



**Shanghai Chemical Industry Park  
Administration Commission  
Bulletin**

**2003**  
Volume 1 (General Volume 1)

# Shanghai Chemical Industry Park Administration Commission Bulletin (Trial Publication)

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## **A Significant Measure to Administer the Park according to Law**

——<Shanghai Chemical Industry Park Administration Commission Bulletin> Foreword

Ruan Yanhua

Firstly, I would like to congratulate the publication of <Shanghai Chemical Industry Park Administration Commission Bulletin>!

As a significant layout of national industry structure adjustment and the south center of "East-West-South-North" industry base in Shanghai, Shanghai Chemical Industry Park has attracted great attention on its development and construction from home and abroad. In the short two years time, Chemical Industry Park has successfully introduced many transnational companies, like BP, Bayer, BASF, etc, pioneered to implement joint investment in public works and imported project capital up to US\$ 8 billion, creating a superior beginning to set up a world level chemical industry base.

It is of great importance for Shanghai Chemical Industry Park with a further step toward its target of world first class to adapt to WTO regulations, administer area well, perfect investment environment and actively promote the second phase business invitation of the Chemical Industry Park. And every government departments in the park make their government affairs public to upgrade the transparency, which is regarded as the significant work to improve the soft investment environment in the park. Through <Shanghai Chemical Industry Park Administration Commission Bulletin>, relevant national policies and laws, policies and regulations in Shanghai municipality, rules and regulations of government administrative departments in the park like Administration Commission and other administrative management information related to the development and construction of Chemical Industry Park will be delivered to the investors in the park accurately, transparently and in time. This is conducive to promoting Administration Commission and every government administrative department to enforce Party's course, guideline, policy, national laws and regulations earnestly and accept the supervision from enterprises and society consciously; conducive to promoting the administration by law, government affairs publication from the system to create a government image of "Integrity, diligence, practicality, high efficiency"; conducive to making a market competition environment of "Open, equal, fair" to ensure the development and construction

target of Chemical Industry Park come true.

Consequently, the establishment of <Shanghai Chemical Industry Park Administration Commission Bulletin> serves as a significant measure for the Administration Commission of Chemical Industry Park to actively enforce the working guideline determined in the Sixteen Conference of CCP (Chinese Communist Party), reflect the WTO promise to upgrade the transparency of government work and stick to administering the park according to law. Meanwhile, it also reflects that under the leadership of Shanghai municipal government and government officials, Administration Commission of Chemical Industry Park will put the spirit of <Working Outline to Administer Municipality by Law in Shanghai Municipality> into effect and carry forward the administration by law and government affair publication actively. I hope that <Shanghai Chemical Industry Park Administration Commission Bulletin> will really become an outward window publicizing reform and open-up policies and modern administrative management mode as a bridge between government departments like Administration Commission and investors in the park.

I, from the bottom of my heart, wish <Shanghai Chemical Industry Park Administration Commission Bulletin> will develop better and better in future.

January, 2003

( Author of this article is the director of Shanghai Chemical Industry Park Administration Commission )

# Procedures of Shanghai Municipality on Administration of Chemical Industry Area

(Promulgated by Shanghai Municipal People's Government on January 18, 2002)

## **Article 1** (Purpose)

With a view to normalizing the administration of Shanghai Chemical Industry Area, promoting the construction and development of the Chemical Industry Area, these Procedures are formulated in accordance with laws, regulations and relevant policies, and with full consideration of the actual situation in Shanghai.

## **Article 2** (Scope of Application)

These Procedures apply to the Shanghai Chemical Industry Area (hereinafter referred to as the SCIA) established under the approval of the Municipal People's Government.

## **Article 3** (Location)

The SCIA lies from the Nanzhu River estuary on the east and Jiu'er Dike on the west. It is bounded on the north by the Shanghai-Hangzhou Highway and on the south by the Hangzhou Bay. Its total area is 23.4km<sup>2</sup>.

## **Article 4** (Direction of Construction and Guidance of Project)

According to the strategy of economic development of this Municipality and the requirements of overall planning, the SCIA shall be built into a specialized development zone consisting mainly of petrochemistry and fine chemical industry.

Investors at home and abroad shall be encouraged to invest in various chemical industrial projects in the SCIA, in accordance with the provisions of the catalogues of industries, products and technologies emphatically encouraged by the State, and the guiding catalogues of relevant industries inviting foreign investors. Investors shall be encouraged to invest in the construction of infrastructures and necessary accessories for public utilities.

## **Article 5** (Legal Protection)

The investment, property, profits and other legal rights and interests of investors in the SCIA shall be protected by the State laws and regulations.

## **Article 6** (Administration Committee)

The Municipality shall set up the Administration Committee (hereinafter referred to as AC) of the SCIA. The AC is an agency of the Municipal People's Government.

## **Article 7** (The Duties of the AC)

The AC shall exercise the following powers in accordance with these Procedures and the entrustment of relevant administrative departments:

- (1) Be in charge of drawing up and revising the development planning, plan and industrial policies of the SCIA;
- (2) Be in charge of the examination and approval of investment items and use of land, and the administration of construction projects;

- (3) Coordinate the routine administration of the enterprises in the SCIA by the Customs, the administrative departments of commodity inspection and quarantine, the People's Bank of China Shanghai Branch, and the administrative department of foreign affairs;
- (4) Provide necessary guidance and service to enterprises in the SCIA; and
- (5) Accomplish other tasks given by the Municipal People's Government.

**Article 8** (Centralization of Administration and Service in Administrative Affairs)

The AC shall be responsible for the relevant administrative affairs in the SCIA. The relevant municipal administrative departments, in matters involving administration in the SCIA, shall solicit the opinions of the AC, with the exception of matters involving national safety and public security.

Jointly with the Municipal Industrial and Commercial Bureau, Municipal Environmental Protection Bureau, Municipal Quality and Technology Supervision Bureau, Municipal National Tax Bureau and Municipal Local Tax Bureau, Municipal Labor Protection Bureau, Municipal Personnel Bureau and Municipal Public Security Bureau, etc. the AC shall set up corresponding departments in the SCIA, provide "All formalities handled at one place" service, and perform relevant administrative duties and responsibilities.

