

外国人来华工作许可及证件办理

常见问题

FAQs Pertaining to Application
for Foreigner's Work Permit

1、如何理解“外国人来华工作许可制度”？

答：外国人来华工作许可制度是中国政府对外国人申请到中国工作实行统一准入和审批监管制度。审批对象是申请来华工作的外国人。2017年4月1日起，外国人来华工作许可制度在全国全面实施，由国家外国专家局负责具体组织实施工作。

2、如何理解“两证整合”？

答：“两证整合”是指将原《外国专家来华工作许可证》、《外国人就业许可证》统一为《外国人工作许可通知》。原《外国专家证》和《外国人就业证》统一为卡式的《外国人工作许可证》。全国“两证整合”工作已于2017年3月31日完成。4月1日起，外国人在中国工作的合法证件是《外国人工作许可证》，一人一码，终身不变，动态管理记录证件持有人在华工作管理、服务、信用记录等情况。

按照要求，2017年4月1日起，全国统一实施外国人来华工作许可，发放《外国人工作许可通知》和《外国人工作许可证》。2017年5月1日起，原“外国专家来华工作管理系统”停止办理新申请业务，只办理延期、变更、注销等业务。2017年6月30日起，“外国专家来华工作管理系统”停止使用。2017年7月1日起，外国人来华工作许可申请与审批业务全部在“外国人来华工作管理服务系统”办理。有效期内的外国专家来华工作许可和外国人入境就业许可以及《外国专家证》和《外国人就业证》继续有效。2017年10月1日起，凡持有效期6个月以上的《外国专家证》、《外国人就业证》的外国人可自愿申请换领《外国人工作许可证》，许可有效期不变。

3、外国人来华工作许可制度在南京市是由什么部门负责组织实施？

答：我市外国人来华许可制度由市科学技术局负责实施，市外国专家局承担具体组织实施工作。南京市属用人单位向市科技局提出业务申请，业务受理点设在建邺区江东中路265号南京市政务服务中心一楼A235、A236窗口，咨询电话：68505235、68505236。

驻宁省（部）属用人单位向省科技厅提出业务申请，业务受理点设在南京市玄武区成贤街118号科学会堂3号门211房间，咨询电话：83236029。

4、外国人要在南京合法工作，应履行什么申请流程？

答：外国人要在南京合法工作，应履行如下流程：

- (1) 应聘单位，签合同；
- (2) 用人单位协助其申请《外国人工作许可通知》
- (3) 外国人凭《外国人工作许可通知》及其他所需材料向中国驻外使、领馆申办工作签证；

(4) 外国人持工作签证入境后 15 日内, 用人单位协助其申请《外国人工作许可证》;

(5) 外国人持工作签证入境后 30 日内, 申办外国人工作类居留证件(市公安局出入境管理处: 秦淮区白下路 173 号, 咨询电话: 025-84420005, 84420004)。

5、南京市属单位要合法聘用外国人在本单位工作, 应履行什么流程?

答: 南京市属单位要合法聘用外国人在本单位工作, 应履行如下流程:

(1) 用人单位登录外国人来华工作管理服务系统注册账号 (<http://fwp.safea.gov.cn/>), 提交注册信息后, 带好所需材料原件和复印件到建邺区江东中路 265 号南京市政务服务中心一楼 A235、A236 窗口进行实名制登记;

(2) 用人单位为申请工作的外国人申请《外国人工作许可通知》(南京市科技局: 建邺区江东中路 265 号南京市政务服务中心一楼 A235、A236 窗口);

(3) 外国人凭《外国人工作许可通知》及其他所需材料向中国驻外使、领馆申办工作签证;

(4) 外国人持工作签证入境后 15 日内, 用人单位为申请工作的外国人申请《外国人工作许可证》(南京市科技局: 建邺区江东中路 265 号南京市政务服务中心一楼 A235、A236 窗口);

(5) 外国人持工作签证入境后 30 日内, 用人单位为申请工作的外国人申办外国人工作类居留证件(南京市公安局出入境管理处: 秦淮区白下路 173 号, 咨询电话: 025-84420005, 84420004);

6、用人单位要为拟聘用的外国人办理《外国人工作许可通知》, 应提交哪些材料?

