000多家，不乏世界500强公司，也有新兴企业，涵盖各种行业。部分著名客户名单（排名不分先后）：

YOULY have served clients accumulated 3,000 in various industries, including both World Fortune 500 companies and emerging enterprises. Part of famous clients (no particular order) :

我们的客户

Our Clients

制造业：
Manufacturing Industry:

 SIEMENS

 CATERPILLAR®

 BOSCH

 ThyssenKrupp

 Johnson & Johnson
MEDICAL COMPANIES

 AIR LIQUIDE

 ECOVACS
科沃斯机器人

 MERSEN

 zoetis

 NIO

 Abbott

 Diversey™

批发零售业：
Wholesale and Retail
Industry:

 Carrefour

 GAP

 亿滋
Mondelēz
International

 ESTÉE
LAUDER
COMPANIES



我们的客户

Our Clients

软件和信息技术服务业：
Software and Information
Technology Industry:



金融业：
Finance Industry:



BLACKROCK®
贝莱德



房地产业：
Real Estate Industry:



我们的客户

Our Clients

住宿餐饮业：
Accommodation and
Catering Industry:

COSTA
FOR COFFEE LOVERS

THE PENINSULA
HOTELS



文化、体育和娱乐业：
Culture, Sports and
Entertainment Industry:



SMG

其他：
Others:



NEWEASE



伙伴与服务区域

Partners & Service Area



伙伴与服务区域 Partners & Service Area

我们的合作律所 Law Firm As Partner

优立是众多知名律师事务所长期的合作伙伴，例如（排名不分先后）：
YOULY as an agency has long-term cooperation with numbers of famous law firms,
for example (no particular order):



方達律師事務所
FANGDA PARTNERS

KING & WOOD
MALLESONS
金杜律師事務所





The best customer is a satisfied customer !

满意的客户就是最好的客户！

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