**Article 9** (Development Organization)

The Shanghai Chemical Industry Area Development Corporation (hereinafter referred to as SCIADC) shall be specifically responsible for the development of construction and infrastructures of the SCIA, and for inviting investors and applying for approval of enterprises settled in the SCIA and other routine works. The SCIADC shall also provide services for enterprises and organizations in the SCIA.

**Article 10** (Approval and Adjustment of Planning)

According to the strategy of the municipal economic development and the requirements of overall planning, in consideration of the professional features of petrochemistry and fine chemistry, the AC shall make a development program for the SCIA, and report the program to the Municipal People's Government for approval, and then organize its implementation.

The development program shall be adjusted, if necessary, in accordance with the preceding clause, and be reported for approval.

**Article 11** (Environmental Protection)

Any project that enters the SCIA shall pass through strict appraisal of its effect on the environment, adopt advanced cleaning technology in production, and guarantee that the discharge of pollutants complies with the set standards of the State and this Municipality.

Any project with serious pollutants shall be forbidden in the SCIA.

**Article 12** (Supervision and Administration of Safety)

In accordance with relevant laws, rules, regulations, bylaws and standards on the safe administration of dangerous chemical commodities, the AC shall coordinate with the supervision department and fire-fighting department to ensure safety in production, apply closed up administration in the SCIA, provide necessary facilities of safety and protection, and full-time safety agents, adopt various effective measures as well as strengthen the safety supervision of production,

operation, transportation, loading and unloading, storage, research and study of dangerous chemical commodities.

**Article 13** (Examination and Approval of a Foreign-funded Project)

Entrusted by the Municipal Foreign Investment Committee, the AC shall examine, check, confirm and approve the following foreign-funded projects and enterprises in the SCIA, and report them to the relevant administrative department for the record:

- (1) Examine and approve projects that are encouraged by the State and that need no comprehensive balance by the State;
- (2) Examine and approve projects in permissible type, with total investment below USD30 million;
- (3) Examine and approve projects in restricted type A, with total investment below USD5 million;
- (4) Examine and approve the alterations in agreements and articles of association of foreign-funded enterprises under Items (1), (2) and (3) of this Article.

**Article 14** (Examination and Approval of a Domestic Project)

Entrusted by the Municipal Planning Committee, the AC shall examine, approve and administrate domestic projects in encouraged and permissible types in the SCIA, and report them to the relevant administrative department for the record.

**Article 15** (Contract of Transfer of Land-use Right)

Any enterprise or organization in the SCIA shall sign a contract of transfer of land-use right with the SCIADC if it needs a piece of land, and shall go through land-use procedures in the AC.

**Article 16** (Administration of Construction Project)

The Shanghai Administration Office of Public Bidding of Construction Projects, shall entrust the AC to do the routine works of survey, design, invite and tender bidding for the construction, etc. in projects in the SCIA. The Shanghai Administration Office of Public Bidding of Construction Project shall be responsible for giving assistance and doing selective examination on the spot.

The Municipal Quality Supervision General Station of Construction Projects and the Municipal Safety Supervision General Station of Construction Projects shall entrust the AC to administrate and supervise the quality and safety of all municipal construction projects, with the exception of large-scale installation project, in the SCIA, and the two General Stations shall be responsible for the supervision and selective examination.

**Article 17** (Setting up of an Enterprise)

The Industrial and Commercial Administrative Department shall give its approval within 3 working days if an enterprise is going to be set up in the SCIA and the materials are all ready.

If some matters are to be settled in accordance with laws and regulations previous to the examination and approval, the relevant department shall adopt the policy “the industrial and commercial agent shall receive the case, report the application to relevant departments, examine and approve the case jointly, finish the work within the time limit”, and shall finish the previous examination and approval within 5 working days.



**Article 18** (Provide Related Services)

The SCIA shall perfect its intermediary service system, provide intermediary service for talented personnel, labor, financial affairs, finance, standards, weight and measure, patent, law as well as notarization, etc. for the enterprises and organizations in the SCIA.

The SCIA shall set up customs declaration agency and report for examination agency in accordance with laws and regulations, and provide foreign trade services for enterprises and organizations in the Area.

**Article 19** (Effective Date)

These Procedures shall become effective on February 1, 2002.

# **Official Reply from State Development Planning Commission on the Overall Development Scheme of Shanghai Chemical Industry Park**

Planning Industry ( 2002 ) No. 282

Shanghai Development Planning Commission:

The State Council Office has transmitted <Requiring for Instructions on Approving Shanghai Chemical Industry Park Overall Development Scheme> (Shanghai Municipality ( 2001 ) No. 5) submitted by Shanghai People's Government to relevant department of our Commission for research and treatment after approval. Based on the requirements on strategic adjustment of industrial structure in our country, it is necessary to develop and set up Shanghai Chemical Industry Park (Short for SCIP hereinafter) up to international advanced level by using successful experience in developing petrochemical industry from many overseas countries for reference so as to carry out the regional advantages and current petrochemical industry base in Shanghai, adapt to the economic globalization, market integration and strengthen the international competitiveness of our country's petrochemical and chemical industries. After consultation and research with relevant department of the State Council, we agree with the SCIP Overall Development Scheme in principle. Here we would like to give the following official reply on matters concerned:

## 1. Program Principle and Development Target

The development and construction of SCIP should comply with the requirements of "Outward-orientation, High Starting-point" and "Continuity, Rapidness, Safety and Health" and adhere to the guideline of "United layout, Multi-step implementation, Rolling Development" to mainly attract world famous companies and domestic large scale backbone enterprises, introduce advanced production technology and state-of-the-art scientific management method and choose the marketable products. Moreover, by forming an harmonious and complete petrochemical industry and deep processing base focusing on petrochemical and natural gas industry, the park is sure to develop into a green chemical industry park with technique and technology up to the international advanced level, economic scale dominating in Asia, management mode of world first class and harmony in production, ecology and environment as a new growing point for continuous development in economy in Shanghai area.