(1) 《外国人来华工作许可申请表》(原件)。该表通过申请系统在线打印, 申请人签字, 用人单位需加盖公章。

(2) 工作资历证明(原件和复印件)。申请人原工作过的单位出具从事与现聘用岗位工作相关的工作经历证明, 包括职位、工作时间或曾经做过的项目, 需申请人原工作单位加盖公章或单位负责人签字, 留有证明人(或联系人)联系方式。

其中, 符合《外国人来华工作分类标准》外国高层次人才(A类)(一)入选国内相关人才计划的;(二)符合国际公认的专业成就认定标准的, 工作资历证明采用承诺制。

(3) 申请人最高学位(学历)证书或相关批准文书、职业资格证明(原件和复印件)。

在国外取得的最高学位(学历)证书, 应经中国驻外使、领馆或由申请人获得学位(学历)所在国驻华使、领馆或我国学历认证机构认证。

最高学位(学历)证书在港澳特别行政区和台湾地区获得的,应经我国学历认证机构认证或经所在地区公证机构公证。

最高学位(学历)证书在中国境内获得的,仅提供学历(学位)证书原件。

我国法律法规规定应由行业主管部门前置审批或具备我国相应准入类职业资格的,应提供行业主管部门批准文书或职业资格证明。(如:外国企业驻宁代表机构、境外非政府组织的首席代表和代表、外资银行的行长、外国医师、外籍飞行员等)。

其中,符合《外国人来华工作分类标准》外国高端人才(A类)(一)入选国内相关人才计划的;(二)符合国际公认的专业成就认定标准的;(三)符合市场导向的鼓励类岗位需求的外国人才;(四)创新创业人才的,最高学位(学历)证书采用承诺制。

(4) 申请人无犯罪记录证明(原件和复印件)。

申请人无犯罪记录证明应由申请人国籍国或经常居住地警察、安全、法院等部门出具并经我驻外使、领馆认证或外国驻华使、领馆认证。经常居住地指申请人离开国籍国最后连续居住一年以上的国家或地区,不包括在中国境内。无犯罪记录签发时间应在6个月内。

申请人出具的在港澳特别行政区和台湾地区无犯罪记录证明,应经所在地区公证机关公证。

接受外交(包括外国驻华使、领馆)出具的非宣誓性无犯罪记录,不再认证。

不接受仅为本人声明无犯罪的宣誓性无犯罪记录。

外国高端人才(A类)无犯罪记录证明采用承诺制。

(5) 体检证明(原件和复印件)。

由中国检验检疫机构出具的境外人员体格检查记录验证证明或健康检查证明书,或经中国检验检疫机构认可的境外卫生医疗机构出具的体检证明,签发时间均在6个月内。南京地区法定的境外人员健康体检机构为江苏国际旅行卫生保健中心(地址:创智路39号,咨询电话:025-52345700、52345711、52345707)

可入境前采用承诺制,入境后申领《外国人工作许可证》时补充提交中国境内检验检疫机构出具的境外人员体格检查记录验证证明或健康检查证明书。

(6) 聘用合同或任职证明(包括跨国公司派遣函)(原件和复印件)。

提供中文合同,申请人签名并加盖单位公章,不得涂改。聘用合同或任职证明(包括跨国公司派遣函)应当包括工作地点、工作内容、薪酬、来华工作时间、职位、盖章页(签字)必要内容。

任职证明适用执行政府间、国际组织间协议或协定人员、各类驻华代表处首席代表及代表及境外合同服务提供者。任职证明(包括派遣函)如缺少必要内容,需另行出具证明补充说明。

派遣函适用情形为跨国公司总部或地区总部从境

外派遣经理等高级管理人员和专业技术人员至境内子公司或分公司任职，由跨国公司总部或地区总部出具。

跨国公司在华地区总部派遣经理等高级管理人员和专业技术人员至境内子公司或分公司任职的，提交派遣函以及与跨国公司在华地区总部签订的聘用合同。

(7) 申请人护照或国际旅行证件（原件和复印件）。
护照有效期不得少于6个月。

(8) 如有随行家属，则应提供随行家属如下证明材料（原件和复印件）。

• 随行家属护照（或国际旅行证件）信息页。

• 家属关系证明（配偶—结婚证书，子女—子女出生证明或收养证明，父母或配偶父母—申请人出生证明或结婚证书或公证证明）。

• 体检报告（18周岁以上家属）以及电子照片。

备注：以上所有非中文材料均需提供中文翻译件，并加盖翻译公司公章，但护照或国际旅行证件除外。纸质材料原件和中文翻译件均应以电子方式上传至办理系统。外国申请人国籍发生变更的，应重新申请外国人来华工作许可。

