

Guide to Transaction of Services On Consular Vehicles and Related Credentials By Foreign Consular Missions in China

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Office of Foreign Missions
Ministry of Foreign Affairs, P.R.China

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**Note on the Consular Vehicles Management
with reference to the *Provisions on Diplomatic
Vehicles Management* and the Change of
Consular Vehicle License Plates**

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All Foreign Consular Missions in China,

The Ministry of Foreign Affairs of the People's Republic of China presents its compliment to All Foreign Consular Missions in China, and with reference to the management of consular vehicles, has the honour to kindly inform the latter of the following:

For the purpose of facilitating the performance of functions of foreign consular missions in China and their staff members as well as regulating the management of consular vehicles, the Ministry of Foreign Affairs of the People's Republic of China, in cooperation with the Chinese Ministry of Public Security, Ministry of Environmental Protection, Ministry of Transport, General Administration of Customs, State Administration of Taxation and the China Insurance Regulatory Commission, will implement measures to manage consular vehicles with reference to the *Provisions*

on Diplomatic Vehicles Management [Wai Fa (2017) No. 2], as of March 20, 2018, and change the consular vehicle license plates as of the same day.

I. Explanation to the management of consular vehicles with reference to the *Provisions on Diplomatic Vehicles Management*

i. The *Provisions on Diplomatic Vehicles Management*, excluding Article 12 (1) and Article 14 (1), applies to all requirements on the management of consular vehicles.

ii. Foreign consular officers, as well as administrative/technical staff performing their duties, shall be imposed with a fine in accordance with laws, when confirmed to be not qualified to drive motor vehicles. The drivers of consular vehicles will then be replaced by other qualified consular vehicle drivers. Administrative/technical staff of the consular missions who are not performing their duties shall be imposed with a fine or plus being held in custody no more than fifteen days, when confirmed to be not qualified to drive motor vehicles. The drivers of consular vehicles will then be replaced by other qualified consular vehicle drivers.

iii. Owners and drivers of consular vehicles shall abide by the laws and regulations of China. Competent authorities of China safeguard the relevant consular privileges and immunities of consular missions, consular officers, administrative/technical staff and their consular vehicles in accordance with the laws.

1. Consular officers, administrative/technical staff enjoy the privileges and immunities as stipulated in the *Regulations of the People's Republic of China concerning Consular Privileges and Immunities*. In case that China and foreign countries conclude bilateral agreements or treaties to otherwise concerning consular privileges and immunities, such agreements or treaties shall apply.

2. Consular officers are exempted from arrest or detention, except for being arrested or detained for serious crimes due to legal procedures. Administrative/technical staff are exempted from arrest or detention only when performing their duties.

3. Consular officers, administrative/technical staff shall cooperate in the investigation and management process of traffic accidents and be present in judicial or administrative proceedings upon request, but with no obligations to testify

on matters related to the performance of his/her duties.

4. Immunities from jurisdiction enjoyed by consular officers, as well as administrative/technical staff when performing their duties do not apply to civil actions involving damages and compensations arising from accidents caused by vehicles in China.

5. Family members (including spouses) living together with consular officers, administrative/technical staff, do not enjoy appropriate consular privileges and immunities when driving and using consular vehicles.

iv. As of March 20, 2018, all consular missions are required to log on the Foreign Missions Affairs Management System (Management System) for registration or application of transaction of services on consular vehicles and related credentials. After being reviewed and approved by local foreign affairs offices of the people's governments of provinces, autonomous regions and municipalities or their authorized foreign affairs offices of the people's governments of non-capital cities (FAOs) where consular missions are located, registration or application will be submitted to the Offices of Foreign Missions of the Ministry of Foreign Affairs

(OFM) for approval. Upon approval by OFM, FAOs shall print online the Notice for Transaction of Services on Consular Vehicles and Related Credentials and then Consular Missions shall go through formalities at local traffic management departments, customs, taxation administration and other relevant departments with the above-mentioned Notice and other relevant documents (please log on the Management System “Vehicles Management/Guides” and refer to the *Guide to Transaction of Services on Consular Vehicles and Related Credentials by Foreign Consular Missions in China* for details).

II. Change of Consular Vehicle License Plates

The change of consular vehicle license plates will be implemented by the Ministry of Foreign Affairs and its authorized FAOs. FAOs will establish a special coordination mechanism with local traffic management departments and other relevant vehicle administrations to carry out the management. Consular missions are required from now on to log on the Management System “Vehicles Management/Vehicles Information” to check their vehicles registration information and traffic violation records, dispose of vehicles exceeding registration quotas, clear traffic violation fines and points, complete vehicle periodical inspections, purchase or complete vehicle insurances

(including compulsory traffic accident liability insurance and commercial third-party liability insurance with minimum coverage of one million RMB).

i. General Time

Between March 20 and May 31, 2018 (except Saturdays, Sundays and public holidays, specific time may be arranged by FAOs for Consular Missions at different cities).

ii. Procedures

After being reviewed and approved by MFA, applicants shall apply to local traffic management departments to change the consular vehicle license plates with the notice for changing consular vehicle license plates issued by FAOs, go through vehicle inspections, submit identity certificates, vehicle licenses, vehicle registration certificates, proof of vehicle compulsory traffic accident liability insurance policy and return the old plates. Consular vehicles applying for change of license plates shall maintain in validity period for motor vehicle safety technical inspection and have no traffic violation record. For qualified vehicles, traffic management departments will change and issue new consular vehicle license plates, new vehicle licenses and conformity marks of inspection, endorse the vehicle registration certificates, and withdraw the old

license plates and vehicle licenses. For disqualified vehicles, traffic management departments will handle the cases according to laws and inform FAOs. Services for the change of license plates and vehicle licenses will be charged based on national standards.

iii. Insurance

After the change of consular vehicle license plates, applicants shall inform insurance companies to update the relevant vehicle registration information within ten working days as of the date of vehicle registration for the plate change.

iv. Environmental protection

Consular vehicles applying for license plate change shall maintain in validity period for motor vehicle emission inspection. Imported vehicles out of the vehicle category on the website of the Ministry of Environmental Protection shall go through emission checks from qualified third-party testing institutes and reach in-use vehicle emission and inspection standard.

v. Taxation

After change of license plates, consular vehicles are still exempted from relevant taxes. MFA will inform the State

Administration on Taxation of the change of consular vehicle registration.

vi. ETC card

The transport departments (commissions) at the provinces, autonomous regions and municipalities where consular missions are located will coordinate relevant units to update ETC information for consular vehicles after the license plates change.

vii. Cancellation of old license plates

As from 00:00 of June 1, 2018, the old version of consular vehicle license plates will be invalid. In accordance with Article 9 of the *Provisions on Diplomatic Vehicles Management*, vehicles failing to use valid consular license plates according to regulations will not be recognized as consular vehicles. For vehicles still using the old version of consular license plates on road, traffic management departments will consider them as unlicensed vehicles and deal with them according to laws and regulations by detaining the vehicles and informing the foreign affairs offices of relevant provinces, autonomous regions or municipalities. Foreign affairs offices of relevant provinces, autonomous regions and municipalities or their authorized foreign affairs offices of the people's governments of non-capital cities where consulates are located will

then send notes to relevant consular missions and ask them to move the vehicles for license plate change, ownership transfer, export or disassembly and scrapping within a time limit.

viii. Notification of Traffic Violation

The Ministry of Public Security will forward traffic violation and accident information on consular vehicles to MFA periodically. MFA will urge consular missions to clear the records timely through FAOs.

ix. Customs Supervision

In case that vehicles applying for license plates change are suspected of being smuggled, such cases will be handled by the customs and other relevant authorities in accordance with laws.

III. Driving Permits for Consular Vehicles

As of March 20, 2018, the Chinese side will implement the driving permits system for consular vehicles and consular missions can apply driving permits for their full-time employees and other qualified personnel to drive consular vehicles. As of June 1, 2018, drivers without valid credentials for driving consular vehicles (Consular Identity Cards or Driving Permits for Consular Vehicles) are not allowed to drive consular vehicles.

IV. Filing of the Specimen of the Mission Seals and the Signatures of Authorized Persons

As of March 20, 2018, the Chinese side will implement filing system of the specimen of the mission seals and signatures of authorized persons. As of today, consular missions are required to log on the Management System to upload specimen of the mission seals and the signatures of one to three authorized persons, and submit such specimen with a Verbal Note to the FAOs for filing. In case of any changes to the mission seals or authorized persons, consular missions are required to update the specimens filed timely. Filed seals and signatures of authorized persons are valid for applications for identity certificates issuance, vehicles registration and VAT refund, etc at relevant Chinese authorities.

The Ministry of Foreign Affairs of the People's Republic of China avails itself of this opportunity to renew to All Foreign Consular Missions in China the assurances of its highest consideration.

Ministry of Foreign Affairs
of the People's Republic of China

January 29, 2018, Beijing

Provisions on Diplomatic Vehicles Management

[Wai Fa (2017) No.2, published on January 9, 2017]

Article 1 The following provisions are formulated, in accordance with the Regulations of the People's Republic of China concerning Diplomatic Privileges and Immunities, the Law of the People's Republic of China on Road Traffic Safety and other relevant laws and regulations, for the purpose of facilitating the efficient performance of the functions of foreign missions in China (hereinafter referred to as missions) and diplomats, administrative and technical staffs (hereinafter referred to as members of the missions) representing their own countries, and of strengthening and regulating the management of diplomatic vehicles.

Article 2 Diplomatic vehicles mentioned in the Provisions refer to motor vehicles examined, approved and issued with diplomatic license plates by relevant authorities to meet the work and life requirements of missions and their members in China. Such vehicles may either be imported or purchased within China. Diplomatic vehicles include vehicles for official use and vehicles for personal use.

Article 3 Missions and their members shall go through related process for diplomatic vehicles in accordance with the following formalities:

(1) Applying for import and export of diplomatic vehicles or purchase within China, registration, alteration, transfer, and deregistration of diplomatic vehicles, re-issuance or replacement of diplomatic vehicle plates, vehicle licenses and registration certificates, missions and their members shall obtain approval in advance from the Ministry of Foreign Affairs, and go through relevant procedures of relevant authorities.

(2) The registration procedures for diplomatic vehicles shall be handled at the cities where the missions are located.

(3) All missions shall file relevant documents to the Ministry of Foreign Affairs and relevant customs departments. The specimen of the mission seal and the names, positions and signatures of one to three authorizers of the mission filed to the Ministry of Foreign Affairs shall be consistent with those filed to relevant customs. Seals and signatures on all documents shall be consistent with those filed when going through the formalities for diplomatic vehicles.

(4) Missions and their members shall file relevant insurance information of diplomatic vehicles under their names to the Ministry of Foreign Affairs.

Article 4 The number and relevant technical parameters of diplomatic vehicles shall comply with the requirements of relevant authorities.

(1) The diplomatic vehicles shall follow the principle of quota control and be approved one by one.

(2) The number of vehicles for official use of the mission shall not exceed the number of diplomats of the mission.

(3) Ambassadors to China shall register up to two diplomatic vehicles for personal use under their names. Other diplomats shall register one vehicle only for personal use under their names. Each household of administrative or technical personnel may register only one vehicle for personal use under their names.

(4) For missions confirmed by the Ministry of Foreign Affairs to implement the public ownership system of vehicles, the quota of official vehicles may take up the quota of personal vehicles of the missions.

(5) Motorcycles shall be registered by missions and their members according to the regulations of the cities where the missions are located. The newly-purchased motorcycles shall take up the quota of official or personal diplomatic vehicles.

(6) The technical parameters of newly-registered diplomatic vehicles shall be subject to relevant laws, regulations and technical standards. Factors such as model, emission capacity and others shall conform with the needs of the missions and their members for the performance of official duties.

Article 5 Diplomatic vehicles shall meet relevant laws and regulations in aspects of environmental protection requirements, safety technical inspection, insurance and scrapping.

(1) Diplomatic vehicles shall meet the requirements of both national environmental protection standards for motor vehicles and the local emission standards.

(2) Diplomatic vehicles shall undergo environmental protection and safety inspection and apply for the inspection certificates for motor vehicles in accordance with regulations.

(3) Diplomatic vehicles owners shall purchase the compulsory traffic accident liability insurance for motor vehicles and commercial third party liability insurance with minimum coverage of one million RMB.

(4) Diplomatic vehicles that reach the mandatory scrapping standards for motor vehicles shall be scrapped or exported.

Article 6 Diplomatic vehicles shall be exempt from relevant taxes.

(1) Imported diplomatic vehicles of missions and diplomats as well as administrative/technical staffs who have arrived in China within six months shall be exempt from import taxes such as tariff, value-added tax and consumption tax.

(2) Diplomatic vehicles of missions and their members shall be exempt from or refunded with value-added tax and vehicle purchase tax.

(3) Diplomatic vehicles of missions and their members shall be exempt from vehicle and vessel tax when going through relevant formalities.

(4) Missions and their members may be refunded with value-added tax on fuel for diplomatic vehicles.

Article 7 The license plates of diplomatic vehicles shall comply with the following provisions:

(1) The license plates of diplomatic vehicles should adopt standard format approved and issued by the traffic management department of the public security authorities.

(2) Diplomatic vehicles shall use license plates (or the temporary plates) consistent with the registration information, and they shall not be forged, altered, lent or rented.

(3) Members of the missions shall go through the formalities concerning transfer, scrapping, deregistration, export of diplomatic vehicles or replacement of license plates, and return the diplomatic license plates at the termination of their terms in China.

Article 8 The entry and exit, transfer and deregistration of diplomatic vehicles shall be subject to the current laws and regulations.

(1) The entry of diplomatic vehicles shall comply with customs supervision regulations.

(2) Diplomatic vehicles purchased within China shall be transferred after two years since being registered as diplomatic vehicles under the owner's name. In the case of termination of the term of members of the missions, the time limit shall be at least one year.

(3) For alteration of diplomatic vehicles' ownership, tax exemption or payment formalities shall be made in accordance with regulations.

(4) Owners shall deregister their diplomatic vehicles when said vehicles exit or has reached the scrapping standards. Diplomatic vehicles that are not deregistered take up the quota of vehicles of the missions or their members.

Article 9 In any of the following circumstances, relevant vehicles shall not be acknowledged as diplomatic vehicles, but be handled in accordance with laws:

(1) Diplomatic vehicles using the previously issued diplomatic license plates after the termination of term of their owners.

(2) Diplomatic vehicles using the previously issued diplomatic license plates when their owners are no longer diplomats or administrative/technical staffs.

(3) Diplomatic vehicles transferred to persons who do not enjoy diplomatic privileges or immunities, without registration for such transfer in accordance with relevant regulations.

(4) Diplomatic vehicles leased to persons who do not enjoy diplomatic privileges or immunities.

(5) Diplomatic vehicles using the previously issued diplomatic license plates when their affiliated missions have been recalled.

(6) Diplomatic vehicles using the previously issued diplomatic license plates when the missions waive relevant diplomatic privileges and immunities for their diplomatic vehicles.

(7) Diplomatic vehicles failing to use valid diplomatic license plates according to regulations.

Article 10 Relevant competent authorities or law-enforcement officers shall inform the Ministry of Foreign Affairs if any situation is found inconsistent with the requirements on diplomatic vehicles, including terms (1), (2), (3), (4), (5)and(6) of Article 9 of the Provisions and other cases that do not comply with requirements for diplomatic vehicles. The Ministry of Foreign Affairs shall be notified and then negotiate with the related missions.