## 2. Program Area and Construction Step

The program area of SCIP locates between Caojin Town of Jinshan District to the South of Shanghai and North of Hangzhou Bay and Tuolin Town of Fengxian District with the total area of 29.4 square kilometers. Among them, 10 square kilometers marine reclamation land in the south is the land for the first phase project while the additional 6 square kilometers is the reclaimed land in program; The 13.4 square kilometers land in the north is the marine reclamation land over the past years left for the

second phase project. Through the Jinshanzui Harbor under program, SCIP will be combined with Shanghai Petrochemical Co.,Ltd to form a chemical industry strip covering 60 square kilometers to the north of Hangzhou Bay.

The construction of SCIP will be divided into two phases. The first phase lasts from 2000 to 2010 to develop 16 square kilometers area holding various projects with the total investment of RMB 150 billion yuan. In the first period, the investment is expected to reach RMB 60 to 80 billion yuan by 2005 while in the second period, the re-investment of RMB 70 to 90 billion yuan by 2010. Based on the Sino-foreign newly invested ethene project with the annual capacity of 900,000 tons approved by the State Council, the first phase will develop three categories products of petrochemical deep processing, isocyanate and polycarbonate focusing on the ethene downstream deep processing products. And the second phase will mainly develop other petrochemical projects, like composite materials, refined chemical, etc.

### 3. Development Stress and Construction Mode

SCIP will focus on constructing and producing six categories of products. They are petrochemical deep processing and natural gas chemical series products; series products derived from phosgene; refined chemical series products; macromolecule materials processing products; comprehensive deep processing products; high tech biologic medication products.

The combined mode of vertical integration and “All-in-one” will be adopted in production technological flow, infrastructure and public works. In terms of public works island, systems of integrated public works, integrated infrastructure and integrated logistic supply will be constructed to support and serve various chemical equipment.

After the overall program approved, you should earnestly organize to set down the detailed development scheme on the basic construction to put every requirement in the overall program into effect.

Please submit the official documents on the related policies required by the construction of SCIP to the State Council, which will be replied after review in every functional department.

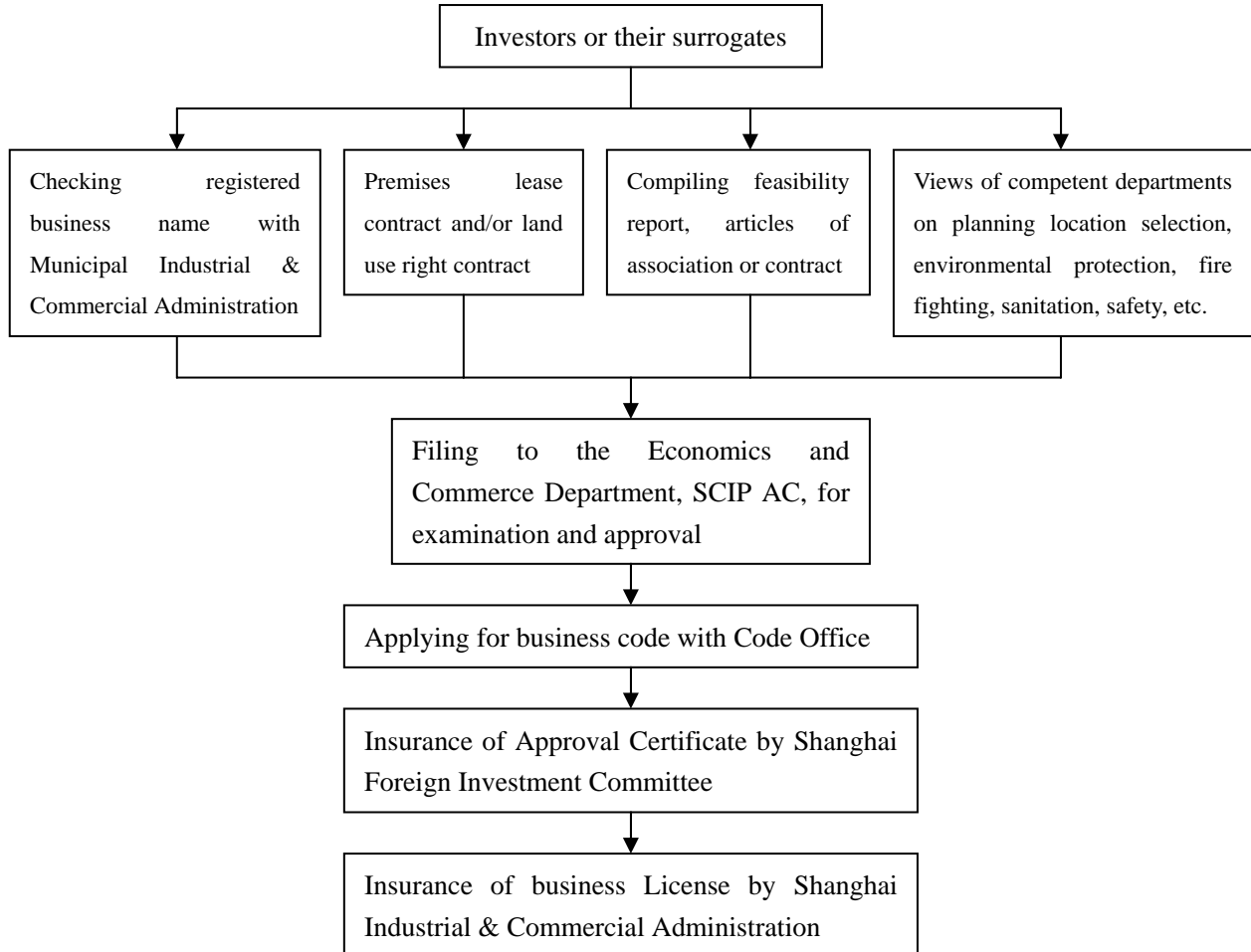
State Development Planning Commission  
of People's Republic of China (Seal)

February 27<sup>th</sup>, 2002

**Part 1: The Reform Scheme of the Administrative Examination and Approval System on Enterprise Establishment in SCIP**

# 1. The SCIP Administration Committee

## The Flow Chart of Foreign-funded Enterprise Project Registration



### Note:

Excluding the projects which need the approval issued by relevant departments of the State Council and the projects involving capital construction, the package examination and approval of the feasibility study report, contract and Articles of Association is practised (for foreign-funded enterprises only feasibility study report and Articles of Association are needed to be examined and approved). Before the investor applies to establish a foreign-funded enterprise with the competent authorities, he may directly handle the business name checkout procedure with the Shanghai Municipal Industrial and Commercial Administration.

