

**Notice of Guangzhou Municipal Planning and Natural Resources
Bureau and Guangzhou Municipal Administration of Taxation under
State Taxation Administration on the Implementation of Relevant
Matters Concerning the Handling of Registration of Immovable
Property Transfer Between Enterprises in “One Link”**

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All district branches of the Planning and Natural Resources Bureau, tax bureaus of all districts, and Municipal Immovable Property Registration Center,

In order to further optimize Guangzhou’s business environment for registering property, improve the immovable property registration service level for the convenience of the general public and enterprises, strictly implement the handling of whole process of registration of immovable property transfer between enterprises in “one link”, and realize the “on-site processing via one window by submitting one set of materials and interacting with one person” for the whole process including the acceptance of registration of immovable property transfer between enterprises, taxes and fees verification and payment and certificate collection, we hereby give the notice as follows regarding the relevant matters:

I. Special windows (zones) for enterprise services shall be set up in all immovable property registration service halls, with eye-catching colors and signs for publicity and guidance purpose, to facilitate enterprises to identify clearly and process the business. The number of special windows should be adjusted in a timely manner depending on the practical situation, so as to meet the enterprises’ business needs to the fullest extent.

II. The registration of immovable property transfer between enterprises shall all be

included in the service scope of the special windows for enterprise services and shall enjoy the whole-process green channel service. In principle, all the enterprises that apply for the said kind of business can enjoy special window service. The registrars and tax staff should clearly guide the enterprises to the special windows for the said kind of business, and neither the number taking by appointment nor the number taking on site shall be required.

III. The staff at the special window shall be responsible for collecting all application materials on immovable property transaction, registration and taxation (the materials that have already been provided for shared use shall be exempted from collection, the common materials shall be exempted from repeated collection. As the online contract signing for stock non-residential property transaction between enterprises has been cancelled in the city, enterprises can submit the trading contract signed by themselves), providing guidance on taxes and fees payment, examining the source of ownership of immovable property, the legality of the transaction, the subject qualification of both transaction parties, and examining whether mortgage sequestration and other restriction circumstances exist, and shall ensure handling of application in one hour and issuance of certificate via the same window.

IV. The instant completion of taxation for enterprises' tax-related immovable property registration business shall be achieved at the special windows for enterprise services so as to avoid additional processing steps and avoid the applicant from running back and forth.

V. The special windows for enterprise services shall also provide services like immovable property registration, tax-related business consultation and the acceptance of applications with materials missing.

It is hereby noticed.

Attachment: Whole-process Steps of Registration of Immovable Property Transfer between Enterprises

Guangzhou Municipal Planning and Natural Resources Bureau
Guangzhou Municipal Administration of Taxation under State Taxation
Administration

January 10, 2020

**Processing Steps of Registration of Immovable Property Transfer
between Enterprises**

Step	Matters to be processed	Processing time
1	<p data-bbox="355 566 1074 656">Applying for immovable property registration, paying for taxes and fees, and collecting certificate on site</p> <p data-bbox="355 689 1074 1153">(Remarks: The enterprise submits all its application materials including its independently signed trading contract to one same handling personnel at the special window for enterprise services in the immovable property registration service hall; upon review and collection of relevant taxes and fees, the handling personnel approves the application for registration, and then issue immovable property ownership certificate on site at the special window.)</p>	0.5 day