Article 11 Drivers of diplomatic vehicles shall be the members of missions, or spouses living together with them, as well as those holding the Driving Permits for Diplomatic Vehicles.

(1) Members of missions and spouses living together with them shall hold the Diplomatic Identity Card or the Administrative/Technical Identity Card when driving the diplomatic vehicles.

(2) Missions may apply for Driving Permits for Diplomatic Vehicles for relevant persons who do not enjoy privileges or immunities. The Ministry of Foreign Affairs is responsible for the approval, issuance, extension or suspension of the driving permits.

Article 12 Drivers of diplomatic vehicles shall take valid credentials with them when driving diplomatic vehicles in case of examination by law-enforcement officers. Valid credentials herein refer to any of the credentials listed in Article 11, motor vehicle licenses and driving licenses approved and issued by the traffic management department of the public security authorities.

(1) Members of missions and spouses living together with them shall be imposed with a fine in accordance with law, when confirmed to be not qualified to drive motor vehicles. The drivers of diplomatic vehicles will then be replaced by other qualified persons.

(2) Members of missions and spouses living together with them who do not take the driving license with them but are qualified to drive motor vehicles or those who do not carry vehicle licenses shall be imposed with a fine according to law.

(3) If the drivers of diplomatic vehicles fails to carry or obtain or hold effective credentials listed in Article 11, relevant authorities or law enforcement officers shall inform the situation to the Ministry of Foreign

Affairs, which will then notify related missions for further processing.

Article 13 The following provisions apply to drivers of diplomatic vehicles:

(1) Law enforcement officers have the right to impose punishment, in accordance with the road traffic safety law, on drivers of diplomatic vehicles for traffic law violation. Drivers of diplomatic vehicles shall pay the fine or accept other punishment according to regulations afterwards, and may apply for administration review or lodge administrative litigation if they have any objection to the punishment.

(2) In addition to penalties according to law, drivers of diplomatic vehicles who violate the road traffic safety law shall be subject to the demerit pointing system. Traffic management departments have the right to detain the driving licenses when the accumulated points reach specific high, and the driving license will be returned only when the drivers pass the road traffic safety law tests.

(3) Drivers of diplomatic vehicles shall cooperate with law-enforcement officers for routine alcohol and drug tests on the road.

(4) In case of traffic accidents, drivers of diplomatic vehicles shall show related credentials voluntarily, follow the instructions of law-enforcement officers on site, and cooperate in the investigation and management process. Law-enforcement officers shall mediate all parties involved upon their consent. Drivers and owners of diplomatic vehicles shall bear corresponding legal liabilities in accordance with laws, and complete the process before their departure from China in case of any casualties or property losses.

(5) The traffic management departments of the public security authority shall inform the Ministry of Foreign Affairs about the traffic law violation, accumulated demerit points and traffic accidents involving diplomatic vehicles and the drivers

Article 14 Relevant competent authorities shall protect relevant diplomatic privileges and immunities of the missions, their members and diplomatic vehicles in accordance

with laws, and facilitate matters concerning diplomatic vehicles. Owners and drivers of diplomatic vehicles shall respect the laws and regulations of China.

(1) Relevant competent authorities shall ensure that the members of missions, spouses and minor children living together with them are inviolable, and not be liable to arrest or detention. Diplomatic vehicles shall be immune from search, requisition, detention or execution.

(2) The following measures may be applied to drivers of diplomatic vehicles who enjoy the privileges and immunities in case of traffic safety law violation in accordance with laws:

a. Check on the drivers' credentials and the license plates of vehicles.

b. Investigate and inquire the drivers.

c. Impose warnings, fines, suspension or revocation of the driving licenses.

d. Detain the driving licenses of motor vehicles; assign demerit points of the drivers; stop the use of driving licenses; tow the motor vehicles; notice for the

deregistration of license plates of diplomatic vehicles.

e. Test the amount of the alcohol, controlled psychotropic drugs, as well as narcotic content of the drivers. For behavior suspected to be posing serious threat to the drivers' own safety or safety of the public, temporary restrictive measures may be carried out until the threat no longer exists.

(3) Diplomatic vehicles shall be subject to inspection and assessment, for the need of the traffic accident management.

Article 15 In case of any of the following circumstances, the Ministry of Foreign Affairs will negotiate with relevant missions and may suspend processing of applications for procedures concerning diplomatic vehicles of missions and their members, as well as fuel tax refund of all diplomatic vehicles of the missions:

(1) Failure to file alteration information of diplomatic vehicles of missions and their members with relevant competent departments within the prescribed time.

(2) Refusal to accept the penalty imposed on missions, their members or spouses living together with them for traffic law violation involving diplomatic vehicles.

(3) Failure to pay default tax for the alteration of ownership of diplomatic vehicles.

(4) Failure to complete the related procedure of diplomatic vehicles, upon the termination of term of owners of diplomatic vehicles, and the missions fail to fulfill the obligation of supervision and management.

(5) Drivers of diplomatic vehicles suspected of dangerous driving, or crimes out of traffic offense.

(6) Missions or their members suspected of being involved in illegal transfer, leasing or smuggling of diplomatic vehicles.

(7) Diplomatic vehicles under the name of the missions and their members without the compulsory traffic accident liability insurance for motor vehicles or third party liability insurance with a coverage of no less than one million RMB.

(8) More than one diplomatic vehicle under the

name of the missions and their members or such vehicles repeatedly failing to go through the regular safety inspection in accordance with regulations.

(9) Missions failing to fulfill their obligation of supervision and management effectively, in cases that unqualified drivers drive diplomatic vehicles or other serious traffic violations are committed concerning diplomatic vehicles.

(10) The number of diplomatic vehicles under missions or their members' names exceeds the quotas, as well as missions or their members failing to go through formalities concerning alteration, transfer, scrapping or exporting.

(11) Refusal for scrapping of diplomatic vehicles meeting the standard of scrapping.

(12) Owner of diplomatic vehicles refusing to scrap or export the vehicles that do not meet the standard of emission even after maintenance.

(13) Other law violations or serious influences caused by mismanagement of missions on diplomatic vehicles and their drivers.

Article 16 In case of any of the following circumstances, the Ministry of Foreign Affairs may inform missions or their members to alter, transfer, scrap, or export the diplomatic vehicles within a time limit. With notification from the Ministry of Foreign Affairs, the traffic management department of public security authority may announce the invalidity of the license plates of diplomatic vehicles for failure to complete the process until the deadline. For vehicles using the license plates of diplomatic vehicles which have been announced invalid, the traffic management department of the public security authority shall detain the vehicles, take over the license plates, and notify the owners or missions to which the vehicles are attached to tow away the vehicles and go through relevant procedures. Vehicles confirmed to be smuggled into China shall be handled by the customs in accordance with law:

(1) In any circumstances listed in Article 9 of the Provisions. For owners of diplomatic vehicles listed in (3) and (4) of Article 9 who are members of missions, no more diplomatic vehicles may be registered under his or her name during the term of office.

(2) Diplomatic vehicles reaching the standard of mandatory scrapping for motor vehicles in accordance with laws and regulations.

Article 17 Relevant competent authorities shall have the right to manage diplomatic vehicles on the basis of reciprocity.

Article 18 Vehicles of representative offices of international organizations in China, international organizations with their headquarters in China as well as consular missions in China and their members shall be managed by the Ministry of Foreign Affairs and other relevant competent authorities.

(1) The Provisions shall apply to management on motor vehicles of representative offices of international organizations in China, international organizations with their headquarters in China as well as their members, in accordance with international conventions to which China has acceded and agreements which China has concluded with the international organizations concerned.

Chinese nationals who work at the representative offices of international organizations in China, international organizations with their headquarters in

China, are not entitled to register diplomatic vehicles under their names.

(2) Consular vehicles of foreign consular missions, consular officers, administrative/technical staff shall be managed with reference to the provisions according to the Regulations of the People's Republic of China concerning Consular Privileges and Immunities and relevant bilateval agreements.

Article 19 The Provisions shall be interpreted by the Ministry of Foreign Affairs, Ministry of Public Security, General Administration of Customs and State Administration of Taxation.

Article 20 The Provisions shall enter into force on the date of promulgation and may be amended or adjusted in due time.

Guide to Applications for Driving Permits for Consular Vehicles

In order to implement the relevant requirements on the management of consular vehicles with reference to the *Provisions on Diplomatic Vehicles Management*, safeguard legal privileges and immunities of foreign consular missions, consular officers and consular vehicles in China, strengthen the management on consular vehicles and prevent abuse of privileges and immunities, the Chinese side implements the driving permits system for full-time employees and other personnel of foreign consular missions in China.

Consular Missions are required to submit applications of Driving Permits for Consular Vehicles to the FAOs, and upon approval by the OFM, Driving Permits for Consular Vehicles will be issued.

I. Issuance Scope and Validity Period of Driving Permits

i. Issuance Scope of Driving Permits for Consular Vehicles

In principle, the scope covers Chinese or foreign nationals who are employed by foreign consular missions (hereinafter

referred to as consular missions) to drive consular vehicles, as well as family members who live together with consular officers, administrative/technical staff and are not entitled to privileges and immunities.

ii. Validity Period of Driving Permits

The validity period of the driving permits that are applied for the first time or extended shall not exceed the validity period of the applicants' driving licenses, passports, Chinese IDs (or residence certificates) and employment contracts. The validity period of the driving permits that are issued to family members, shall not exceed the validity period of the householders' identity certificates. The maximum validity period of the driving permits is one year in principle.

II. Use of Driving Permits

i. The driving permits are for the holders' use only, and shall not be lent.

ii. The driving permits shall be properly kept. When driving consular vehicles, the drivers shall bear the driving permits together with the Chinese driving licenses and the vehicle licenses for check.

III. Application and Extension Procedures for Driving Permits

i. Consular missions shall apply to the FAOs for driving permits for their personnel for the first time and submit the following documents:

1. Verbal Note of the consular mission;

2. *Application Form for Driving Permits for Consular Vehicles*, signed in person, affixed with seals of the consular missions and a one-inch, smooth and bareheaded color passport photo with white background. Such Form will be generated and printed after completing relevant online application through the Management System;

3. Copy of labour dispatching or employment contract (for consular mission employees only);

4. Copy of the applicant's Chinese driving license;

5. Copy of the Chinese employee's ID (both sides). Copy of the foreign national's passport, including cover, information,

visa (except for the countries of mutual visa exemptions agreements, however copy of the entry seal page shall be provided) or resident permit pages. The holder of Residence Permit Card issued by MFA may only submit copy of his/her Residence Permit card as valid identity certificate.

ii. Consular Missions shall apply to the FAOs one month before the expiration of the driving permit for extension, and submit a copy of the original driving permit apart from the above-mentioned documents. When collecting the new driving permit, consular missions shall return the original one at the same time.

IV. Re-application for and Return of Driving Permits

i. In the event that the driving permit is lost, the holder shall immediately report to the local public security bureaus which will issue a Report of Loss accordingly, and consular missions shall inform and explain to the FAOs of the loss and provide the following documents:

- 1 . Verbal Note of the consular mission;
- 2 . Application Form for Driving Permits for Consular Vehicles, signed in person, affixed with seals of the consular missions and a one-inch, smooth and bareheaded color passport photo

with white background. Such Form will be generated and printed after completing relevant online application through the Management System;

3 . Original Report of Loss.

ii.If the driving permit is damaged and needs to be replaced, consular missions shall inform and explain to the FAOs and return the damaged driving permit with a verbal note for cancellation.

iii. Return of Driving Permits

When the holder of a driving permit is no longer the full-time employee of the consular missions or completes his/her term of duty and leaves post, the mission shall inform the FAOs within five working days and return the driving permit with a verbal note.

V. Processing Time

Provided that all documents are complete, it will take fifteen working days to complete initial application, extension and replacement of driving permits. Re-application for driving permits will take one month.

Frequently Asked Questions and Answers

I. Change of consular vehicle license plates

1. What is the specific time for the change of consular vehicle license plates?

A: The general time for consular vehicle license plates change is between March 20 and May 31, 2018 (except Saturdays, Sundays and public holidays, specific time may be arranged by local FAOs). Please consult the FAOs for details.

2. After the change of consular vehicle license plates, will the plate numbers be changed?

A: Both plate numbers and plate patterns will be changed. Diplomatic vehicles and consular vehicles of foreign diplomatic and consular missions will use a unified three-digit number as their country code. After plate change, vehicle registration certificates and vehicle licenses will be updated as well.

3. Can license plates of consular vehicles be changed if traffic violation fines and points have not been cleared?

A: License plates can be changed provided that traffic viola-

tion fines have been fully paid and traffic violation points have been cleared. If the points are 12 or more, owners of the personal consular vehicles and drivers of the official consular vehicles shall take the road traffic safety exams and traffic violation points will be cleared when they pass the exams.

4. Can license plates of consular vehicles without commercial third-party liability insurance be changed?

A: Compulsory traffic accident liability insurance for motor vehicles and commercial third-party liability insurance with minimum coverage of one million RMB shall be purchased for consular vehicles applying for the change of license plates. If such insurances requirements are not met properly, license plates of consular vehicles will not be changed.

5. Can missions or their members apply for consular license plates for new motorcycles? Can existing consular motorcycles apply for the change of new consular license plates?

A: Please consult the FAOs for further details on whether missions or their members can apply for consular license plates for new motorcycles and whether existing consular motorcycles can apply for the change of new consular plates,

and local regulations on motor vehicles management shall apply. If agreed, consular license plates of motorcycles shall take up the registration quotas of the missions or personal consular vehicles.

6. If I have more than two consular vehicles for personal use registered under my name, can all of their license plates be changed?

A: For consular mission members with two or more vehicles for personal use registered under their names, up to two vehicles may apply for the change of license plates, and the number of their vehicles shall be reduced to one by December 31, 2019 except for Consul-Generals. For vehicles other than two under their names, the change of license plates will be denied. Furthermore, before the closure of any cases involving system lock, seizure of personal vehicles with abnormal situations, he/she can not apply for the change of license plates for any personal vehicles (including those registered under his/her spouses' names).

7. If a consular vehicle is registered under my spouse's name, can its license plate be changed?

A: In accordance with the latest regulations, consular vehi-

cles can not be registered under the spouses' names. For existing vehicles registered under the spouses' names, it is unnecessary to apply for ownership alteration of registration and change of license plates is permitted provided that the total number of vehicles of the household is not more than two. Such vehicles however shall be transferred, scrapped or exported by December 31, 2019.

8. Where can vehicles be inspected before the change of license plates?

A: Through consultations, FAOs and local traffic management departments will designate vehicle inspection fields and relevant information will be communicated to consular missions. Please consult the FAOs for further details.

9. Will there be any fees for the change of license plates? Shall I pay for the license plates change if I just recently registered a consular vehicle with old license plates?

A: Traffic management departments charge 110 RMB for license plates and related credentials of each motor vehicle (including 10 RMB for each documentation and 100 RMB for each pair of license plates), and 45 RMB for those of motorcycles (including 10 RMB for each documentation and 35

RMB for each license plate). Services for license plates change of all consular vehicles shall be charged.

10. Should newly arrived mission members apply for new license plates during the plate change period?

A: During the plate change period, newly arrived mission members shall apply directly for new consular license plates for their vehicles imported or purchased in China.

11. What will happen if vehicles fail to complete the plate change process in the plate change period?

A: During the plate change period, both old and new license plates are valid. As of 00:00 June 1, 2018, vehicles still using old consular license plates shall be deemed as unlicensed vehicles and they are forbidden to run on road.

12. How shall I fill in the Application Form for Registration/Filing of Vehicle Alteration for the change of license plates, as there is no such item in the Form?