## **2. Approval Official Notice Dispatch of Enterprise in SCIP**

### **2.1 The SCIP Administration Committee**

#### **The Notice on Enterprises Establishment**

##### **1. Approval references**

1) *Law of the People's Republic of China on Foreign Capital Enterprises and Regulations for the implementation of the Law of the People's Republic of China on Foreign Capital Enterprises*

2) *Law of the People's Republic of China on Chinese-Foreign Equity Joint Ventures and Regulations for the implementation of the Law of the People's Republic of China on Chinese-Foreign Equity Joint Ventures*

3) *Law of the People's Republic of China on Chinese-Foreign Contractual Joint Ventures and Regulations for the implementation of the Law of the People's Republic of China on Chinese-Foreign Contractual Joint Ventures*

4) *Company Law*

5) *Shanghai Rules for Examination and Approval of Foreign-invested Enterprises*

6) *Procedures of Shanghai Municipality on Administration of Chemical Industry Area*

##### **2. Scope of application**

Domestic and foreign investors

##### **3. Material needed for processing**

1) The investor or his consultant agency submits the following information to be examined and approved

(1) The original of the application;

(2) A photocopy of the investor's registration certificate (a natural person investor can be exempted);

(3) A photocopy of the Bank's certificate of the investor's creditability;

(4) A photocopy of the valid identification certificate of the legal representative of the investing party (or of the individual investor);

(5) For investment by enterprise (or individual) in Hong Kong, Macao or Taiwan, if the legal representative cannot be present and has to entrust a friend or relative in the mainland to submit the application information, the original power of Attorney with signature should be provided.

(6) In case application is made by a projects consultant agency, the original power of Attorney with signature of the foreign investor's legal representative or the authorized signer should be

provided.

(7) A photocopy of file record on enterprise establishment (projects whose establishment procedure is cancelled can be exempted)

(8) A photocopy of Endorsement on business name registration;

(9) The original of the valid certificate of enterprise's registered address;

(10) The original of confirmation of the manufacturing plant;

(11) The original of the enterprise's Articles of Association;

(12) The original of the enterprise's contract (foreign-funded enterprises can be exempted);

(13) The original of feasibility study report (including the opinions of the competent authorities on planning location selection, environmental protection, fire fighting, sanitation and security and the list of imported equipments and other attachments);

(14) Licenses and quota certificates of competent authorities of relevant trades;

(15) Other information needed by Economics & Trade Dept., SCIP Administration Committee.

2) Information needed for certificate approval

(1) Fill in *the draft form of foreign-funded enterprises approval certificate*

(2) Fill in *the registration form of approval certificate*

(3) A photocopy of approval by SCIP Administration Committee

**Note:**

A. The projects solely-owned by foreign investors can only be applied by projects consultant service agents endorsed by Shanghai Foreign Investment Committee.

B. Projects owned by investors from Hong Kong, Macao, or Taiwan may be applied by the investors in person or entrusted to project consultant services agencies.

C. The Chinese party of Sino-foreign joint venture projects can directly make applications.

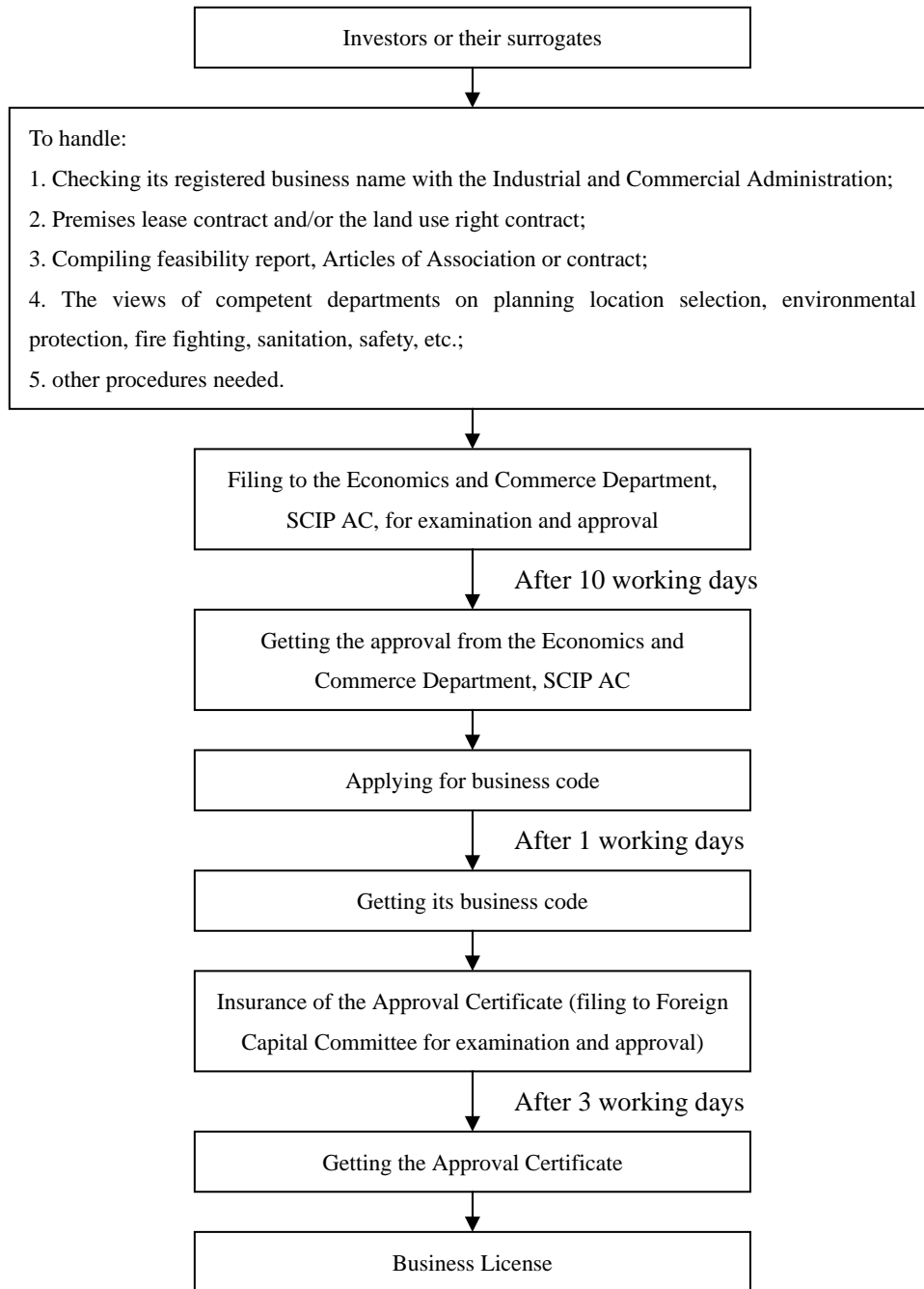
D. Fees are charged for applying for and obtaining foreign-funded enterprises approval certificates, according to relevant provisions of Shanghai Foreign Investment Committee.