7、用人单位已为拟聘请的外国人申办过《外国人工作许可通知》，办理《外国人工作许可证》时应提交哪些材料？

答：(1) 《外国人来华工作许可申请表》（原件）。该表通过申请系统在线打印，申请人签字，用人单位需加盖公章。

(2) 外国人工作许可通知复印件。

(3) 申请人护照原件，其中信息页及所持工作签证页提供复印件。

(4) 聘用合同（原件和复印件）。

(5) 体检证明（原件和复印件）。

中国检验检疫机构出具的境外人员体格检查记录验证证明或健康检查证明书，签发时间在6个月内。

(6) 申请人最高学位（学历）证书或相关批准文书、职业资格证明原件以及使、领馆认证件原件。

(7) 无犯罪记录证明原件以及使、领馆认证件原件。

8、用人单位要为拟聘用的外国人办理《外国人工作许可证》延期业务，应提交哪些材料？

答：(1) 《外国人来华工作许可延期申请表》原件。该表通过申请系统在线打印，申请人签字，用人单位需加盖公章。

(2) 申请人护照原件，其中信息页、签证页、最近一次入境验讫章页或有效居留许可信息页提供复印件。

(3) 聘用合同（原件和复印件）。

(4) 《外国人工作许可证》原件。

包括现行有效期内的《外国专家证》或《外国人

就业证》。

备注：如延期现行有效期内的《外国专家证》或《外国人就业证》，还需提供申请人最高学位证书及其中文翻译件（翻译件加盖用人单位公章）。

9、外国人遗失了持有的《外国人工作许可证》，用人单位要为其补办《外国人工作许可证》，应提交哪些材料？

答：（1）《外国人来华工作许可补办申请表》原件。该表通过申请系统在线打印，申请人签字，用人单位需加盖公章。

（2）申请人遗失或毁损情况说明原件。

备注：补办《外国人工作许可证》的，申请人应当自证件遗失之日或发现遗失之日起在外国人来华工作管理服务系统上登载声明，并向南京市外国专家局申请补办。证件损毁的，申请补办时需携带原证。

10、外国人持有的《外国人工作许可证》内容信息发生变更，用人单位要为其办理《外国人工作许可证》变更业务，应提交哪些材料？

答：（1）《外国人来华工作许可变更申请表》原件。该表通过申请系统在线打印，申请人签字，用人单位需加盖公章。

（2）申请变更事项的证明文件原件。

备注：申请人个人信息（姓名、护照号、职务、类别）等事项发生变更的，应当自变更事项发生之日起 10 个工作日内向南京市外国专家局提出申请。

11、外国人与用人单位解除聘用关系，用人单位要为其办理《外国人工作许可证》注销业务，应提交哪些材料？

答：（1）《外国人来华工作许可注销申请表》原件。该表通过申请系统在线打印，申请人签字，用人单位需加盖公章。

（2）聘用关系解除、合同终止或其他与注销原因相关的证明材料原件。其中聘用关系解除、合同终止需双方签字。

备注：外国人来华工作许可有效期届满未延续的，自动注销；依法被撤销、撤回的，以及许可证件依法被吊销的，由南京市外国专家局注销。申请人死亡或者丧失行为能力或者提前终止合同、解除聘用关系的，用人单位应当于事项发生之日起 10 个工作日内向南京市外国专家局申请注销。用人单位被终止的，申请人可以向南京市外国专家局申请注销工作许可。

Q1: What is the Scheme of Foreigner' s Work Permit in China?

A: The foreigner' s work permit system is a mechanism adopted by Chinese government to carry out uniform admittance and approval supervision of foreigners applying to work in China. The object of approval is foreigners who apply to work in China. As of April 1, 2017, the foreigner' s work permit system was fully implemented nationwide in China, with specific organization and implementation work carried out by the State Administration of Foreign Expert Affairs.

Q2: What does "integration of dual work permits" mean?

A: The Employment Permit for Foreigners and the Foreign Expert Work Permit are integrated into the Foreigner' s Work Permit. Integration of the two different work permits has been completed by March 31, 2017. As of April 1, the lawful certificate of a foreigner working in China is the Foreigner' s Work Permit. It has a permanent code for each holder, and keeps dynamic records of the holder' s status of employment, services and credit reports in China.