A: Please note in the section “Changed Information” of the Form such wordings as “change license plates for consular vehicles (old plate number)”.

II. Quotas Management

1. What are vehicle registration quotas and vehicle import quotas respectively and how to manage these quotas?

A: Vehicle registration quotas differ from vehicle import quotas. The former include both vehicles imported and vehicles purchased in China while the latter refers to vehicles imported and supervised by the customs only. Vehicle import quotas remain unchanged even though there are transfers between official and personal vehicle registration quotas.

2. How are consular officers and administrative/technical staff recognized?

A: Consular officers are issued Consular Identity Cards with grey color by MFA while administrative/technical staff are issued Consular Identity Cards with blue color by MFA.

3. How many consular vehicles for personal use can be registered under each household of consular officers and administrative/technical staff?

A: Vehicle registration quotas for personal use depend on the number of consular officers or administration/technical staff of each household of the consular missions. If the couple are

both consular officers or one is a consular officer and the other is an administrative/technical staff, their family can register two consular vehicles. If only one of the couple is a consular officer or an administrative/technical staff, their family can register one consular vehicle. If the couple both are administrative/technical staff, their family can register one consular vehicle.

4. What is the requirement of imported vehicles by customs?

A: The number of imported official vehicles for each mission shall not exceed the number of consular officers of the mission filed at customs. Each consular officer is allowed to import one personal vehicle per person (including the Consul-General). Each administrative/technical staff is allowed to import one personal vehicle per household and meanwhile importation shall be concluded within six months starting from the date of arrival in China, otherwise taxes will not be exempted.

5. How many official and personal consular vehicles can each Consulate-General register?

A: The number of official consular vehicles for each Consulate-General shall not exceed the number of consular officers

of the mission. Regarding personal vehicles, each Consul General can register two consular vehicles per person including one imported vehicles only. Other consular officer can register one consular vehicle per person. Each administrative/technical staff is allowed to register one personal vehicle per household.

6. How many official and personal consular vehicles can each Consulate or Consulate Representative register?

A: The number of official consular vehicles for each Consulate or Consulate Representative shall not exceed the number of consular officers of the mission. Each consular officer (including head of the Consulate or Consulate Representative) can register one consular vehicle per person. Each administrative/technical staff is allowed to register one personal vehicle per household.

7. Can consular offices set up in other cities by consular missions register consular vehicles?

A: Consular offices set up in other cities by consular missions are considered as their affiliates and are qualified to register consular vehicles. However, such offices are not qualified to apply for registering consular vehicles independently. As part

of a consular mission, the vehicle import and registration quotas of such offices are included in the missions quotas management, and their applications for importing or purchasing vehicles in China will be submitted by dispatching consular missions to FAOs.

8. Can Honorary Consulates and Honorary Consuls import or register consular vehicles?

A: Honorary consulates and honorary consuls can not import or register consular vehicles.

9. Does the imported vehicle purchased among diplomatic/consular missions take up the vehicle import quotas?

A: For imported vehicles purchased among the diplomatic/-consular missions (except those of which customs supervision has been removed), the buyer will take up one vehicle import quota and the seller will resume one vehicle import quota.

10. Our consular mission implements a public ownership system of consular vehicles (most of the vehicles are purchased by the government and registered under the name of the missions) and what if the official vehicle quotas are not sufficient?

A: Such missions shall send a verbal note to FAOs declaring the type of ownership, and FAOs will report to OFM for confirmation. When confirmed by OFM, personal vehicle quotas will be transferred to the official vehicle quotas correspondingly. After the transfer, the total quotas for official and personal vehicles remain unchanged.

11. If the consular vehicle registered during the term of offices has been transferred when reaching its transfer age limits, will it be possible to register another consular vehicle?

A: Another consular vehicle can be registered in the following situations: (1) if the consular vehicle under customs supervision has been transferred when reaching its transfer age limits, one vehicle can be purchased in China and registered as consular vehicle; (2) If the consular vehicle that is not under customs supervision has been transferred when reaching its transfer age limits, one vehicle can be imported or purchased in China and registered as consular vehicle.

12. Can I transfer my vehicle that has been used less than one year since registration as a consular vehicle?

A: For a consular vehicle under customs supervision, it can

be transferred outside the diplomatic/consular missions provided that it has been used over three years as from the date of customs clearance. In the event of the owner to be completing his/her tenure within six months, the said vehicle can be transferred outside the diplomatic/consular mission provided that it has been used over two years as from the date of customs clearance. For a consular vehicle under customs supervision to be transferred inside the diplomatic/consular missions, it has to be used over two years as from the date of customs clearance. For a consular vehicle not under customs supervision, it can be transferred provided that it has been used over two years since registration. In the event of the owner to be completing his/her tenure within six months, the said vehicle can be transferred provided that it has been used over one year since registration.

III. Traffic Violations

1. What credentials shall be taken along when driving consular vehicles?

A: When driving consular vehicles, drivers shall carry valid credentials for driving consular vehicles (including Consular

Identity Cards or Driving Permits for Consular Vehicles), as well as Driving Licenses and Vehicle Licenses.

2. How do privileges and immunities enjoyed by mission members apply to traffic violations?

A: Traffic violations involved consular mission members shall be handled in accordance with the *Law of the People's Republic of China on Road Traffic Safety* and other relevant laws and regulations, and with reference to the *Provisions on Diplomatic Vehicles Management*. Meanwhile, (1) consular officers, administrative/technical staff enjoy privileges and immunities as stipulated in the *Regulations of the People's Republic of China concerning Consular Privileges and Immunities*. In case that China and foreign countries conclude bilateral agreements or treaties to otherwise concerning consular privileges and immunities, such agreements or treaties shall apply. (2) Consular officers are not liable to arrest or detention, except for being arrested or detained for serious crimes according to legal procedures. Administrative/technical staff are not liable to arrest or detention only when performing their duties. (3) Consular officers, administrative/technical staff shall cooperate in the investigation and management process of traffic accidents and be present in judicial or administrative proceedings upon request, but with no

obligations to testify on matters related to the performance of his/her duties. (4) Immunities from jurisdiction enjoyed by consular officers, administrative/technical staff when performing their duties do not apply to civil actions involving damages and compensations arising from accidents caused by vehicles in China. (5) Family members living together with consular officers (including spouses), administrative/technical staff do not enjoy appropriate consular privileges and immunities when driving and using consular vehicles.

3. What will happen if the system reminders are not handled for long?

A: All missions shall handle the system reminders timely. Services on import of vehicles and purchase of vehicles in China will be locked and suspended when the following reminders occur: (1) reminders for insurance expiration (including compulsory traffic accident liability insurance and commercial third-party liability insurance with minimum coverage of one million RMB) reach four times (one time will be counted for one kind of insurance expiration per vehicle except the pre-reminder for insurance expiration one month in advance); (2) reminders for expiration of vehicle periodical inspection reach three times (one time will be

counted for a single failure per vehicle); (3) reminders for any traffic violation which has not been cleared over one year reach one time (one time will be counted for a single failure per vehicle, traffic violations to be handled within one year will not be counted); (4) reminders for failure to dispose of vehicles required by OFM to be deregistered by December 31, 2019 (one time will be counted for a single failure).

IV. Abnormal Vehicles Issues

1. What should be done for those personal consular vehicles abandoned by owners who have already left posts?

A: Consular missions are responsible for managing their official and personal vehicles. Before leaving their posts, vehicle owners shall complete the cancellation of registration procedures. In the event that vehicle owners have left posts, missions are responsible for contacting them or being entrusted by them to transfer, scrap or export their vehicles. If the owner of a vehicle under the customs supervision has already left his post, such vehicle can only be scrapped or exported and cannot be transferred to other owners in China. For abnormal vehicles, consular missions shall cooperate with relevant Chinese authorities to complete necessary procedures. Failure to dispose of their vehicles for a long time may

affect applications for consular vehicles by other members of the missions.

2. Some of the consular vehicles of the missions have been detained by Chinese authorities. Do they take up our missions vehicle registration quotas?

A: Vehicles detained or under investigations (under the status of “Lock and Seizure” in the Management System) will take up the missions vehicle registration quotas all the time unless such cases are concluded. Upon conclusion of the cases, vehicle registration quotas will be restored.

3. How should illegally-transferred vehicles outside the missions be disposed of?

A: Consular missions shall cooperate with Chinese law enforcement in investigation or searching for illegally-transferred vehicles outside the missions. If the said vehicles are under customs supervision, such vehicles will take up the missions vehicle import quotas all the time unless the cases are cleared.

V. System Filing

1. How do we check the process of our applications regarding vehicles?

A: Please log on the Management System and press the “Vehicle Management/Application List” to check the process.

2. After the completion of customs clearance procedures for imported vehicles, can taxation and environmental protection formalities be handled simultaneously?

A: Yes.

3. How do we check the information on traffic violations of our missions consular vehicles? What if traffic violations have not been cleared for long?

A: Please log on the Management System and press the “Vehicle Management/Reminders” or “Vehicle Management/Vehicle Information” to check reminders on traffic violations, vehicle status, vehicle insurances, driving licenses, driving permits for consular vehicles, etc. If above reminders are not tackled for long, the Management System will automatically close part of services to the missions.

VI. Others

1. How long does it take to complete the registration of consular vehicle license plates?

A: Licensing procedure will be completed within around twenty-five working days for imported vehicles, and around ten working days for vehicles purchased in China, from the date that FAOs acknowledge receipt of application documents. Any delays caused by the missions or their members are not included.

2. Can the spouses of mission members who are Chinese nationals or foreign nationals who have given up consular privileges and immunities drive consular vehicles? Can adult children of mission members drive consular vehicles?

A: Spouses of mission members (including Chinese nationals) who hold valid consular IDs can drive consular vehicles directly. If they do not have consular IDs according to regulations but in need of driving consular vehicles, they may apply to the FAOs for Driving Permits for Consular Vehicles, and drive consular vehicles with related credentials. Adult children of mission members may also apply for Driving Permits for Consular Vehicles based on needs.

3. Are the specimen of mission seals and signatures of authorized persons filed by the Consular missions at the OFM only valid for the FAOs and OFM, or also valid for the customs, traffic management departments, taxation administration and environmental protection departments?

A: Specimen of mission seals and signatures of authorized persons filed by the missions at the OFM are valid for the OFM, FAOs, traffic management departments, taxation administration and environmental protection departments. Specimen of seals and signatures of authorized persons filed at the customs can be used only for customs formalities of imported vehicles. Specimen of mission seals and signatures of authorized persons filed at the OFM and the customs shall stay the same.

4. Can consular vehicles be driven by others?

A: Consular vehicles can be driven by those who hold valid consular IDs or Driving Permits for Consular Vehicles. Driving Licenses and Vehicle Licenses shall also be taken at the same time.

5. Can right-hand wheel vehicles be imported in China?

A: No.

6. What are the procedures for diplomatic/consular vehicles ownership transfer or moving across jurisdictions?

A: If the ownership of vehicles remains unchanged, transfer-out missions shall submit vehicle transfer-out applications, and transfer-in missions shall submit vehicle transfer-in applications. OFM, upon receipt of both transfer-out and transfer-in applications, will check and confirm such transfers. For ownership transfer of vehicles, transferors shall submit ownership transfer applications and transferees shall submit applications of vehicle purchase in China through relevant missions separately. OFM, upon receipt of both applications, will check and confirm such transfers.

7. My vehicle has been cleared by customs and in accordance with the new regulations, what are the vehicle registration procedures afterwards?

A: Please log on the Management System and file the application online for imported vehicles. After applications have been approved, you can go through the relevant vehicle registration procedures aftermath with notice for transaction of services on consular vehicles and related credentials, issued by FAOs.

8. What are the policies for consular missions and their members to purchase new-energy vehicles?

A: New-energy vehicles purchased by consular missions and their members will be issued consular vehicle license plates, instead of new-energy vehicle license plates.

9. When consular vehicles using old-version of license plates are transferred or exported, do we still need to submit applications in the Management System?

A: As of March 20, 2018, all transaction of services on consular vehicles with old or new license plates shall be applied online via the Management System. When applications are approved, you can start the procedures at various departments with the notice issued.

10. What is the environmental protection requirement for import and plate change of consular vehicles?

A: Consular vehicles applying for license plate change shall maintain in validity period for motor vehicle emission inspection. Imported vehicles out of the vehicle category on the website of the Ministry of Environmental Protection shall

go through emission checks from qualified third-party testing institutes and reach in-use vehicle emission and inspection standard.

11. Can diesel vehicles be registered as a consular vehicle?

A: Such applications will not be handled.

12. Where can I check the vehicle environmental protection information?

A: Vehicle environmental protection information can be found at the following website:

<http://www.vecc-mep.org.cn/index.jsp>

13. Is there any special requirement regarding environmental protection if I want to transfer my vehicle out of jurisdiction?

A: It is suggested to inquire about the emission standard and requirement of the city of destination before the vehicle owner transfers his/her vehicle out.

14. In what order are the plate numbers of consular vehicles assigned?

A: In principle, plate numbers for consular vehicles are assigned in numerical order. “01” is reserved for the official vehicle of the Consul-General only.

15. What are the insurance requirements on consular vehicles?

A: Compulsory traffic accident liability insurance for motor vehicles and commercial third-party liability insurance with minimum coverage of one million RMB shall be purchased at the locations of consular missions. The insured shall be the vehicle owners.

16. Are holders of Driving Permits for Consular Vehicles allowed to drive diplomatic vehicles?

A: Holders of Driving Permits for Consular Vehicles are only allowed to drive consular vehicles. Holders of Driving Permits for Diplomatic Vehicles can only drive diplomatic vehicles.

17. Are there any traffic restrictions on the driving of consular vehicles?

A: Traffic restriction rules are set by local governments which usually provide appropriate courtesies to consular vehicles. Please consult the FAOs for details.

Transaction Procedures of Services on Consular Vehicles and Related Credentials

Foreign consular missions or mission members in China, when transacting services on consular vehicles and related credentials, shall log on the OFM Management System for Foreign Missions Affairs (Management System) to file the applications. Upon approval by FAOs and OFM, missions or their members may go through formalities of consular vehicles and related credentials at relevant authorities.

Owner of vehicle refers to the mission under whose name the consular vehicle is registered for official use or the individual under whose name the consular vehicle is registered for personal use. All the following services shall regard the owner of vehicle as applicant. In the event that the owner of vehicle authorizes an agent to go through formalities, the agent shall provide the original and copy of his/her identity certificate and an authorization letter written by the owner of vehicle.

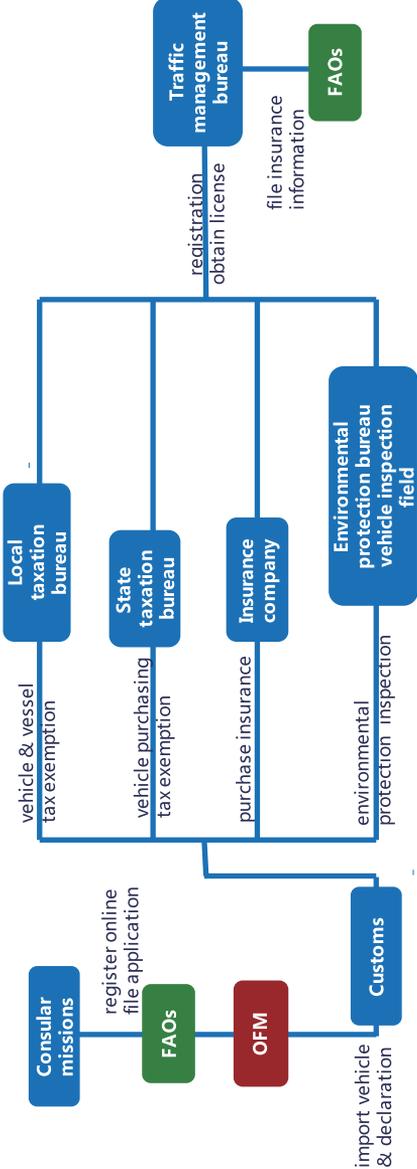
Foreign consular missions in China, when transacting services on consular vehicles and related credentials, shall use the mission seals and the signatures of the authorized



persons filed at the Management System.