E. Foreign-funded enterprises can directly submit their feasibility study reports. The procedure of examination and approval of proposal for foreign-funded enterprise projects is rescinded, (excluding the projects which need the approval issued by relevant departments of the State Council, projects involving capital construction or otherwise provided by the Chinese government), the package examination and approval of the feasibility study report, contract and Articles of

Association is practised (for foreign-funded enterprises only feasibility study report and Articles of Association are needed to be examined and approved). Before the investor applies to establish a foreign-funded enterprise with the competent authorities, he may directly handle the business name checkout procedure with the Shanghai Municipal Industrial and Commercial Administration.

**4. Procedure of processing**

1) For the projects and enterprises examined and approved by SCIP AC



2) The projects which need the approval issued by relevant departments of the State Council should be examined and approved according to relevant State regulations and procedures.



### **5. Time Limit of processing**

On receiving complete and correct application information, Economy & Trade Dept. will immediately institute the case and complete approval and reply the feasibility report and Articles of Association (contract) in 10 work days and issuing the approval certificate in 3 work days.

### **6. Address of processing place**

Economy & Trade Department

6<sup>th</sup> Floor, 807 Zhao Jia Bang Road, Shanghai

Postal code: 200032

### **7. Accepting and Handling Department**

Economy & Trade Department, SCIP Administration Committee

Undertaker: ZHANG Yong-ping, CAI Wei

Telephone: +86-21-64164200×604

## **2. 2 The SCIP Administration Committee**

### **The Notice on Enterprise Adjustment in SCIP (I)**

#### **The Enterprises Expanding Operation Items and Contents**

##### **1. Approval references**

1) *Law of the People's Republic of China on Foreign Capital Enterprises and Regulations for the implementation of the Law of the People's Republic of China on Foreign Capital Enterprises*

2) *Law of the People's Republic of China on Chinese-Foreign Equity Joint Ventures and Regulations for the implementation of the Law of the People's Republic of China on Chinese-Foreign Equity Joint Ventures*

3) *Law of the People's Republic of China on Chinese-Foreign Contractual Joint Ventures and Regulations for the implementation of the Law of the People's Republic of China on Chinese-Foreign Contractual Joint Ventures*

4) *Company Law*

5) *Shanghai Rules for Examination and Approval of Foreign-invested Enterprises*

6) *Procedures of Shanghai Municipality on Administration of Chemical Industry Area*

##### **2. Scope of application**

The enterprises registered within the Shanghai Chemical Industry Park

##### **3. Material needed for processing**

1) Information needed when applying for approval by SCIP Administrative Committee

(1) Photocopies of replies and approvals by SCIP Administration Committee at the establishment and past changes of the company;

(2) A photocopy of approval certificate (locally-founded enterprises can be exempted);

(3) A photocopy of business license;

(4) A photocopy of recent report on capital verification;

(5) The original valid copy of enterprise's registered address;

(6) The original of application report;

(7) The original of the resolution on expanding business scope by the Board of Directors;

(8) The original of the resolution on revising Articles of Association (or contract) by the

Board of Directors;

(9) The original of qualification acknowledgement by competent authorities;

(10) Other information deemed necessary to be included by SCIP Administrative

Committee.

2) Information needed for new approval certificates

(1) Fill in *the draft form of foreign-funded enterprises approval certificate*;

(2) Fill in *the registration form of approval certificate*;

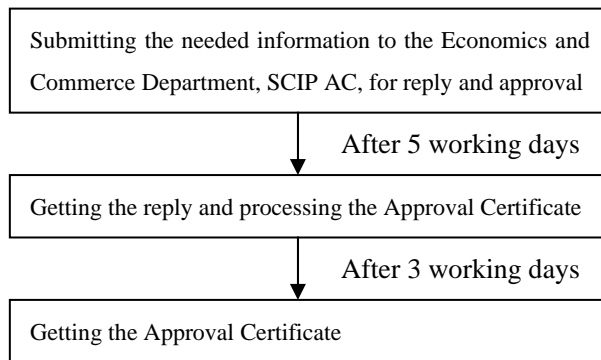
(3) The original of the former approval certificate (including the original and the transcript);

(4) A photocopy of approval for replacement.

**Note:**

Fees are charged for applying for and obtaining foreign-funded enterprises approval certificates, according to relevant provisions of Shanghai Foreign Investment Committee.

**4. Procedure of processing**



**5. Time Limit of processing**

On receiving the complete and correct application information, Economy & Trade Dept. will immediately institute the case and complete approval and reply in 5 working days and issue the approval certificate in 3 working days.