As required, the foreigner' s work permit scheme was implemented nationwide since April 1, 2017, and the Notification Letter of Foreigner' s Work Permit and Foreigner' s Work Permit were issued. As of May 1, 2017, the former "Management System for Foreign Experts Working in China" stopped processing new applications, and only handled such businesses as extension, change, and cancellation. As of June 30, 2017, the "Management System for Foreign Experts Working in China" terminated all its services. As of July 1, 2017, the "Service System for Foreigners Working in China" was put into use to process all applications for foreigner' s work permit. The Foreign Expert Working Permit, Alien Employment License, Foreign Expert Certificate, and Alien Employment Permit still remain effective within the validity period. As of October 1, 2017, foreigners, who are holding a Foreign Expert Certificate or Alien Employment Permit with a validity period of more than 6 months, may apply for a Foreigner' s Work Permit on a voluntary basis. The validity period of the work permit remains unchanged.

Q3: Which department is responsible for administration and implementation of the foreigner' s work permit scheme in Nanjing?

A: For Nanjing municipal units, applications should be submitted to the Nanjing Municipal Science and Technology Bureau. (Service Window No.235/236, 1/F, Nanjing Municipal Government Affairs Service Center, No.265 Jiangdong zhonglu Rd., Telephone: +86 25-68505235/68505236).

Q4: What application procedures should be performed by foreigners in order to work legally in Nanjing?

A: In order to work legally in Nanjing, a foreigner should go through the following procedures:

- (1) Apply for a job and sign an employment contract.
- (2) Apply for the Notification Letter of Foreigner' s Work Permit with assistance of the employer.
- (3) Present the notification letter and other relevant documents to the embassy or consulate office of the People' s Republic of China, when applying for a work visa.
- (4) Assisted by the employer, apply for a Foreigner' s Work Permit within 15 days of entry into the People' s Republic of China holding a work visa.
- (5) Apply for a work-type residence permit, within 30 days of entry into the People' s Republic of China holding a work visa. (at the Exit-Entry Administration of Nanjing Public Security Bureau. Address: 173 Baixia Road, Qinhuai District, Nanjing; Telephone: +86 25-84420005/84420004).

Q5: What procedures should Nanjing municipal units go through in order to lawfully employ foreigners?

A: To employ a foreigner lawfully, a Nanjing municipal unit should go through the following procedures:

- (1) Log into the Service System for Foreigners Working in China (<http://fwp.safea.gov.cn/>) to register an account. Upon submitting registration information, the employer should bring the original and copies of required materials to Nanjing Municipal Science and Technology Bureau for real-name registration at the earliest convenience.
- (2) Apply for a Notification Letter of Foreigner' s Work Permit on behalf of the foreigner.
- (3) When the Notification Letter of Foreigner' s Work Permit is issued, the employer should assist the foreigner to apply for a work visa at the embassy or consulate office of People' s Republic of China.
- (4) Apply for a Foreigner' s Work Permit for the foreigner, within 15 days of

entry into the People's Republic of China holding a work visa.

(5) Apply for a work-type residence permit for the foreigner, within 30 days of entry into the People's Republic of China holding a work visa. (Address of the Exit-Entry Administration of Nanjing Public Security Bureau: 173 Baixia Road, Qinhuai District, Nanjing; Telephone: +86 25-84420005/84420004).

Q6: What materials should the employer submit to get a Notification Letter of Foreigner's Work Permit for the foreigner to be hired?

(1) Application Form of Foreigner's Work Permit (original). This form should be printed online via the application system, and should be signed by the applicant and stamped by the employer.

(2) Job certifications (originals and copies). The former employer of the applicant should provide certification about the applicant's work experience pertaining to current employment, including the job position, working period, and previous projects done by the applicant. The certification should be stamped by the former employer or signed by the person in charge, with contact of the reference person (or contact person) enclosed.

For high-end foreign talents (Class A) who meet the following criteria in the Classification Criteria of Foreigners Working in China, job qualifications are provided through a commitment system:

1) Be selected into the relevant domestic talents scheme
2) Conform to the internationally recognized standards of professional achievements.

3) Applicant's certificate of the highest degree (diploma) or relevant approval documents, and professional qualifications (original and copy).

For the certificate of the highest degree (diploma) obtained abroad, it should be certified by one of the following authorities:

- Chinese embassy or consulate office.
- Embassy or consulate office of the foreign country where the applicant obtained the degree certificate or diploma in China.
- Chinese diploma authentication authority.

