

China Electronic Port IC Card Application Procedure

1. Application can be conducted with the local designated IC card producers. Please visit your local Electronic Port website for the producers' information.

Location	CN E-Port Website	Phone Number
Shanghai	http://www.eport.sh.cn/	021-58775600
Beijing	http://www.bjeport.gov.cn/	
Shenzhen	http://www.szeport.gov.cn/	0755-84394328
Guangzhou	http://www.gzeport.gov.cn/	020-86010010
Dalian	http://www.dleport.gov.cn/	0411-82618261
Chongqing	http://www.cqeport.gov.cn/	023-67698280
Shandong	http://www.sdeport.com/	0532-82956680/6681
Changsha	http://www.cseport.gov.cn/	0731-4781358
Hefei	http://www.hfeport.gov.cn/	
Jiangmen	http://www.jmeport.gov.cn/	0750-3263302/361
Wuhan	http://www.wheport.gov.cn/	027-82768383
Chengdu	http://www.cdeport.gov.cn/	
Zhanjiang	http://www.zjeport.gov.cn/	0759-3251181/071
Ningbo	http://www.nbeport.gov.cn/	0574-87028890
Jiangsu	http://www.jseport.gov.cn/	
Tianjin	http://www.tjeport.gov.cn/	
Fujian	http://www.fjeport.gov.cn/	0592—5329999
Shantou	http://www.steport.gov.cn/	

For other locations, please visit www.chinaport.gov.cn.

2. The following forms will need to be completed and duly signed and chopped by legal person.
 - China Electronic Port Enterprises Register Form
 - China Electronic Port IC Card Register Form

For IC Card Register Form,

- Complete “legal person card holder information” for **legal person IC card** application
- Complete “operator card holder information” and the other information for **operator IC card** application. To apply for multiple operators IC cards, each operator needs to submit a register form. (physically presenting is required)

3. Administration of Commerce, Taxation, Foreign Trade, Custom, and Foreign Exchange will
 - Check and approve the IC card application

- Purchase IC card, IC card reader, Oracle Lite software
 - Notify China Mobile to open 95199 account
4. IC card producer will produce and set up the electronic port legal person IC card and operator card.
 5. Documentation checklist for IC card application (original or photo copy 正本或副本原件及复印件):
 - *Business License of Enterprise Legal Person or Enterprise Business License Tax Registration Certificate or Tax Registration Certificate for Enterprises with Foreign Investment*
 - *People's Republic of China Import/Export Enterprise Qualification Certificate or Approval for Establishment of Enterprises with Foreign Investment in the People's Republic of China*
 - *Self Applying to Custom Enterprise Registration Certificate (自理报关企业注册登记证), Out-sourcing Applying to Custom Enterprise Registration Certificate (代理报关企业注册登记证), Specialty Applying to Custom Enterprise Registration Certificate (专业报关企业注册登记证), and Customs Specialist Certificate (报关员证)*
 - *Enterprise Code Certificate*
 6. Enterprises to collect the IC cards from producer by presenting reference letter, collector's ID card.

For more details, please access to China E-Port website: www.chinaport.gov.cn