**6. Address of processing place**

Economy & Trade Department

6<sup>th</sup> Floor, 807 Zhao Jia Bang Road, Shanghai

Postal code: 200032

**7. Accepting and Handling Department**

Economy & Trade Department, SCIP Administration Committee

Undertaker: ZHANG Yong-ping, CAI Wei

Telephone: +86-21-64164200×604

**2.3 The SCIP Administration Committee**  
**The Notice on Enterprise Adjustment in SCIP (II)**  
**The Enterprises Transfer Capital Contribution**  
**(Changing Investing Party)**

**1. Approval references**

1) *Law of the People's Republic of China on Foreign Capital Enterprises and Regulations for the implementation of the Law of the People's Republic of China on Foreign Capital Enterprises*

2) *Law of the People's Republic of China on Chinese-Foreign Equity Joint Ventures and Regulations for the implementation of the Law of the People's Republic of China on Chinese-Foreign Equity Joint Ventures*

3) *Law of the People's Republic of China on Chinese-Foreign Contractual Joint Ventures and Regulations for the implementation of the Law of the People's Republic of China on Chinese-Foreign Contractual Joint Ventures*

4) *Company Law*

5) *Shanghai Rules for Examination and Approval of Foreign-invested Enterprises*

6) *Procedures of Shanghai Municipality on Administration of Chemical Industry Area*

**2. Scope of application**

The enterprises registered within the Shanghai Chemical Industry Park

**3. Material needed for processing**

1) Information needed when applying for approval by SCIP Administrative Committee

(1) Photocopies of replies and approvals by SCIP Administration Committee at the establishment and past changes of the company;

(2) A photocopy of approval certificate (locally-founded enterprises can be exempted);

(3) A photocopy of business license;

(4) A photocopy of recent report on capital verification;

(5) The original valid copy of enterprise's registered address;

(6) The original of application report;

(7) The original of capital contribution transfer agreement signed between the transferor and

the transferee;

(8) The original of the resolution on capital contribution transfer by the Board of Directors;

(9) The original of the resolution on revising Articles of Association (or contract) by the Board of Directors;

(10) Photocopies of registration certificate of newly-invested transferee and legal representative certificate;

(11) The original of the namelist of member of the new Board of Directors and senior managers with the signature of the investor's legal representative when all the capital contribution is transferred to the new investor;

(12) Other information deemed necessary to be included by SCIP Administrative Committee.

2) Information needed for new approval certificates

(1) Fill in *the draft form of foreign-funded enterprises approval certificate*;

(2) Fill in *the registration form of approval certificate*;

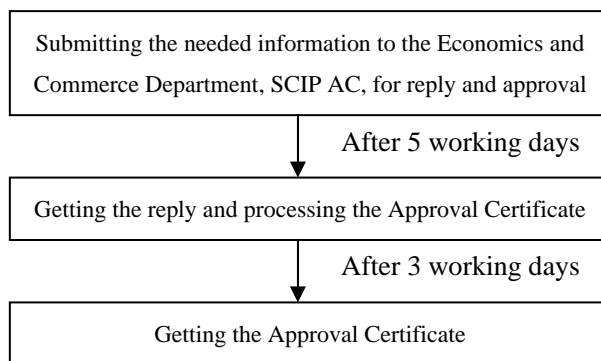
(3) The original of the former approval certificate (including the original and the transcript);

(4) A photocopy of approval for replacement.

**Note:**

Fees are charged for applying for and obtaining foreign-funded enterprises approval certificates, according to relevant provisions of Shanghai Foreign Investment Committee.

**4. Procedure of processing**



**5. Time Limit of processing**

On receiving the complete and correct application information, Economy & Trade Dept. will immediately institute the case and complete approval and reply in 5 working days and issue the approval certificate in 3 working days.

**6. Address of processing place**

Economy & Trade Department

6<sup>th</sup> Floor, 807 Zhao Jia Bang Road, Shanghai

Postal code: 200032

**7. Accepting and Handling Department**

Economy & Trade Department, SCIP Administration Committee

Undertaker: ZHANG Yong-ping, CAI Wei

Telephone: +86-21-64164200×604

## **2.4 The SCIP Administration Committee**

### **The Notice on Enterprise Adjustment in SCIP (III)**

#### **The Enterprises Change Total Investment Amount and Registered Capital**

##### **1. Approval references**

1) *Law of the People's Republic of China on Foreign Capital Enterprises and Regulations for the implementation of the Law of the People's Republic of China on Foreign Capital Enterprises*

2) *Law of the People's Republic of China on Chinese-Foreign Equity Joint Ventures and Regulations for the implementation of the Law of the People's Republic of China on Chinese-Foreign Equity Joint Ventures*

3) *Law of the People's Republic of China on Chinese-Foreign Contractual Joint Ventures and Regulations for the implementation of the Law of the People's Republic of China on Chinese-Foreign Contractual Joint Ventures*

4) *Company Law*

5) *Shanghai Rules for Examination and Approval of Foreign-invested Enterprises*

6) *Procedures of Shanghai Municipality on Administration of Chemical Industry Area*

7) *Temporary Rules Regarding Ratio of the Registered Capital and the Total Investment in Chinese-foreign Equity Joint Venture issued by State Administration for Industry and Commerce*

8) *The Reply for Explanation of 5th act of Temporary Rules Regarding Ratio of the Registered Capital and the Total Investment in Chinese-foreign Equity Joint Venture issued by State Administration for Industry and Commerce issued by Registration Office of State Administration for Industry and Commerce ([1987] Q.W.Z. No.54)*

9) *Notice Regarding Relevant Rules and Procedures of Adjustment of the Total Investment and Registered Capital in Foreign Invested Enterprises issued by MOFTEC and State Administration for Industry and Commerce*

##### **2. Scope of application**

The enterprises registered within the Shanghai Chemical Industry Park

##### **3. Material needed for processing**

1) Information needed when applying for approval by SCIP Administrative Committee

(1) Photocopies of replies and approvals by SCIP Administration Committee at the establishment and past changes of the company;

(2) A photocopy of approval certificate (locally-founded enterprises can be exempted);

(3) A photocopy of business license;

- (4) A photocopy of recent report on capital verification;
- (5) The original valid copy of enterprise's registered address;
- (6) The original of application report;
- (7) The original of capital contribution transfer agreement signed between the transferor and the transferee;
- (8) The original of the resolution on capital contribution transfer by the Board of Directors;
- (9) The original of the resolution on revising Articles of Association (or contract) by the Board of Directors;
- (10) Other information deemed necessary to be included by SCIP Administrative Committee.