There are two authentication agencies in Nanjing:

- Jiangsu Education Center for International Exchanges (Address: Education Building, 15 West Beijing Road, Nanjing; Telephone: +86 25-83335872/83335948).
- Jiangsu Provincial Talent Exchange and Service Center (Address: 213 Guangzhou Road, Gulou District, Nanjing; Telephone: +86 25-83238876).

For the certificate of the highest degree (diploma) obtained in the Hong Kong SAR, Macao SAR, or Taiwan region, it should be certified by the Chinese diploma authentication authority or local notary agency.

For the certificate of the highest degree (diploma) obtained in mainland China, only the original certificate is required.

Where pre-approval of the competent authority of industry or professional qualification of the corresponding entry permit is required by Chinese laws and regulations, the approval document of the competent authority of industry or the professional qualification should be provided. (For example, representative offices of foreign enterprises in Nanjing, chief representative and other representatives of overseas non-governmental organizations, presidents of foreign banks, foreign doctors, and foreign pilots, etc).

For high-end foreign talents (Class A) who meet the following criteria in the Classification Criteria of Foreigners Working in China, the certificate of the highest degree (diploma) is provided through a commitment system:

1) Be selected into the relevant domestic talents scheme.
2) Conform to the internationally recognized standards of professional achievements.

3) Meet the demands of market-oriented encouraged jobs.

4) Innovative and entrepreneurial talents.

(4) Certificate of No Criminal Record of the Applicant (original and copy).

The Certificate of No Criminal Record of the Applicant should be provided by the police, national security agency, court, or other departments in the applicant's state of nationality or habitual residence, and should be certified by Chinese embassy or consulate abroad or foreign embassy or consulate in China. The habitual residence refers to the country or region where the application has stayed for more than one year after leaving the state of nationality, excluding mainland China. The Certificate of No Criminal Record should be issued within 6 months prior to the application acceptance date.

Certificate of No Criminal Record issued in the Hong Kong SAR, Macao SAR, or Taiwan region should be notarized by the local notary agency.

Non-sworn Certificate of No Criminal Record issued by diplomatic organizations

(including foreign embassies or consulates in China) is acceptable henceforth no longer needs to be certified.

Sworn Certificate of No Criminal Record by the applicant is unacceptable.

In terms of foreign high-end talents (Class A), the Certificate of No Criminal Record is provided through a commitment system.

(5) Health certificate (original and copy).

The following health certificates should be provided:

- Certificate of Verification on Physical Examination Record for Foreigners or Physical Fitness Certificate issued by China Inspection and Quarantine Office (CIQ).

- Physical Checkup Certificate issued by overseas medical institutions recognized by CIQ.

All of these health certificates should be issued within 6 months prior to the application acceptance date.

The lawful foreigner's health checkup institution in Nanjing is the Jiangsu International Travel Health Care Center. (Address: 39 Chuangzhi Road; Telephone: +86 25-52345700/52345711/52345707).

Prior to entry into the Peoples Republic of China, a commitment system is utilized for health certificates. After entry into the country, however, the applicant should submit a Certificate of Verification on Physical Examination Record for Foreigners or Physical Fitness Certificate issued by CIQ when applying for a Foreigner's Work Permit.

(6) Employment contract or employment certification, including the dispatch letter from a multinational company (original and copy).

A contract written in the Chinese language is mandatory. It should be signed by the applicant and stamped with the official stamp of the company, and should not be altered. The employment contract or employment certification (including the dispatch letter from a multinational company) should cover necessary information such as the workplace, work content, salary, work period in China, position, and stamp page (signature).

The employment certification applies to personnel who carry out agreements or treaties between governments or international organizations, chief representative and other representatives of all kinds of representative offices in China, and overseas contract service providers. Should the employment certification (including the dispatch letter) lacks necessary information, a supplementary description of the certification is required.

The dispatch letter applies to professional technicians and senior executives such as managers who are dispatched by the headquarters or regional headquarters of a multinational company from overseas to domestic subsidiaries or branch offices. The dispatch letter should be provided by the headquarters or regional headquarters of the multinational company.

For professional technicians and senior executives such as managers dispatched by the regional headquarters of a multinational company in China to domestic subsidiaries or branch offices, the dispatch letter and employment contract signed with the regional headquarters of the multinational company should be submitted.

(7) Applicant's passport or international travel documents (original and copy).

The passport should be valid for at least 6 months.