The following procedures are provided for reference only. In case of any change or adjustment of the procedures, the requirements of relevant authorities may apply.

I. Import of Vehicles



1. The owner of vehicle, after completing online application by logging on the Management System, shall submit the following documents to FAOs:

- (1) Verbal Note of the consular mission;
- (2) Application Form for Transaction of Services on Consular Vehicles and Related Credentials (printed online);

The vehicle to be imported to China shall meet the relevant requirements of China Customs and reach both the national environmental protection standards and local emission standards. Please consult the FAOs and relevant departments for detailed requirements.

2. FAOs check and confirm the application and then submit the relevant documents to OFM.

3. OFM checks and confirms the application.

Confirmation of applications does not mean that importation of vehicles has been approved. Further approvals have to be acquired from China Customs, environmental protection bureaus and traffic management departments through on site check.

4. FAOs issue Notice on Transaction of Services on Consular Vehicles and Related Credentials to local customs, taxation administrations and traffic management departments.

5. The owner of vehicle shall go through clearance formalities at local customs with the following documents:

- (1) Verbal Note of the consular mission;
- (2) Notice for Transaction of Services on Consular Vehicles and Related Credentials;
- (3) Original and copy of identity certificate of the owner of vehicle (except for mission-owned official vehicle);
- (4) Declaration Form of Articles for Official or Private Use Imported or Exported by Diplomatic Missions (blank form available online);
- (5) Bill of Lading (Shipping);
- (6) Vehicle purchase invoice;
- (7) Packing list;
- (8) Other documents required by the customs;
- (9) Fill in relevant information by logging on the Information Management System of Modern Customs Baggage and Mail Services (Technical support is available from local customs or agency).

Upon completion of clearance formalities by the customs, the

owner of vehicle shall collect Notice on Receiving/Revoking the License Plate of Import/Export Vehicles.

6. The owner of vehicle shall apply for vehicle and vessel tax exemption issued by local taxation bureau with the following documents:

- (1) Notice for Transaction of Services on Consular Vehicles and Related Credentials;
- (2) Original and copy of identity certificate of the owner of vehicle (except for mission-owned official vehicle);
- (3) Original and copy of the vehicle's factory certificate or import certificate;
- (4) Vehicle purchase invoice and its Chinese translation.

7. The owner of vehicle shall apply for vehicle purchasing tax exemption issued by the local office of the state administration of taxation with the following documents:

- (1) Verbal Note of the consular mission;
- (2) Notice for Transaction of Services on Consular Vehicles and Related Credentials;
- (3) Original and copy of identity certificate of the owner of vehicle (except for mission-owned official vehicle);
- (4) Vehicle price voucher;

(5) Original and copy of the vehicle factory certificate.

8. The owner of vehicle shall purchase vehicle insurance (including compulsory traffic accident liability insurance for motor vehicles and commercial third-party liability insurance with minimum coverage of one million RMB).

9. The owner of vehicle shall go through environmental protection formalities at local environmental protection bureaus and vehicle inspection fields with the following documents:

(1) Copy of identity certificate of the owner of vehicle (except for mission-owned official vehicle);

(2) Declaration Form of Articles for Official or Private Use Imported or Exported by Diplomatic Missions (blank form available online);

(3) Vehicle purchase invoice and its Chinese translation;

(4) Import Certificate for imported vehicles including attachment on vehicle environmental protection information.

10. The owner of vehicle shall apply for vehicle registration at local vehicle administration offices of traffic management departments with the following documents:

(1) Verbal Note of the consular mission;

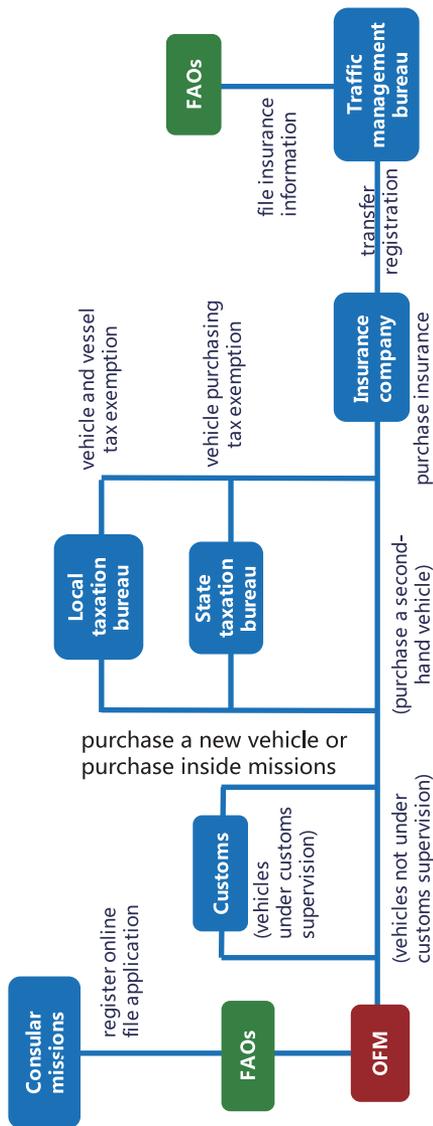
- (2) Notice for Transaction of Services on Consular Vehicles and Related Credentials;
- (3) Application Form of Vehicle Registration, Ownership Transfer, and Cancellation/Transfer-in (blank form available online);
- (4) Original and copy of identity certificate of the owner of vehicle (except for mission-owned official vehicle);
- (5) Certificate of origin of the vehicle (invoice, Cargo Import Certificate or Notice on Receiving/Revoking the License Plate of Import/Export Vehicles under customs supervision);
- (6) Factory Certificate of the whole vehicle for China-made vehicles and Chassis Import Certificate for vehicles modified with imported chassis;
- (7) Import Certificate for imported vehicles;
- (8) Tax payment or exemption certificate for vehicle purchasing tax;
- (9) Copy of the insurance policy of compulsory traffic accident liability insurance for motor vehicles;
- (10) Tax payment or exemption certificate for vehicle and vessel tax;
- (11) File package of the vehicle's technical information;
- (12) Other certificates and vouchers that should be submitted for vehicle registration as required by laws and regulations.

Local vehicle administration offices of traffic management departments will issue consular license plates, vehicle registration certificates, vehicle licenses, and conformity marks of inspection to qualified vehicles.

11. The owner of vehicle shall log on the Management System within five working days to file insurance information (please refer to “III. Filing Insurance Information”), and submit copies of the insurance policies to FAOs for approval.

II. Purchase of Vehicles in China

Note: Consular missions can apply to OFM for VAT refund after completing all procedures on vehicle registration.



1. The owner of vehicle, after completing online application by logging on the Management System, shall submit the following documents to FAOs:

- (1) Verbal Note of the consular mission;
- (2) Application Form for Transaction of Services on Consular Vehicles and Related Credentials (printed online);

2. FAOs check and confirm the application and then submit the relevant documents to OFM.

3. OFM checks and confirms the application.

Confirmation of applications does not mean that registration of vehicles has been approved. Further approvals have to be acquired from local customs(for customs-inspected vehicles), traffic management and other relevant departments through on site check.

4. FAOs issue Notice on Transaction of Services on Consular Vehicles and Related Credentials to local customs, taxation administrations and traffic management departments.

5. For ownership transfer of an imported vehicle under customs

supervision inside the missions, the owner of vehicle (and the transferee) shall go through formalities concerning supervision transfer at local customs with the following documents:

- (1) Verbal Note of the consular mission;
- (2) Notice for Transaction of Services on Consular Vehicles and Related Credentials;
- (3) Originals and copies of identity certificates of the transferor and the transferee (except for mission-owned official vehicle. OFM/FAOs will issue a Return of ID certificate to those transferors whose identity certificates have been returned);
- (4) Application Form for Transfer of Articles for Official or Private Use by Diplomatic Missions (written in anti-counterfeit form provided by the customs);
- (5) Originals and copies of the Vehicle License and Vehicle Registration Certificate;
- (6) Other documents required by the customs.

6. For purchase of a new vehicle or a vehicle from other mission, the owner of vehicle shall apply for vehicle and vessel tax exemption issued by local taxation bureau with the following documents:

- (1) Notice for Transaction of Services on Consular Vehicles

and Related Credentials;

- (2) Original and copy of identity certificate of the owner of vehicle (except for mission-owned official vehicle);
- (3) Original and copy of the vehicle's factory certificate or import certificate;
- (4) Vehicle purchase invoice and its Chinese translation.

7. For purchase of a new vehicle or a vehicle from other mission, the owner of vehicle shall apply for vehicle purchasing tax exemption issued by the local office of the state administration of taxation with the following documents:

- (1) Verbal Note of the consular mission;
- (2) Notice for Transaction of Services on Consular Vehicles and Related Credentials;
- (3) Original and copy of identity certificate of the owner of vehicle (except for mission-owned official vehicle);
- (4) Vehicle price voucher;
- (5) Original and copy of the vehicle factory certificate.

8. The owner of vehicle shall purchase vehicle insurances (including compulsory traffic accident liability insurance for motor vehicles and commercial third-party liability insurance with minimum coverage of one million RMB).

9. The owner of vehicle shall apply for vehicle registration and vehicle ownership transfer at local vehicle administration offices of traffic management departments with the following documents.

A. For new vehicles:

- (1) Verbal Note of the consular mission;
- (2) Notice for Transaction of Services on Consular Vehicles and Related Credentials;
- (3) Original and copy of identity certificate of the owner of vehicle (except for mission-owned official vehicle);
- (4) Application Form of Vehicle Registration, Ownership Transfer, and Cancellation/Transfer-in (blank form available online);
- (5) Certificate of origin of the vehicle (invoice, Cargo Import Certificate);
- (6) Factory Certificate of the whole vehicle for China-made vehicles and Chassis Import Certificate for vehicles modified with imported chassis;
- (7) Import Certificate for imported vehicles;
- (8) Tax payment or exemption certificate for vehicle purchasing tax;
- (9) Proof of the insurance policy of compulsory traffic accident liability insurance for motor vehicles;

- (10) Tax payment or exemption certificate for vehicle and vessel tax;
- (11) File package of the vehicle's technical information;
- (12) Other certificates and vouchers that should be submitted for motor vehicle registration as required by laws and regulations;
- (13) Certificate of vehicle environmental protection.

B. Before registering for ownership transfer of a second-hand vehicle, the owner of vehicle shall complete vehicle safety and technical check, clear traffic violations and fines, and purchase or complete compulsory traffic accident liability insurance for motor vehicles and commercial third-party liability insurance with minimum coverage of one million RMB. Following documents shall be provided for the transfer registration:

- (1) Verbal Note of the consular mission;
- (2) Notice for Transaction of Services on Consular Vehicles and Related Credentials;
- (3) Original and copy of identity certificate of the owner of vehicle (except for mission-owned official vehicle);
- (4) Application Form of Vehicle Registration, Ownership Transfer, and Cancellation/Transfer-in (blank form available online);

- (5) Vehicle Registration Certificate;
- (6) Vehicle License and License Plate;
- (7) Certificate of origin of the vehicle ownership transfer, i.e. standard sales invoice for second-hand vehicle;
- (8) Vehicle inspection record;
- (9) Certificate of removal of customs supervision or transfer certificate approved by customs for vehicles under customs supervision;
- (10) Certificate of vehicle environmental protection.

10. The owner of vehicle shall log on the Management System within five working days to file insurance information (please refer to “III. Filing Insurance Information”), and submit copies of the insurance policies to FAOs for approval.

11. The owner of vehicle may apply to OFM for VAT refund when completing all the registration procedures for vehicles purchased in China. After review, OFM will forward all relevant documents to Beijing Municipal Office of the State Administration of Taxation and the latter shall refund the tax by remitting it to the Embassy's account upon approval.

III. Filing Insurance Information



1. The owner of vehicle shall file vehicle insurance information online and submit to FAOs copies of the insurance policies after purchasing insurances (including compulsory traffic accident liability insurance for motor vehicles and commercial third-party liability insurance with minimum coverage of one million RMB) for imported vehicles, vehicles purchased or transferred in China.

2. Before insurance expiration, the owner of vehicle shall renew vehicle insurances (including compulsory traffic accident liability insurance for motor vehicles and commercial third-party liability insurance with minimum coverage of one million RMB), update insurance information online and submit to FAOs copies of the renewed insurance policies.

3. Filing of insurance information is completed upon check and confirmation by FAOs.

4. After purchasing the required insurances for consular vehicles, the owner of vehicle may go through periodical vehicle inspections at inspection fields or other related vehicles services.

IV. Registration/Filing of Vehicle Alteration



Alteration of vehicles refer to changes in the vehicle's body color, engine, vehicle body or frame, whole vehicle due to quality deficiency or information change of the owner of vehicle.

1. The owner of vehicle, after completing online application by logging on the Management System, shall submit the following documents to FAOs:

- (1) Verbal Note of the consular mission;
- (2) Application Form for Transaction of Services on Consular Vehicles and Related Credentials (printed online).

2. FAOs checks and confirms the application, and issue Notice for Transaction of Services on Consular Vehicles and Related Credentials to local traffic management departments.

3. The owner of vehicle shall go through registration/filing formalities in local vehicle administration offices of traffic management departments.

A: For changes in the vehicle's body color, engine, body or frame, the owner of vehicle shall submit the following documents and hand over the vehicle for inspections within ten days after the change:

- (1) Verbal Note of the consular mission;
- (2) Notice for Transaction of Services on Consular Vehicles and Related Credentials;
- (3) Application Form of Registration/Filing for Vehicle Information Changes (blank form available online);
- (4) Original and copy of identity certificate of the owner of vehicle (except for mission-owned official vehicle);
- (5) Vehicle Registration Certificate;
- (6) Vehicle License;
- (7) For changes in vehicle's engine number, vehicle identification number (frame number), or color due to theft or robbery, the owner of vehicle shall provide the technical authentication or returning certification issued by public security departments to prove that the stolen/robbed vehicle is the same as the authenticated one in order to apply for further changes;
- (8) Vehicle inspection record (including standard photo of the vehicle).

B: For replacement of the whole vehicle with a new one of the same model by the manufacturer due to quality deficiency, the owner of vehicle, after the replacement, shall submit following documents, hand over the vehicle for inspection

and go through formalities concerning the new vehicle:

- (1) Verbal Note of the consular mission;
- (2) Notice for Transaction of Services on Consular Vehicles and Related Credentials;
- (3) Application Form of Registration/Filing for Vehicle Information Changes (blank form available online);
- (4) Original and copy of identity certificate of the owner of vehicle (except for mission-owned official vehicle);
- (5) Vehicle Registration Certificate;
- (6) Vehicle License;
- (7) Factory Certificate of the whole vehicle, or Import Certificate for imported vehicles;
- (8) Certificate of vehicle safety and technical inspection shall also be submitted for a vehicle model not exempted from inspection by competent authorities in charge of motor vehicle products;
- (9) Rubbing of vehicle identification number (VIN);
- (10) Vehicle inspection record (including two standard photos of the vehicle);
- (11) Return documents of the original vehicle (Vehicle License and Vehicle Registration Certificate).