2) Information needed when enterprises adjust registered capital (should apply twice)

Applying for the first time:

- (1) The original of application;
- (2) The original of the resolution on adjusting registered capital by the Board of Directors;
- (3) Photocopies of replies and approvals by SCIP Administration Committee at the establishment and past changes of the company;
- (4) A photocopy of approval certificate (locally-funded enterprises can be exempted);
- (5) A photocopy of business license;
- (6) A photocopy of recent report on capital verification;
- (7) The original valid copy of enterprise's registered address;
- (8) The originals of balance sheet, property list, loaners list validated by Certified Public Accountants.

After first time applying, if all the information provided is complete and correct, Economics & Commerce Department, SCIP Administration Committee will forthwith examine them and make preliminary approval. The enterprise should inform creditors within 10 days after the Economics & Commerce Department makes preliminary approval, and publish announcement in leading local newspaper at least three times within 30 days, and three months later apply for the second time to Economics & Commerce Department, SCIP Administration Committee submit all the information specified in item 1 to 12.

(9) The original of the resolution on revising Articles of Association (or contract) by the Board of Directors;

(10) The evidence of announcement on adjusting registered capital (clip from the original of newspaper);

(11) The original of enterprise's explanation on debts discharging or guarantee;

(12) Other information deemed necessary to be included by administrative departments.

3) Information needed for new approval certificates

(5) Fill in *the draft form of foreign-funded enterprises approval certificate*;



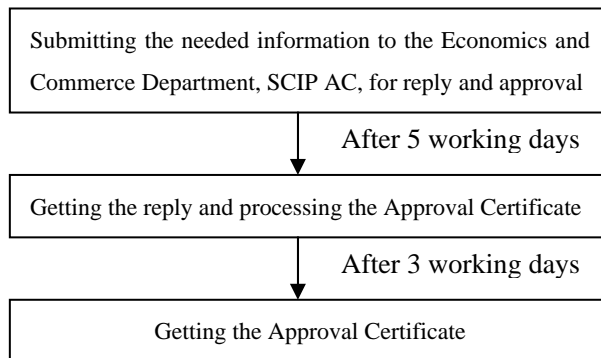
- (6) Fill in *the registration form of approval certificate*;
- (7) The original of the former approval certificate (including the original and the transcript);
- (8) A photocopy of approval for replacement.

**Note:**

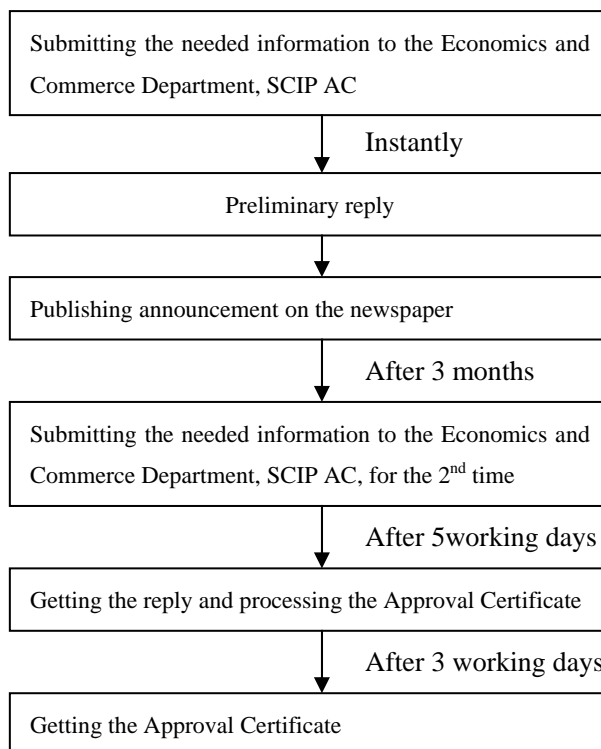
Fees are charged for applying for and obtaining foreign-funded enterprises approval certificates, according to relevant provisions of Shanghai Foreign Investment Committee.

**4. Procedure of processing**

- 1) The procedure of increasing the total capital or registration capital



- 2) The procedure of adjusting the total capital or registration capital



**5. Time Limit of processing**

On receiving complete and correct application information, Economy & Trade Dept. will immediately institute the case and complete approval and reply the feasibility report and Articles of Association (contract) in 10 work days and issuing the approval certificate in 3 work days.

**6. Address of processing place**

Economy & Trade Department

6<sup>th</sup> Floor, 807 Zhao Jia Bang Road, Shanghai

Postal code: 200032

**7. Accepting and Handling Department**

Economy & Trade Department, SCIP Administration Committee

Undertaker: ZHANG Yong-ping, CAI Wei

Telephone: +86-21-64164200×604

## **2.5 The SCIP Administration Committee**

### **The Notice on Enterprise Adjustment in SCIP (IV)**

#### **The Enterprises Change Names**

##### **1. Approval references**

1) *Law of the People's Republic of China on Foreign Capital Enterprises and Regulations for the implementation of the Law of the People's Republic of China on Foreign Capital Enterprises*

2) *Law of the People's Republic of China on Chinese-Foreign Equity Joint Ventures and Regulations for the implementation of the Law of the People's Republic of China on Chinese-Foreign Equity Joint Ventures*

3) *Law of the People's Republic of China on Chinese-Foreign Contractual Joint Ventures and Regulations for the implementation of the Law of the People's Republic of China on Chinese-Foreign Contractual Joint Ventures*

4) *Company Law*

5) *Shanghai Rules for Examination and Approval of Foreign-invested Enterprises*

6) *Procedures of Shanghai Municipality on Administration of Chemical Industry Area*

7) Notice about some problems concerning the Implementation of *the Administration Rules for Registration of Enterprise's Names* issued by State Administration for Industry and Commerce;

8) Notice about some problems on the Administration of the Registration of Name of Foreign Investment Enterprises issued by State Administration for Industry and Commerce.