(8) If accompanied by family members, the applicant should also provide the following supporting materials for the family members (original and copy):

- Passport information pages of the accompanying family members.
- Proof of family relationship (spouse - marriage certificate; child - birth certificate or adoption certificate; parent or spouse's parent - birth certificate, marriage certificate, or notarized certificate of the applicant).

- Physical checkup report (for family members over 18) and digital photos.

Note: For all of the above non-Chinese materials (except passports or international travel documents), Chinese translations with the official seal of the translation company are mandatory. Both the original paper material and its Chinese translation should be uploaded to the processing system. In case of change of nationality, the foreigner should reapply for a work permit in China.

Q7: The employer has applied for a Notification Letter of Foreigner's Work Permit for the foreigner to be hired. In this case, what materials should be submitted to get a Foreigner's Work Permit?

A: (1) Application Form of Foreigner's Work Permit (original). This form should be printed online via the application system, and should be signed by the applicant and stamped by the employer.

(2) Copy of the Foreigner's Work Permit.

(3) Original of applicant's passport, and copies of its information page and work visa page.

(4) Employment contract (original and copy).

(5) Health certificate (original and copy).

The applicant should provide a Certificate of Verification on Physical Examination Record for Foreigners or Physical Fitness Certificate issued by CIQ, which should be issued within 6 months prior to the application acceptance date.

(6) Applicant's certificate of the highest degree (diploma) or the relevant approval documents, professional qualifications, and embassy or consulate certification (original).

(7) Certificate of No Criminal Record and embassy or consulate certification (original).

Q8: What materials should the employer submit to extend the validity period of a Foreigner' s Work Permit for the foreigner to be hired?

A: (1) Application Form for Extension of Foreigner' s Work Permit (original). This form should be printed online via the application system, and should be signed by the applicant and stamped by the employer.

(2) Original of applicant' s passport, and copies of its information page, visa page, last entry stamp page, or valid residence permit page.

(3) Employment contract (original and copy).

(4) Original of the Foreigner' s Work Permit, including the Foreign Expert Certificate or Alien Employment Permit within the current validity period.

Note: To extend the current validity period of the Foreign Expert Certificate or Alien Employment Permit, the applicant' s certificate of the highest degree and its Chinese translation (with the official seal of the employer) are required.

Q9: In case that a foreigner lost his/her work permit, what materials should the employer submit for renewal of Foreigner' s Work Permit?

A: (1) Application Form for Renewal of Foreigner' s Work Permit (original). This form should be printed online via the application system, and should be signed by the applicant and stamped by the employer.

(2) Description of the applicant's loss or damage (original).

Note: In the case of a lost work permit, the applicant should make a declaration on the Service System for Foreigners Working in China as of the date of loss or discovery of loss, and apply to Nanjing Foreign Experts Bureau for renewal. In the case of a damaged work permit, the original work permit is required when the renewal application is submitted.

Q10: If the content of the Foreigner' s Work Permit changes, what materials should the employer submit for the change business of work permit?

A: (1) Application Form for Change of Foreigner' s Work Permit (original) This form should be printed online via the application system, and should be signed by the applicant and stamped by the employer.

(2) Supporting documents for items to be changed (original)

Note: Where there are changes in applicant's personal information (such as name, passport number, job position, category), the applicant should submit an application to Nanjing Foreign Experts Bureau within 10 workdays from the date of change.

Q11: If the employment relationship between the foreigner and employer is canceled, what materials should the employer submit to cancel the Foreigner' s Work Permit?

A: (1) Application Form for Cancellation of Foreigner' s Work Permit (original). This form should be printed online via the application system, and should be signed by the applicant and stamped by the employer.

(2) Supporting materials for the cancellation of employment relationship, termination of contract, or other reasons related to the cancellation (original) In terms of cancellation of employment relationship and termination of the contract, signatures of both parties are required.

Note: If a Foreigner' s Work Permit fails to be extended at the expiry of its validity period, it should be canceled automatically. The revocation, withdrawal, and suspension of work permit in accordance with law should be performed by the Nanjing Foreign Experts Bureau. Where a foreign applicant dies, loses his or her capacity for action, terminates the contract in advance, or cancels the employment relationship, the employer should apply to the Nanjing Foreign Experts Bureau for cancellation within 10 workdays from the date of occurrence of such facts. If an employer is terminated, the applicant may apply to the Nanjing Foreign Experts Bureau for cancellation of work permit.