C. For a registered vehicle, the owner of vehicle shall apply

for registration and filing of changes if he/she relocates within the city or his/her name (name of mission) and contact details have changed.

Following documents shall be provided if the owner of vehicle relocates within the city or his/her name (name of mission), type of identity certificate or ID number has changed:

- (1) Verbal Note of the consular mission;
- (2) Notice for Transaction of Services on Consular Vehicles and Related Credentials;
- (3) Application Form of Registration/Filing for Vehicle Information Changes (blank form available online);
- (4) Original and copy of identity certificate of the owner of vehicle (except for mission-owned official vehicle);
- (5) Vehicle Registration Certificate;
- (6) Vehicle License;
- (7) Certification of change of relevant matters;
- (8) Standard photo of the vehicle;

Note: Above requirements are also applicable to change of the owner's name between spouses. In addition, the owner of vehicle shall provide the original, copy and translated versions of his/her marriage certificate, as well as the

notary certificate of their marital relations from the consular missions.

The following documents shall be provided if contact details of the owner of vehicle have changed:

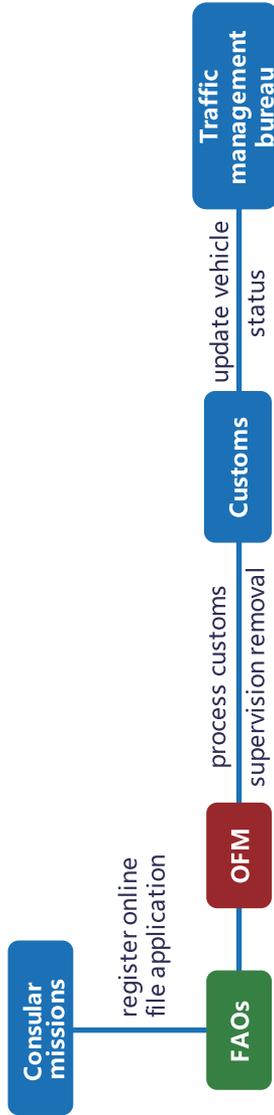
- (1) Verbal Note of the consular mission;
- (2) Notice for Transaction of Services on Consular Vehicles and Related Credentials;
- (3) Application Form of Registration/Filing for Vehicle Information Changes (blank form available online);
- (4) Original and copy of identity certificate of the owner of vehicle (except for mission-owned official vehicle);

D. The owner of vehicle may apply for filing to local vehicle administration offices if the engine number or Vehicle Identification Number (VIN) is unrecognizable or damaged due to abrasion, corrosion or accident. Following documents shall be provided:

- (1) Verbal Note of the consular mission;
- (2) Notice for Transaction of Services on Consular Vehicles and Related Credentials;
- (3) Application Form of Registration/Filing for Vehicle Information Changes (blank form available online);

- (4) Original and copy of identity certificate of the owner of vehicle (except for mission-owned official vehicle);
- (5) Vehicle Registration Certificate;
- (6) Vehicle License;
- (7) Vehicle inspection records (including standard photo of the vehicle).

V. Removal of Customs Supervision



Note: Removal of customs supervision only applies to personal consular vehicles.

1. The owner of vehicle, after completing online application by logging on the Management System, shall submit the following documents to FAOs (note: removal of customs supervision only applies to personal consular vehicles):

- (1) Verbal Note of the consular mission;
- (2) Application Form for Transaction of Services on Consular Vehicles and Related Credentials (printed online);
- (3) Copy of Vehicle Registration Certificate.

2. FAOs check and confirm the application and then submit the relevant documents to OFM.

3. OFM checks and approves the application.

4. FAOs issue Notice on Transaction of Services on Consular Vehicles and Related Credentials to local customs.

5. The owner of vehicle shall go through formalities concerning supervision removal at local customs with the following documents:

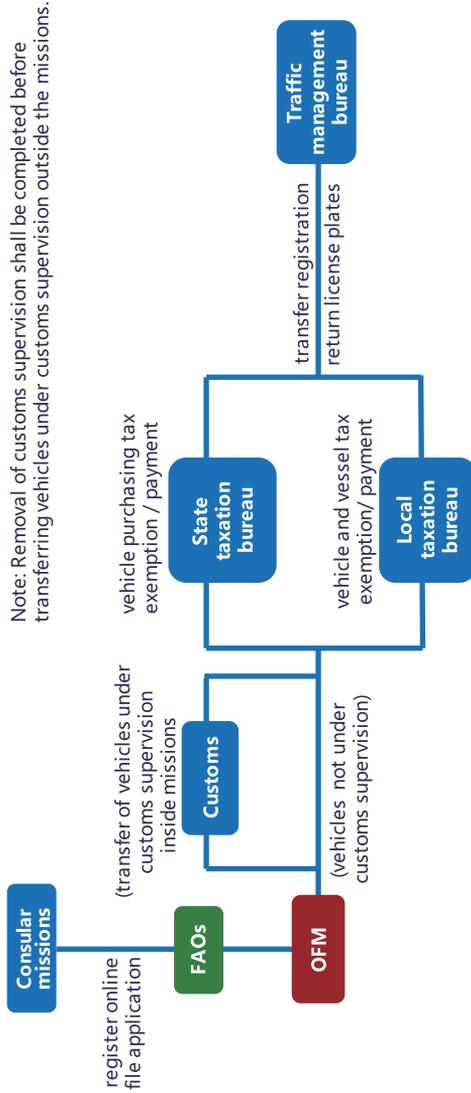
- (1) Verbal Note of the consular mission;
- (2) Notice for Transaction of Services on Consular Vehicles and Related Credentials;

- (3) Original and copy of identity certificate of the owner of vehicle;
- (4) Application Form for Supervision Removal for Official or Private Use Vehicles (written in anti-counterfeit form provided by the customs);
- (5) Original and copy of Vehicle License and Vehicle Registration Certificate;
- (6) Other documents required by the customs.

6. The owner of vehicle shall go through formalities concerning supervision removal at local traffic management departments with the following documents:

- (1) Verbal Note of the consular mission;
- (2) Notice for Transaction of Services on Consular Vehicles and Related Credentials;
- (3) Original of identity certificate of the owner of vehicle;
- (4) Certificate of the Removal of Customs Supervision;
- (5) Vehicle License;
- (6) Vehicle Registration Certificate.

VI. Ownership Transfer of Vehicles



1. The owner of vehicle, after completing online application by logging on the Management System, shall submit the following documents to FAOs:

- (1) Verbal note of the consular mission;
- (2) Application Form for Transaction of Services on Consular Vehicles and Related Credentials (printed online);
- (3) Copy of Vehicle Registration Certificate.

2. FAOs check and confirm the application online and then submit the relevant documents to OFM.

3. OFM checks and confirms the application.

4. FAOs issue Notice on Transaction of Services on Consular Vehicles and Related Credentials to local customs, taxation administrations and traffic management departments.

5. For ownership transfer of an imported vehicle under customs supervision inside the missions, the owner of vehicle shall go through formalities concerning supervision transfer at local customs with the following documents:

- (1) Verbal Note of the consular mission;
- (2) Notice for Transaction of Services on Consular Vehicles

and Related Credentials;

(3) Originals and copies of identity certificates of the transferor and transferee of vehicle (except for mission-owned official vehicles);

(4) Application Form for Transfer of Articles for Official or Private Use by Diplomatic Missions (written in anti-counterfeit form provided by the customs);

(5) Originals and copies of Vehicle License and Vehicle Registration Certificate;

(6) Other documents required by the customs.

For ownership transfer of an imported vehicle under customs supervision outside the missions, the owner of vehicle shall refer to “V: Removal of Customs Supervision” to remove customs supervision at local customs in advance.

6. The owner of vehicle shall inform transferee to local offices of the state administration of taxation to complete vehicle purchasing tax exemption/payment procedures, and to local taxation bureaus to complete vehicle and vessel tax exemption/payment procedures (transferee may refer to “II: Purchase of Vehicles in China”).

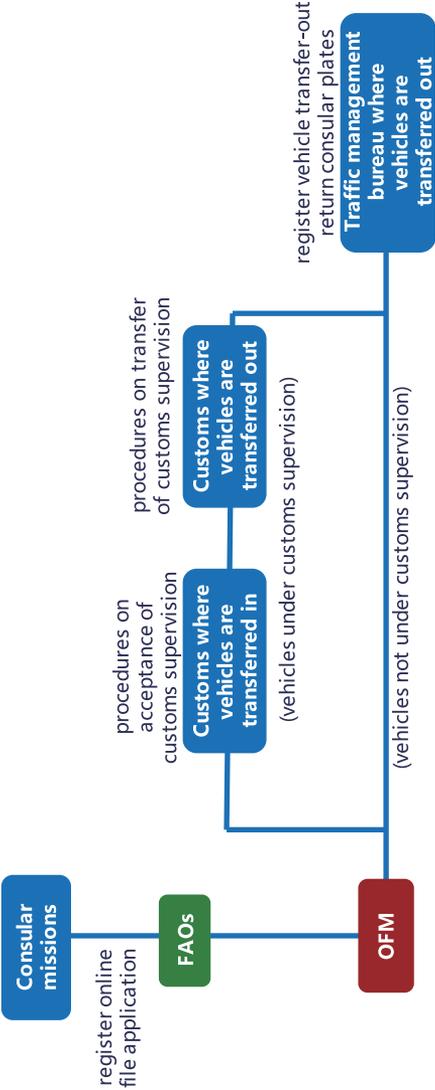
7. The owner of vehicle shall apply for vehicle ownership transfer and return consular license plates at local vehicle administration offices of traffic management departments with the following documents:

- (1) Verbal Note of the consular mission;
- (2) Notice for Transaction of Services on Consular Vehicles and Related Credentials;
- (3) Original and copy of identity certificate of the transferee (except for mission-owned official vehicle);
- (4) Application Form of Vehicle Registration, Ownership Transfer, and Cancellation/Transfer-in (blank form available online);
- (5) Vehicle Registration Certificate;
- (6) Vehicle License and license plate;
- (7) Certificate of origin of the vehicle ownership transfer, i.e. standard sales invoice for second-hand vehicle;
- (8) Vehicle inspection record;
- (9) Certificate of removal of supervision or transfer certificate approved by customs for vehicles under customs supervision.

Note: For ownership transfer inside missions, the owner of vehicle (transferor) shall submit application for vehicle trans-

fer and the purchaser (transferee) shall submit applications for purchase of vehicles in China. After both applications are approved by OFM, both parties can go through formalities concerning vehicle transfer registration at local vehicle administration offices of traffic management departments with Notice for Transaction of Services on Consular Vehicles and Related Credentials as well as other documents.

VII. Transfer-out of Vehicles (moving of vehicles across jurisdictions with ownership unchanged)



The owner of vehicle shall apply for transfer-out of vehicle after acquiring new identity certificate at the transfer-in Embassy or Consulate.

1. The owner of vehicle shall complete online application by logging on the Management System and submit the following documents to FAOs through the transfer-out Consulate:

- (1) Verbal Note of the consular mission;
- (2) Application Form for Transaction of Services on Consular Vehicles and Related Credentials (printed online);
- (3) Copy of the Vehicle Registration Certificate.

The owner of vehicle shall ensure that the vehicle transferred in meets the local emission standards of the city where the vehicle is transferred in. Otherwise the vehicle can not be registered. Whether the vehicle can be transferred in shall be subject to the on-site examination results of local environmental protection bureaus and traffic management departments.

2. FAOs check and confirm the application and then submit the relevant documents to OFM.

3. OFM checks and confirms the application after receiving both transfer-out and transfer-in applications.

4. FAOs of the city where the vehicle is transferred out issue Notice on Transaction of Services on Consular Vehicles and Related Credentials to local customs and traffic management departments. For vehicles that are to be transferred in and registered as diplomatic vehicles, OFM issues Notice on Transaction of Services on Diplomatic Vehicles and Related Credentials to Beijing Traffic Management Bureau.

5. For imported vehicles under customs supervision, the owner of vehicle shall go through formalities for acceptance of supervision at customs of the city where the vehicle is to be transferred in with the following documents:

- (1) Verbal Note of the transfer-in mission;
- (2) Notice for Transaction of Services on Diplomatic/Consular Vehicles and Related Credentials;
- (3) Copy of the former consular identity certificate of the owner of vehicle and original and copy of the current identity certificate of the owner of vehicle at the transfer-in city (OFM/FAOs will issue a Return of ID certificate to the applicants whose former consular identity certificates have been returned);

- (4) Application Form for Transfer of Articles for Official or Private Use by Diplomatic Missions (written in anti-counterfeit form provided by the customs);
- (5) Originals and copies of Vehicle License and Vehicle Registration Certificate;
- (6) Other documents required by the customs.

6. For imported vehicles under customs supervision, the owner of vehicle shall go through formalities for transfer of supervision and collect the Notice on Receiving or Revoking the License Plate of Import/Export Vehicles at customs of the city where the vehicle is transferred out, with the following documents:

- (1) Verbal Note of the transfer-out consular mission;
- (2) Notice for Transaction of Services on Consular Vehicles and Related Credentials;
- (3) Copy of the former consular identity certificate of the owner of vehicle and original and copy of the current identity certificate of the owner of vehicle at the transfer-in city (OFM/FAOs will issue a Return of ID certificate to the applicants whose former consular identity certificates have been returned);
- (4) Application Form for Transfer of Articles for Official or

Private Use by Diplomatic Missions (written in anti-counterfeit form provided by the customs);

(5) Originals and copies of Vehicle License and Vehicle Registration Certificate;

(6) Other documents required by the customs.

7. The owner of vehicle shall go through formalities for jurisdiction change (vehicle transfer registration) and return consular license plates at local vehicle administration offices of traffic management departments with the following documents:

(1) Verbal Note of the transfer-out consular mission;

(2) Notice for Transaction of Services on Consular Vehicles and Related Credentials;

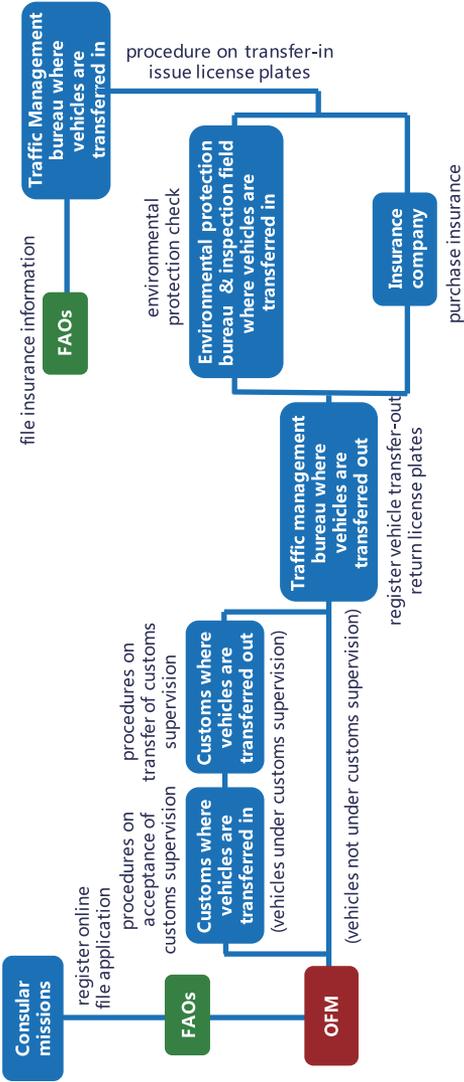
(3) Copy of the former consular identity certificate of the owner of vehicle and original and copy of the current identity certificate of the owner of vehicle at the transfer-in city (OFM/FAOs will issue a Return of ID certificate to the applicants whose former consular identity certificates have been returned);

(4) Application Form of Vehicle Registration, Ownership Transfer, and Cancellation/Transfer-in (blank form available online);

- (5) Vehicle Registration Certificate;
- (6) Vehicle License and License Plate;
- (7) Vehicle inspection record (including standard photo of the vehicle);
- (8) If inspection of the vehicle is expired, it is required to provide certificate of motor vehicle safety and technical inspection, tax payment or exemption certificate for vehicle and vessel tax and insurance policy of compulsory traffic accident liability insurance for motor vehicles;
- (9) For imported vehicles under customs supervision, Notice on Receiving or Revoking the License Plate of Import/Export Vehicles shall also be provided.

Note: For official vehicles applying for moving across jurisdictions, the transfer-out mission and transfer-in mission shall submit applications respectively to relevant OFM/-FAOs. OFM will process the request after receiving both applications.

VIII. Transfer-in of Vehicles (moving of vehicles across jurisdictions with ownership unchanged)



The owner of vehicle shall apply for transfer-in of vehicle after acquiring new identity certificate at the transfer-in Consulate.

1. The owner of vehicle shall complete online application by logging on the Management System and submit the following documents to FAOs:

- (1) Verbal Note of the consular mission;
- (2) Application Form for Transaction of Services on Consular Vehicles and Related Credentials (printed online);
- (3) Copy of Vehicle Registration Certificate.

The owner of vehicle shall ensure that the vehicle transferred in meets the national motor vehicle environmental protection standards and local emission standards of the city where the vehicle is transferred in. Otherwise the vehicle can not be registered. Whether the vehicle can be transferred in shall be subject to the on-site examination results of local environmental protection bureaus and traffic management departments.

2. FAOs check and confirm the application and then submit the relevant documents to OFM.

3. OFM checks and confirms the application after receiving both transfer-out and transfer-in applications.

4. FAOs of the city where the vehicle is transferred in issue Notice on Transaction of Services on Consular Vehicles and Related Credentials to local customs and traffic management departments. For vehicles that are transferred out and registered as diplomatic vehicles, OFM issues Notice on Transaction of Services on Diplomatic Vehicles and Related Credentials to Beijing Traffic Management Bureau.

5. For imported vehicles under customs supervision, the owner of vehicle shall go through formalities for acceptance of supervision and collect the Notice on Receiving or Revoking the License Plate of Import/Export Vehicles at the customs where the vehicle is transferred in with the following documents:

- (1) Verbal Note of the transfer-in consular mission;
- (2) Notice for Transaction of Services on Consular Vehicles and Related Credentials;
- (3) Copy of the former identity certificate of the owner of vehicle and original and copy of the current identity certificate of the owner of vehicle at the transfer-in city (OFM/-

FAOs will issue a Return of ID certificate to the applicants whose former identity certificates have been returned);

(4) Application Form for Transfer of Articles for Official or Private Use by Diplomatic Missions (written in anti-counterfeit form provided by the customs);

(5) Originals and copies of Vehicle License and Vehicle Registration Certificate;

(6) Other documents required by the customs.

6. For imported vehicles under customs supervision, the owner of vehicle shall go through formalities for transfer of supervision at customs of the city where the vehicle is transferred out with the following documents:

(1) Verbal Note of the transfer-out mission;

(2) Notice for Transaction of Services on Diplomatic Consular Vehicles and Related Credentials;

(3) Copy of the former identity certificate of the owner of vehicle and original and copy of the current identity certificate of the owner of vehicle at the transfer-in city (OFM/FAOs will issue a Return of ID certificate to the applicants whose former identity certificates have been returned);

(4) Application Form for Transfer of Articles for Official or Private Use by Diplomatic Missions (written in anti-counterfeit

form provided by the customs);

(5) Originals and copies of Vehicle License and Vehicle Registration Certificate;

(6) Other documents required by the customs.

7. The owner of vehicle shall go through formalities for jurisdiction change (vehicle transfer registration) and return former diplomatic/consular license plates at local vehicle administration offices of traffic management departments of the city where the vehicle is transferred out with the following documents:

(1) Verbal Note of the transfer-out mission;

(2) Notice for Transaction of Services on Diplomatic/Consular Vehicles and Related Credentials;

(3) Copy of the former identity certificate of the owner of vehicle and original and copy of the current identity certificate of the owner of vehicle at the transfer-in city (OFM/FAOs will issue a Return of ID certificate to the applicants whose former identity certificates have been returned);

(4) Application Form of Vehicle Registration, Ownership Transfer, and Cancellation/Transfer-in (blank form available online);

(5) Vehicle Registration Certificate;

- (6) Vehicle License and License Plate;
- (7) Vehicle inspection record (including standard photo of the vehicle);
- (8) If inspection of the vehicle is expired, it is required to provide certificate of motor vehicle safety and technical inspection, tax payment or exemption certificate for vehicle and vessel tax and insurance policy of compulsory traffic accident liability insurance for motor vehicles;
- (9) For imported vehicle under customs supervision, the Notice on Receiving or Revoking the License Plate of Import/Export Vehicles shall also be provided.

8. The owner of vehicle shall go through formalities for environmental protection and inspection of vehicles at local environmental protection bureaus and inspection fields of the city where the vehicle is transferred in.

9. The owner of vehicle shall purchase required vehicle insurances (including compulsory traffic accident liability insurance and commercial third-party liability insurance with minimum coverage of one million RMB).

10. The owner of vehicle shall go through formalities for

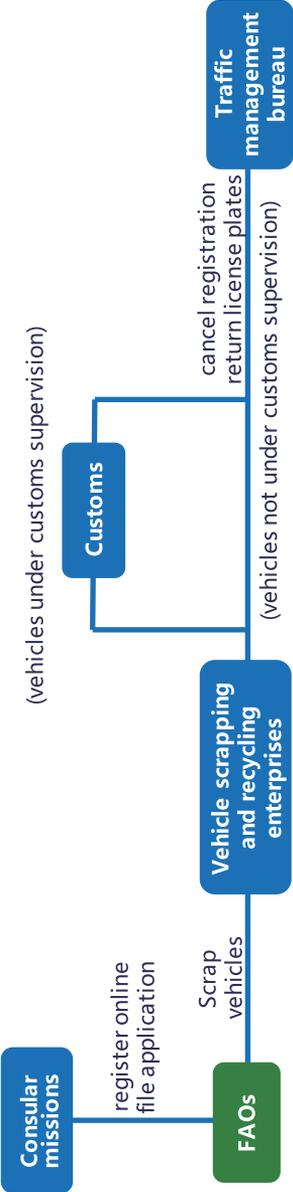
vehicle transfer-in and collect consular license plates at local vehicle administration offices of traffic management departments with the following documents:

- (1) Verbal Note of the transfer-in consular mission;
- (2) Notice for Transaction of Services on Consular Vehicles and Related Credentials;
- (3) Copy of the former identity certificate of the owner of vehicle and original and copy of the current identity certificate of the owner of vehicle at the transfer-in city (OFM/-FAOs will issue a Return of ID certificate to the applicants whose former identity certificates have been returned);
- (4) Application Form of Vehicle Registration, Ownership Transfer, and Cancellation/Transfer-in (blank form available online);
- (5) If inspection of the vehicle is expired, it is required to provide certificate of motor vehicle safety and technical inspection, tax payment or exemption certificate for vehicle and vessel tax and insurance policy of compulsory traffic accident liability insurance for motor vehicles;
- (6) Vehicle Registration Certificate;
- (7) Vehicle inspection record (including standard photo of the vehicle);
- (8) Vehicle profile;

(9) For imported vehicle under customs supervision, the Notice on Receiving or Revoking the License Plate of Import/Export Vehicles shall also be provided.

11. The owner of vehicle shall file insurance information online according to “III: Filing of Insurance Information”.

IX. Disassembly and Scrapping of Vehicles



1. The owner of vehicle shall submit an application online and then FAOs check and approve the application.

2. FAOs issue Notice for Transaction of Services on Consular Vehicles and Related Credentials to local customs and traffic management departments.

3. For vehicles purchased in China, the owner of vehicle shall deliver the vehicle to a vehicle scrapping and recycling enterprise and collect the Recycling Certificate of the Scrapped Vehicles.

4. For imported vehicles under customs supervision, the owner of vehicle shall go through formalities concerning disassembly and scrapping of the vehicle and collect the Notice on Receiving or Revoking the License Plate of Import/Export Vehicles with the following documents:

- (1) Verbal Note of the consular mission;
- (2) Notice for Transaction of Services on Consular Vehicles and Related Credentials;
- (3) Original and copy of identity certificate of the owner of vehicle (except mission-owned official vehicle);
- (4) Recycling Certificate of Scrapped Vehicle (copy for customs);

(5) Copies of Vehicle License and Vehicle Registration Certificate;

(6) Other certificates required by customs.

5. The owner of vehicle shall go through formalities for cancellation of registration at local vehicle administration offices of traffic management departments and return the consular license plates with the following documents:

A: For cancellation of registration due to disassembly and scrapping of the vehicle:

(1) Verbal Note of the consular mission;

(2) Notice for Transaction of Services on Consular Vehicles and Related Credentials;

(3) Application Form of Vehicle Registration, Ownership Transfer, and Cancellation/Transfer-in (blank form available online);

(4) Vehicle Registration Certificate;

(5) Vehicle License;

(6) Vehicle License Plate;

(7) Copy of Recycling Certificate of Scrapped Vehicle;

(8) For a heavy passenger vehicle or a middle-or-above sized cargo vehicle requiring supervised scrapping, the vehicle

inspection record shall also be submitted;

(9) For imported vehicle under customs supervision, the Notice on Receiving or Revoking the License Plate of Import/Export Vehicles and Certificate of Removal of Customs Supervision shall also be provided.

B. For cancellation of registration due to loss or damage caused by natural disaster, fire or traffic accident:

(1) Verbal Note of the consular mission;

(2) Notice for Transaction of Services on Consular Vehicles and Related Credentials;

(3) Application Form of Vehicle Registration, Ownership Transfer, and Cancellation/Transfer-in (blank form available online);

(4) Original of identity certificate of the owner of vehicle (except for mission-owned official vehicle);

(5) Vehicle Registration Certificate;

(6) Vehicle License;

(7) Vehicle License Plate;

(8) Proof of vehicle loss or damage due to natural disaster, fire or traffic accident;

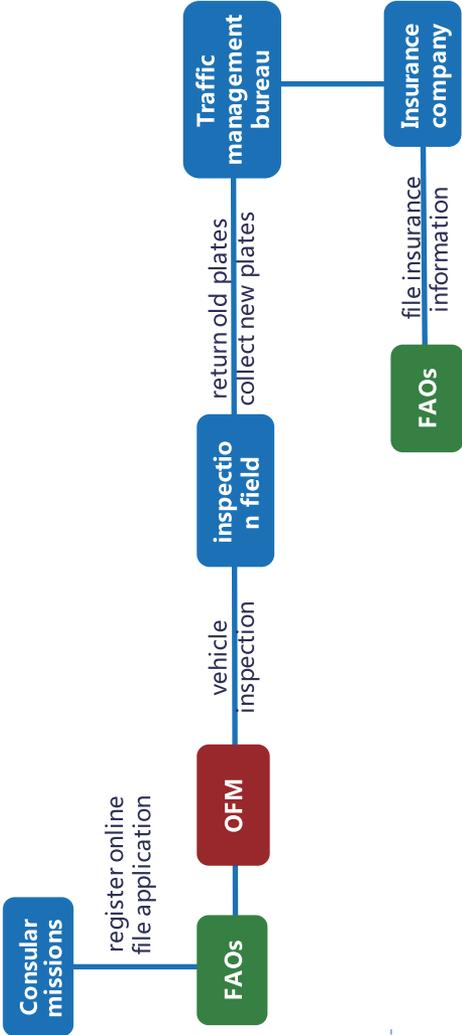
(9) For imported vehicles under customs supervision, the Notice on Receiving or Revoking the License Plate of

Import/Export Vehicles and Certificate of Removal of Customs Supervision shall also be provided.

C. For cancellation of registration due to quality deficiency and return of vehicle:

- (1) Verbal Note of the consular mission;
- (2) Notice for Transaction of Services on Consular Vehicles and Related Credentials;
- (3) Application Form of Vehicle Registration, Ownership Transfer, and Cancellation/Transfer-in (blank form available online);
- (4) Original of identity certificate of the owner of vehicle (except for mission-owned official vehicle);
- (5) Vehicle Registration Certificate;
- (6) Vehicle License;
- (7) Vehicle License Plate;
- (8) Proof of Vehicle Return issued by vehicle manufacturers or dealers;
- (9) For imported vehicles under customs supervision, the Notice on Receiving or Revoking the License Plate of Import/Export Vehicles and Certificate of Removal of Customs Supervision shall also be provided.

X. Change of Vehicle License Plates



Note: The owner of vehicle shall go through customs procedures if the vehicle is under customs supervision when applying for replacement of the license plate number under its own number section of the mission or replacement of consular license plate with common license plate.

A. Replace old consular license plates with new ones

1. The owner of vehicle shall complete an application online and submit a Verbal Note with the Application Form for Transaction of Services on Consular Vehicles and Related Credentials (printed online) to FAOs.

2. FAOs check and approve the application and then submit the relevant documents to OFM.

3. OFM checks and approves the application.

4. FAOs issue Notice for Transaction of Services on Consular Vehicles and Related Credentials to local traffic management departments.

5. The owner of vehicle shall drive the vehicle to inspection fields designated by local traffic management departments with the following documents:

(1) Verbal Note of the consular mission;

(2) Notice for Transaction of Services on Consular Vehicles and Related Credentials;

(3) Original and copy of identity certificate of the owner of

vehicle (except for mission-owned official vehicle);

(4) Application Form for Registration/Filing of Motor Vehicle Information Changes (blank form available online);

(5) Vehicle Registration Certificate and Vehicle License;

(6) Standard photo of the vehicle;

(7) VIN rubbing of the vehicle;

(8) proof of vehicle compulsory traffic accident liability insurance policy.

6. Local vehicle administration offices of traffic management departments inspect the vehicle on-site.

7. The owner of vehicle shall collect the new consular license plates and related credentials and return the old plates at local vehicle administration offices of traffic management departments with a charge for the documentation service.

8. The owner of vehicle shall update its vehicle insurances at the insurance company within ten working days and file online the insurance information of vehicles that have changed to new license plates according to “III: Filing of Insurance Information”.

B. Replacement of the license plate number under its own number section of the missions (only for the official vehicle of the Head of the Mission).

1. Vehicle inspection can be made at local vehicle administration offices of traffic management departments under the same procedure.

2. For imported vehicles under customs supervision, the owner of vehicle shall go through formalities for replacement of license plate at local customs and then go through relevant formalities at local vehicle administration offices of traffic management departments with the Notice on Receiving or Revoking the License Plate of Import/Export Vehicles issued by customs.

3. The owner of vehicle shall update its vehicle insurances at the insurance company and file online the insurance information of vehicles that have changed to new license plates according to “III: Filing of Insurance Information”.

C. Replace consular license plate with common license plate

1. Vehicle inspection can be made at local vehicle administration offices of traffic management departments under the same procedure.

2. For imported vehicles under customs supervision, the owner of vehicle shall go through formalities for replacement of license plate at local customs and then go through relevant formalities at local vehicle administration offices of traffic management departments with the Notice on Receiving or Revoking the License Plate of Import/Export Vehicles issued by customs.

XI. Re-issuance of Vehicle License Plates



1. In case that a vehicle license plate is lost, the owner of vehicle shall file an application online, and submit a Verbal Note with the Application Form for Transaction of Services on Consular Vehicles and Related Credentials (printed online) to FAOs.

2. FAOs check and approve the application and issue Notice for Transaction of Services on Consular Vehicles and Related Credentials to local traffic management departments.

3. The owner shall go through formalities for re-issuance of license plates at local vehicle management offices of traffic management departments with the following documents:

- (1) Verbal Note of the consular mission;
- (2) Notice for Transaction of Services on Consular Vehicles and Related Credentials;
- (3) Application Form for Vehicle License Plate (blank form available online);
- (4) Original and copy of identity certificate of the owner of vehicle (except for mission-owned official vehicle);
- (5) Standard photo of the vehicle.

XII. Loss Reporting of Vehicles



1. The owner of vehicle shall obtain a Certificate of Loss Report from local police stations of the place where the vehicle is lost.

2. The mission shall complete online the Registration Form of Lost Consular Vehicles, and submit to FAOs a Verbal Note, the Registration Form (printed online) and the Certificate of Loss Report issued by local police stations.

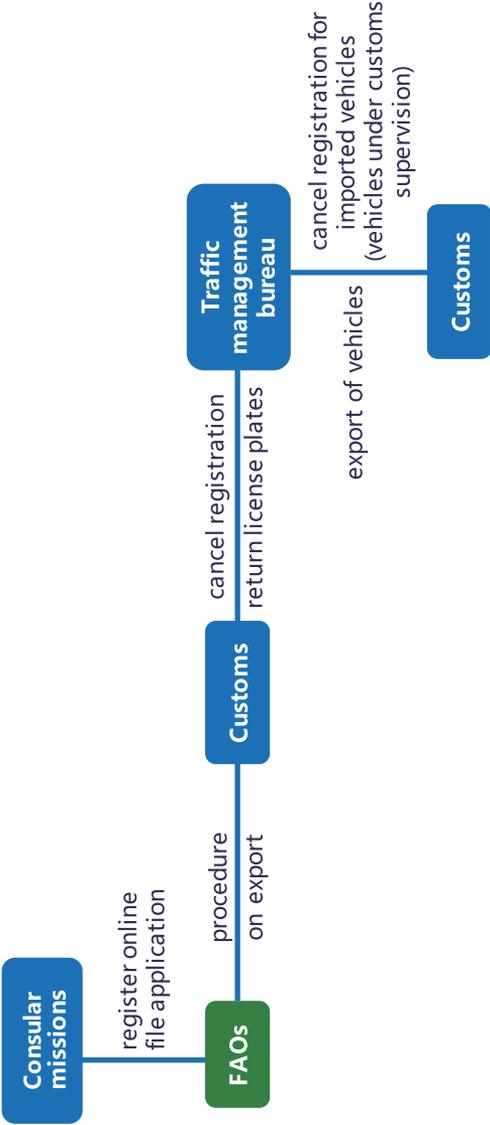
3. FAOs check and confirm the application, and then submit relevant documents to OFM and law enforcement. Consular missions will be informed of relevant progress and results if any.

Note:

1. By completing the Registration Form of Lost Consular Vehicles, consular missions have agreed that Chinese law enforcement may detain the said vehicle in accordance with laws with aim to search for it.

2. This part is only applicable to vehicles using new consular license plates.

XIII. Export of Vehicles



1. The owner of vehicle shall complete an application online, and submit a Verbal Note with the Application Form for Transaction of Services on Consular Vehicles and Related Credentials(printed online) to FAOs.

2. FAOs check and approve the application and issue Notice for Transaction of Services on Consular Vehicles and Related Credentials to local customs and traffic management departments.

3. The owner of vehicle shall go through export formalities of the vehicle at local customs with the following documents:

- (1) Verbal Note of the consular mission;
- (2) Notice for Transaction of Services on Consular Vehicles and Related Credentials;
- (3) Original and copy of identity certificate of the owner of vehicle (except for mission-owned official vehicle);
- (4) Declaration Form of Articles for Official or Private Use Imported or Exported by Diplomatic Missions (blank form available online);
- (5) Originals and copies of Vehicle License and Vehicle Registration Certificate;
- (6) Other documents required by the customs;

(7) Fill in relevant information by logging on the Information Management System of Modern Customs Baggage and Mail Services.

4. The owner of vehicle shall go through formalities of cancellation of registration at local vehicle administration offices of traffic management departments and return the consular license plates with the following documents:

- (1) Verbal Note of the consular mission;
- (2) Notice for Transaction of Services on Consular Vehicles and Related Credentials;
- (3) Original and copy of identity certificate of the owner of vehicle (except for mission-owned official vehicle);
- (4) Application Form of Vehicle Registration, Ownership Transfer, and Cancellation/Transfer-in (blank form available online);
- (5) Vehicle Registration Certificate;
- (6) Vehicle License;
- (7) Vehicle License Plate;
- (8) Vehicle Export Certificate. For imported vehicles under customs supervision, the Export Certificate shall refer to the Notice on Receiving or Revoking the License Plate of Import/Export Vehicles issued by the customs.



5. For imported vehicles under customs supervision, the owner of vehicle shall return and complete the formalities at the customs with a Cancellation of Vehicle Registration Certificate issued by local vehicle administration offices of traffic management departments.

XIV. Re-issuance and Replacement of Vehicle Licenses and Registration Certificates



1. The owner of vehicle shall complete an application online, and submit a Verbal Note with the Application Form for Transaction of Services on Consular Vehicles and Related Credentials (printed online) to FAOs.

2. FAOs check and approve the application and issue Notice for Transaction of Services on Consular Vehicles and Related Credentials to local traffic management departments.

3. The owner of vehicle shall go through formalities of re-issuance and replacement of vehicle licenses at local vehicle administration offices of traffic management departments with the following documents:

(1) Verbal Note of the consular mission;

(2) Notice for Transaction of Services on Consular Vehicles and Related Credentials;

(3) Application Form of Vehicle Licenses and Plates (blank form available online);

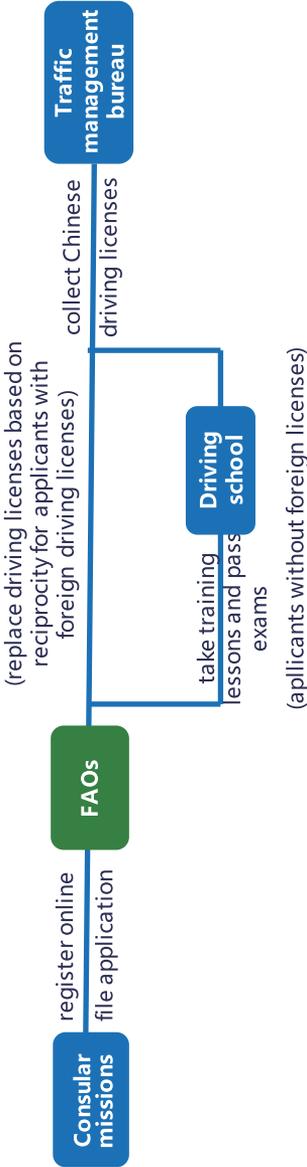
(4) Original and copy of identity certificate of the owner of vehicle (except for mission-owned official vehicle);

(5) Standard photo of the vehicle.

4. The owner of vehicle shall go through formalities of re-issuance and replacement of vehicle registration certificates at local vehicle administration offices of traffic management departments with the following documents:

- (1) Verbal Note of the consular mission;
- (2) Notice for Transaction of Services on Consular Vehicles and Related Credentials;
- (3) Application Form of Vehicle Licenses and Plates (blank form available online);
- (4) Personal application of re-issuance of the Vehicle Registration Certificate requires on-site application in person. If the owner of vehicle cannot be present to collect the re-issued Vehicle Registration Certificate due to death, exit of border, severe disease or disability, force majeure and other reasons, relevant proofs shall be submitted.
- (5) Vehicle inspection record;
- (6) For replacement of Vehicle Registration Certificate, the original one shall be returned.

XV. Application for and Replacement of Chinese Driving Licenses



1. The applicant shall complete an application online, and submit a Verbal Note with the Application Form for Transaction of Services on Consular Vehicles and Related Credentials (printed online) to FAOs.

2. For applicants with foreign driving licenses, he/she can replace it with a Chinese driving license based on reciprocity. For applicants without driving licenses, he/she shall first meet age and physical requirements for Chinese driving license and take training lessons at driving schools. The Chinese driving license will be issued after the applicant passes the Chinese driving exams.

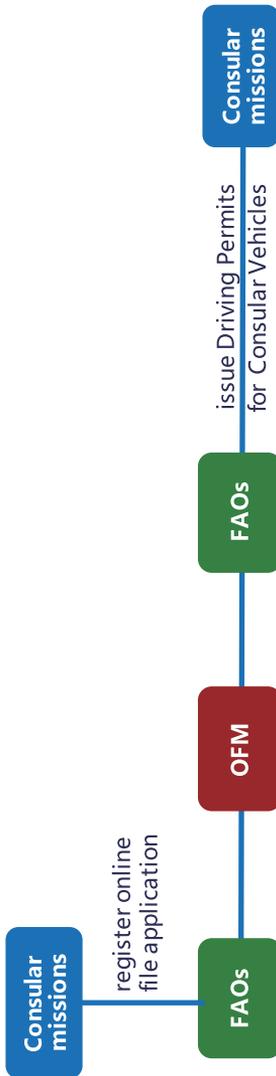
3. FAOs check and approve the application and issue Notice for Transaction of Services on Consular Vehicles and Related Credentials to local traffic management departments.

4. The applicant shall apply for or replace Chinese driving license at local vehicle administration offices of traffic management departments with the following documents:

- (1) Verbal Note of the consular mission;
- (2) Notice for Transaction of Services on Consular Vehicles and Related Credentials;

- (3) Original and copy of the applicant's identity certificate;
- (4) Application Form for Vehicle Driving License (blank form available online);
- (5) Original and copy of the applicant's foreign driving license; if the driving license is not written in Chinese, a Chinese translation shall also be submitted;
- (6) Three recently taken, one-inch sized identification photos with white background;
- (7) Other documents required.

XVI. Application for Driving Permits for Consular Vehicles



1. Consular missions shall apply for Driving Permits for Consular Vehicles for mission employees and other relevant personnel at FAOs with the following documents:

- (1) Verbal Note of the consular mission;
- (2) Application Form for Driving Permits for Consular Vehicles (printed online), signed in person, affixed with seals of the consular missions and a one-inch, smooth and bareheaded color passport photo with white background;
- (3) Copy of labour dispatching or employment contract (for consular missions employees only);
- (4) Copy of the applicant's Chinese driving license;
- (5) Copy of the Chinese employee's ID (both sides). Copy of the foreign national's passport, including cover, information, visa (except for the countries of mutual visa exemptions agreements, however the copy of the entry seal page shall be provided) or resident permit pages. The holder of Residence Permit Card issued by MFA may only submit copy of his/her Residence Permit Card as valid identity certificate.

2. FAOs check and confirm the application and then submit relevant documents to OFM.

3. OFM confirms the application and issues Driving Permits

for Consular Vehicles, which are to be delivered to the applicants via FAOs.

4. For extension of Driving Permits for Consular Vehicles, the mission shall submit a copy of the original Driving Permit together with the above-mentioned documents. When collecting the new driving permit, consular missions shall return the original one at the same time.

5. In the event that the driving permit is lost, the mission shall submit the following documents to FAOs:

- (1) Verbal Note of the consular mission;
- (2) Application Form for Driving Permits for Consular Vehicles (printed online), signed in person, affixed with seals of the consular missions and a one-inch, smooth and bareheaded color passport photo with white background;
- (3) Original Report of Loss.

6. When the holder of a driving permit is no longer the full-time employee of the consular missions or complete his/her term of duty and leave posts, the mission shall inform the FAOs within five working days and return the driving permit with a Verbal Note.

Contact Information

Beijing

1. Office of Foreign Missions, Ministry of Foreign Affairs

Address: No. 2 Chaoyangmennan St., Chaoyang District

Tel: 010-65963422 (Vehicle Affairs for Consular Missions of Asian, West Asian & North African, North American & Oceanian countries), 010-65964431 (Vehicle Affairs for Consular Missions of European-Central Asian, African, European, Latin American countries), 010-65964803 (Technical Support for Management System)

Fax: 010-65964464

Shanghai

1. Foreign Affairs Office of the Shanghai Municipal People's Government

Address: No. 1418 Nanjing Xilu

Tel: 021-22161600

Fax: 021-62552102

2. Shanghai Customs (2nd Business Office)

Address: Customs Service Hall, 10th floor, Liulin Plaza, No. 1 Huaihai Zhonglu

Tel: 021-68891437

3. Shanghai Municipal Office of the State Administration of Taxation (Caoyang Collection Center for Vehicle Purchasing Tax)

Address: No. 220 Qianyang Lu, Putuo District

Tel: 021-60259500

4. Shanghai Municipal Bureau of Local Taxation

Services regarding vehicle and vessel tax can be processed at Tax Service Halls of district taxation bureaus, i.e.:

Puxi District: Tax Service Hall of the 1st Taxation Station, Local Taxation Bureau of Hongkou District

Address: No. 35 Linping Beilu

Tel: 021-26035651

Pudong District: Tax Service Hall of the 1st Taxation Station,
Local Taxation Bureau of Pudong New District

Address: No. 80 Xiangcheng Lu

Tel: 021-50587782

5. Shanghai Environmental Monitoring Center (service
window for environmental protection of vehicles)

Address: No. 55 Sanjiang Lu, Xuhui District

Tel: 021-24011500

6. Traffic Police Corps of Shanghai Municipal Public Security
Bureau (Vehicle Administration Office)

Address: No. 1330 Hami Lu

Tel: 12345

7. Shanghai Foreign Missions Service Department

Address: Room 606, Guidu Office Building, No. 65 Yan'an
Xilu

Tel: 021-62818491, 021-64379958

Fax: 021-62482507

8. Shanghai Highway ETC Customer Service Center

Address: No. 555 Wuzhong Dong Lu

Tel: 021-64692087

Guangzhou

1. Foreign Affairs Office of the People's Government of Guangdong Province

Address: No. 45 Shamian Dajie

Tel: 020-81219510

2. Guangzhou Customs

Address: No. 83 Huacheng Avenue, Zhujiang Xincheng

Tel: 020-38920160

3. Guangzhou Municipal Office of the State Administration of Taxation (Branch on Collection and Management of Vehicle Purchasing Tax)

Address: 1st floor, Building No. 12, No. 888 Jichang Beilu, Baiyun District (inside the Guangdong Automobile Trading Market)

Tel: 020-86329806

4. Guangzhou Municipal Bureau of Local Taxation (services on vehicle and vessel tax exemption are transacted based on the principal of jurisdiction and consular missions can apply to local taxation bureaus of the districts where the missions are located)

(1) Guangzhou Yuexiu Local Taxation Bureau

a. 1st Tax Service Hall

Address: No. 9 Shishu Lu

Tel: 020-81903612

b. 2nd Tax Service Hall

Address: No. 4 Guangjiu Damalu

Tel: 020-83865751

(2) Guangzhou Haizhu Local Taxation Bureau

Address: No. 917 Guangzhou Avenue South

Tel: 020-12366-2

(3) Guangzhou Liwan Local Taxation Bureau

a. 1st Tax Service Hall

Address: No. 98 Xihua Lu

Tel: 020-81042023

b. 2nd Tax Service Hall

Address: No. 1 Huanhua Xilu

Tel: 020-81400093

(4) Guangzhou Tianhe Local Taxation Bureau

Address: No. 59 Huali Lu, Zhujiang Xincheng

Tel: 020-12366-2

5. Guangzhou Municipal Environmental Protection Bureau

Address: No. 311 Huanshi Zhonglu, Yuexiu District

Tel: 020-83203039

6. Traffic Police Corps of Guangzhou Municipal Public Security Bureau (Vehicle Administration Head Office of Chencun)

Address: No. 1732 Huaguan Lu, Tianhe District

Tel: 020-83115318

(1) Baiyun Vehicle Administration Sub-branch

Address: No. 1038 Jichang Lu, Baiyun District

(2) Fangcun Vehicle Administration Sub-branch

Address: No. 299 Longxi Avenue, Liwan District

(3) Haizhu Vehicle Administration Sub-branch

Address: No. 29 Yanzigang Lu, Haizhou District

7. Guangdong Provincial Foreign Missions Service Department

Address: No. 2 Youlin Yilu, Chigang, Haizhu District

Tel: 020-81218492

Kunming

1. Foreign Affairs Office of the People's Government of Yunnan Province

Address: No. 230 Dagan Lu

Tel: 0871-64098099, 64098143

2. Kunming Customs

Address: No. 618 Beijing Lu

Tel: 0871-63016999

3. Kunming Municipal Office of the State Administration of Taxation

Address: Vehicle Purchasing Tax Collection Center, Panlong District Office of the SAT, No. 132 Chuanjin Lu

Tel: 0871-65132671, 64117116

(Transaction of services on vehicle purchasing tax can be processed at other local/state tax collection centers)

4. Kunming Municipal Bureau of Local Taxation (Tax Service Hall)

Address: No. 519 Baohai Lu, Guangdu District

Tel: 0871-67181715

5. Kunming Municipal Traffic Management Bureau (Vehicle Administration Office)

Address: No. 12 Jingkai Lu, Economic and Technology Development Zone

Tel: 0871-67264912

Shenyang

1. Foreign and Overseas Chinese Affairs Office of the People's Government of Liaoning Province

Address: No. 45-2 Beiling Dajie

Tel: 024-86892235, 86893182

2. Shenyang Customs

Address: No. 16 Hunnan San Lu, Hunnan District

Tel: 024-2269555

3. Shenyang Municipal Office of the State Administration of Taxation

Address: No. 126 Huigong Jie, Shenhe District

Tel: 024-22563030

4. Shenyang Municipal Bureau of Local Taxation

Address: No. 113 Nan Yi Jing Jie, Shenhe District
Tel: 024-22660051

5. Shenyang Municipal Environmental Protection Bureau
Address: No. 246 Zhengyang Jie, Shenhe District
Tel: 024-24841835

6. Shenyang Municipal Traffic Management Bureau (Vehicle Administration Office)
Address: No. 116 Shenda Lu, Yuhong District
Tel: 024-96318888

Chongqing

1. Foreign and Overseas Chinese Affairs Office of the Chongqing Municipal People's Government
Address: No. 57 Honghu Donglu, Yubei District
Tel: 023-63850169

2. Chongqing Airport Customs (Customs Clearance Division)
Address: Comprehensive Office Building, Chongqing Airport
Tel: 023-67153553

3. Chongqing Municipal Office of the State Administration of Taxation (Branch on Collection and Management of Vehicle Purchasing Tax)

(1) No. 1 Taxation Station

Address: No. 86 Yuzhou Lu, Jiulongpo District

Tel: 023-68609147, 68699158

(2) No. 2 Taxation Station

Address: No. 5 Huangshan Avenue, High-tech Park, Liangjiang New Area

Tel: 023-63082916, 63082882

(3) No. 3 Taxation Station

Address: No. 66 Yunan Avenue, Banan District

Tel: 023-62869056, 62869116

4. Chongqing Municipal Bureau of Local Taxation (Key Tax Sources Management Bureau)

Address: 15th floor, No. 131 Hilton Business Center, Yuzhong District

Tel: 023-89038759

5. Chongqing Municipal Traffic Management Bureau (Bashan Vehicle Administration Office)

Address: No. 89 Shixin Lu, Jiulongpo District

Tel: 023-68613429

Chengdu

1. Foreign and Overseas Chinese Affairs Office of the People's Government of Sichuan Province

Address: No. 100, East 3rd Section, 1st Ring Road, Chenghua District

Tel: 028-84356776

2. Chengdu Customs (General Office, Mails Management Division)

Address: No. 389, 1st Section, Huanghe Zhonglu, Shuangliu District

Tel: 028-85881892

3. Chengdu Municipal Office of the State Administration of Taxation (Branch on Collection and Management of Vehicle Purchasing Tax)

Address: No. 80 Changyi Lu, Wuhou District

Tel: 028-85080785

4. Chengdu Municipal Bureau of Local Taxation

Address: No. 59 Xiqing Lu, Jinniu District

Tel: 028-87744522

5. Chengdu Municipal Environmental Protection Bureau

Address: No. 68 Shujing Lu

Tel: 028-61885200

6. Chengdu Municipal Traffic Management Bureau (Vehicle Administration Office)

Address: Guoning Village, Pidu District

Tel: 028-87850111

Xiamen

1. Foreign and Overseas Chinese Affairs Office of the Xiamen Municipal People's Government

Address: 2nd-4th/7th Floor, Tuanjie Plaza, No. 16 Bailuzhou Lu

Tel: 0592-2856114, 2856092

2. Xiamen Customs

Address: No. 269 Lujiang Avenue, Siming District

Tel: 0592-2355107 (Tariff Division), 0592-2355161 (Customs Supervision and Clearance Division)

3. Xiamen Municipal Office of the State Administration of Taxation

Address: Sub-branch on Management of Vehicle Purchasing

Tax, Lubin Plaza, No. 318 Lujiang Avenue, Siming District
Address: 0592-5157018

4. Xiamen Municipal Bureau of Local Taxation
Address: Shuibao Plaza, No. 70 Hubin Beilu
Tel: 0592-5318528

5. Xiamen Municipal Environmental Protection Bureau
Address: No. 158 Xiaoxue Lu
Tel: 0592-3671000

6. Traffic Police Corps of Xiamen Municipal Public Security
Bureau (Vehicle Administration Office)
Address: International Auto Parts Mall, Xiamen Auto Logistics
Center, Houxi Town, Jimei District
Tel: 0592-5736717

Hohhot

1. Foreign Affairs Office of the People's Government of the
Inner Mongolian Autonomous Region
Address: Government Building of the Inner Mongolian Autono-
mous Region, No. 1 Chilechuan Avenue, Saihan District
Tel: 0471-4824684

2. Hohhot Customs

Address: No. 37 Ruyihe Avenue, Ruyi Development Zone,
Saihan District

Tel: 0471-6982942

3. Hohhot Municipal Office of the State Administration of
Taxation (Directly-Controlled Branch on Collection and
Management of Vehicle Purchasing Tax)

Address: No. 33 Daxue Dongjie, Saihan District (100 meters
to the east of the crossing of the Cultural Mall, north side of
the road)

Tel: 0471-3952656

4. Local Taxation Bureau of the Inner Mongolian Autono-
mous Region

Address: No. 23 Zhaowuda Lu, Saihan District

Tel: 0471-4342981

5. Department of Environmental Protection of the Inner
Mongolian Autonomous Region

Address: No. 39 Tengfei Lu, Saihan District

Tel: 0471-4632013

6. Traffic Police Corps of the Hohhot Municipal Public Security

Bureau (Vehicle Administration Office)

Address: northwest corner at the crossing of Haixi Lu and west 2nd ring road

Tel: 0471-3605184, 3605186, 3605190

Lhasa

1. Foreign and Overseas Chinese Affairs Office of the People's Government of the Tibet Autonomous Region

Address: No. 11 Linkuo Beilu, Chengguan District

Tel: 0891-6328433

2. Lhasa Customs (No. 2 Site Business Office)

Address: No. 72 Beijing Zhonglu

Tel: 0891-6283144

3. Lhasa Municipal Office of the State Administration of Taxation (Sub-branch on the Management of Vehicle Purchasing Tax, also in charge of local taxation)

Address: Tax Service Hall, western side, No. 1 Qingzang Lu, Duilongdeqing District

Tel: 0891-6153870

4. Lhasa Municipal Environmental Protection Bureau (Vehicle

Supervision Office)

Address : Jiangsu Avenue

Tel : 13989914900

5. Traffic Management Bureau of the Department of Public Security of the Tibet Autonomous Region (Vehicle Administration Corps)

Address: No. 2, Beijing Xilu

Tel: 0891-6312269

Nanning

1. Foreign Affairs Office of the People's Government of the Guangxi Zhuang Autonomous Region

Address: No. 14 Minzhu Lu

Tel: 0771-5623636

2. Nanning Customs

Address: No. 9 Tiqiang Lu, Liangqing District

Tel: 0771-5369633

3. Nanning Municipal Office of the State Administration of Taxation

Address: 2nd floor, Vehicle Administration Center, Beihu International Auto Mall, No. 71 Beihu Beilu
Tel: 0771-3389680

4. Nanning Government Affairs Service Center (service window for local taxation)
Address: 1st Floor, West Wing, Guangxi Sports Center, No. 669 Wuxiang Avenue South
Tel: 0771-4953250

5. Nanning Municipal Environmental Protection Monitoring Station
Address: No. 45 Minzhu Lu, Qingxiu District
Tel: 0771-2620595

6. Traffic Police Corps of the Nanning Municipal Public Security Bureau (Beihu Station, Vehicle Administration Office)
Address: inside the Beihu International Auto Mall, No. 71 Beihu Beilu, High-Tech Zone
Tel: 966122

Qingdao

1. Foreign Affairs Office of the Qingdao Municipal People's Government

Address: No. 17 Hongkong Zhonglu, Shinan District

Tel: 0532-85912631

2. Qingdao Port Customs

Address: No. 18 Xinjiang Lu, Shibei District

Tel: 0532-58653105

3. Qingdao Municipal Office of the State Administration of Taxation

Address: No. 236 Yan'an San Lu

Tel: 12366

4. Qingdao Municipal Bureau of Local Taxation

Address: No. 18 Donghai Xilu

Tel: 0532-83870257

5. Qingdao Municipal Environmental Protection Bureau

Address: Room 304, Building No. 2, No. 39 Yan'an Yilu

Tel: 17805325037

6. Qingdao Municipal Traffic Management Bureau (Vehicle Administration Office)

Address: No. 6 Changbaishan Lu, Airport Industrial Park, Chengyang District

Tel: 0532-66572696

7. Shandong Highway ETC Customers Service Center

Address: No. 22 Jinsong Sanlu, Shibeidistrict

Tel: 0532-85718080

Wuhan

1. Foreign and Overseas Chinese Affairs Office of the People's Government of Hubei Province

Address: No. 3 Bayi Lu, Wuchang District

Tel: 027-87122256

2. Wuhan Customs

Address: No. 15 Jinyinhu Lu, Dongxihu District

Tel: 027-82768148

3. Hubei Provincial Office of the State Administration of Taxation

Address: No. 231 Yaojialing, Wuchang District
Tel: 027-87322431 (vehicle purchasing tax exemption)

4. Hubei Provincial Office of Local Taxation

Address: No. 101 Donghu Lu
Tel: 027-87328653

5. Wuhan Municipal Bureau of Local Taxation (Sub-branch
on the Management of Vehicle Purchasing Tax)

Address: Building D, Jinmao Tower, No. 159 Machang Lu,
Hanjiang District
Tel: 027-85556682 (vehicle purchasing tax)

6. Department of Environmental Protection of Hubei Province

Address: No. 346 Bayi Lu, Hongshan District
Tel: 027-87167363

7. Traffic Management Bureau of Wuhan Municipal Public
Security Bureau

Address: No. 8A Youyi Avenue, Wuchang District
Tel: 027-85394410

Xi'an

1. Foreign Affairs Office of the People's Government of Shaanxi Province

Address: Building No. 2, East Section of the Provincial Government Building, Xincheng Plaza, No. 403 Dongxin Jie

Tel: 029-87290355, 63917355

2. Xi'an Customs

Address: Service Hall of Xi'an Customs, No. 19 Tangyan Lu

Tel: 029-83196288

3. Xi'an Municipal Office of the State Administration of Taxation (Branch on Collection and Management of Vehicle Purchasing Tax)

Address: Ruiji Building, No. 11 Gaoxin Erlu, High-Tech Park

Tel: 029-88233894, 88227685

4. Shaanxi Provincial Office of Local Taxation

Address: No. 28 Tianshuijing Jie, Lianhu District

Tel: 029-87636383

5. Xi'an Municipal Environmental Protection Bureau

Address: 11th floor, Building No. 2, Municipal Government
Complex Building, No. 109 Fengcheng Balu
Tel: 029-86787828

6. Xi'an Traffic Management Bureau (Vehicle Administration Office)

Address: Vehicle Registration Service Station, Yuhuazhai,
Fuyu Lu, West 3rd Ring Road
Tel: 029-89634404

7. ETC Customers Service Center

Address: No. 208 Weiyang Lu
Tel: 18991815363

Changsha

1. Foreign and Overseas Chinese Affairs Office of the
People's Government of Hunan Province

Address: No. 12, Shaoshan Beilu
Tel: 0731-82688483

2. Changsha Customs (Supervision and Clearance Division)

Address: No. 678, 1st Section, East 2nd Ring Rd
Tel: 0731-87481307

3. Changsha Municipal Office of the State Administration of Taxation (International Taxation Division)

Address: No. 269, Shaoshan Beilu

Tel: 0731-84185025

4. Changsha Municipal Bureau of Local Taxation (International Taxation Division)

Address: No. 1, Baisha St., Tianxin District

Tel: 0731-85118118 ex 6427

5. Changsha Municipal Environmental Protection Bureau (Supervision Center for Motor Vehicle Emission Waste)

Address: No. 289, Laodong Donglu, Yuhua District

Tel: 0731-84789218

6. Changsha Traffic Management Bureau (Vehicle Administration Office)

Address: No. 2, Fenglin Yilu

Tel: 0731-88878228

Erenhot

1. Foreign Affairs Office of the Erenhot Municipal People's Government

Address: No. 9 Government Building, Shixi District, Erenhot City

Tel: 0479-7522279

2. Hohhot Customs

Address: No. 37 Ruyihe Avenue, Ruyi Development Zone, Saihan District, Hohhot City

Tel: 0471-6982942

3. Hohhot Municipal Office of the State Administration of Taxation (Directly-Controlled Branch on Collection and Management of Vehicle Purchasing Tax)

Address: No. 33 Daxue Dongjie, Saihan District, Hohhot City (100 meters to the east of the crossing of the Cultural Mall, north side of the road)

Tel: 0471-3952656

4. Bureau of Local Taxation of Xilin Gol League

Address: Economic and Technology Development Zone of Xilin Gol League

Tel: 0479-8263728

5. Traffic Police Corps of Xilin Gol League (Vehicle Administration Office)

Address: Dongnanjiao Community near No. 207 State Highway, 3km southeast of Xilinhote City

Tel: 0474-2770582



Office of Foreign Missions, MFA