##### **2. Scope of application**

The enterprises registered within the Shanghai Chemical Industry Park

##### **3. Material needed for processing**

1) Information needed when applying for approval by SCIP Administrative Committee

(1) Photocopies of replies and approvals by SCIP Administration Committee at the establishment and past changes of the company;

(2) A photocopy of approval certificate (locally-founded enterprises can be exempted);

(3) A photocopy of business license;

(4) A photocopy of recent report on capital verification;

- (5) The original valid copy of enterprise's registered address;
- (6) The original of application report;
- (7) A photocopy of enterprise new name endorsement;
- (8) The original of the resolution on changing enterprise's name by the Board of Directors;
- (9) The original of the resolution on revising Articles of Association (or contract) by the Board of Directors;
- (10) Other information deemed necessary to be included by SCIP Administrative Committee.

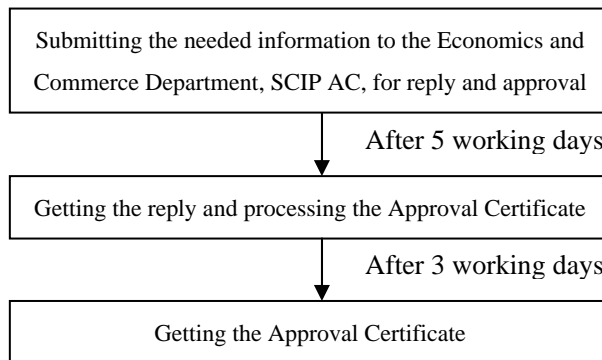
2) Information needed for applying for new approval certificates

- (1) Fill in the draft form of foreign-funded enterprises approval certificate;
- (2) Fill in the registration form of approval certificate;
- (3) The original of the former approval certificate (including the original and the transcript);
- (4) A photocopy of approval for replacement.

**Note:**

Fees are charged for applying for and obtaining foreign-funded enterprises approval certificates, according to relevant provisions of Shanghai Foreign Investment Committee.

**4. Procedure of processing**



**5. Time Limit of processing**

On receiving the complete and correct application information, Economy & Trade Dept. will immediately institute the case and complete approval and reply in 5 working days and issue the approval certificate in 3 working days.

**6. Address of processing place**

Economy & Trade Department  
 6<sup>th</sup> Floor, 807 Zhao Jia Bang Road, Shanghai  
 Postal code: 200032

## **7. Accepting and Handling Department**

Economy & Trade Department, SCIP Administration Committee

Undertaker: ZHANG Yong-ping, CAI Wei

Telephone: +86-21-64164200×604

## **2.6 The SCIP Administration Committee**

### **The Notice on Enterprise Adjustment in SCIP (V)**

#### **The Enterprises Change Registered Address**

##### **1. Approval references**

1) *Law of the People's Republic of China on Foreign Capital Enterprises and Regulations for the implementation of the Law of the People's Republic of China on Foreign Capital Enterprises*

2) *Law of the People's Republic of China on Chinese-Foreign Equity Joint Ventures and Regulations for the implementation of the Law of the People's Republic of China on Chinese-Foreign Equity Joint Ventures*

3) *Law of the People's Republic of China on Chinese-Foreign Contractual Joint Ventures and Regulations for the implementation of the Law of the People's Republic of China on Chinese-Foreign Contractual Joint Ventures*

4) *Company Law*

5) *Shanghai Rules for Examination and Approval of Foreign-invested Enterprises*

6) *Procedures of Shanghai Municipality on Administration of Chemical Industry Area*

##### **2. Scope of application**

The enterprises registered within the Shanghai Chemical Industry Park

##### **3. Material needed for processing**

1) Information needed when applying for approval by SCIP Administrative Committee

(1) Photocopies of replies and approvals by SCIP Administration Committee at the establishment and past changes of the company;

(2) A photocopy of approval certificate (locally-founded enterprises can be exempted);

(3) A photocopy of business license;

(4) A photocopy of recent report on capital verification;

(5) The original valid copy of enterprise's registered address;

(6) The original of application report;

(7) The original certificate on new registered business address;

(8) The original of the resolution on changing enterprise registered address by the Board of

Directors;

(9) The original of the resolution on revising Articles of Association (or contract) by the Board of Directors;

(10) Other information deemed necessary to be included by SCIP Administrative Committee.

2) Information needed for applying for new approval certificates;

(1) Fill in the draft form of foreign-funded enterprises approval certificate;

(2) Fill in the registration form of approval certificate;

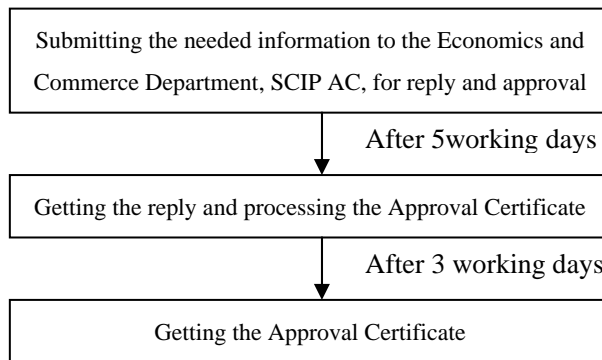
(3) The original of the former approval certificate (including the original and the transcript);

(4) A photocopy of approval for replacement.

**Note:**

Fees are charged for applying for and obtaining foreign-funded enterprises approval certificates, according to relevant provisions of Shanghai Foreign Investment Committee.

**4. Procedure of processing**



**5. Time Limit of processing**

On receiving the complete and correct application information, Economy & Trade Dept. will immediately institute the case and complete approval and reply in 5 working days and issue the approval certificate in 3 working days.

**6. Address of processing place**

Economy & Trade Department  
6<sup>th</sup> Floor, 807 Zhao Jia Bang Road, Shanghai  
Postal code: 200032

**7. Accepting and Handling Department**

Economy & Trade Department, SCIP Administration Committee  
Undertaker: ZHANG Yong-ping, CAI Wei  
Telephone: +86-21-64164200×604

**Attachment:****Shanghai Foreign-funded Enterprises Project Registration Record Form**

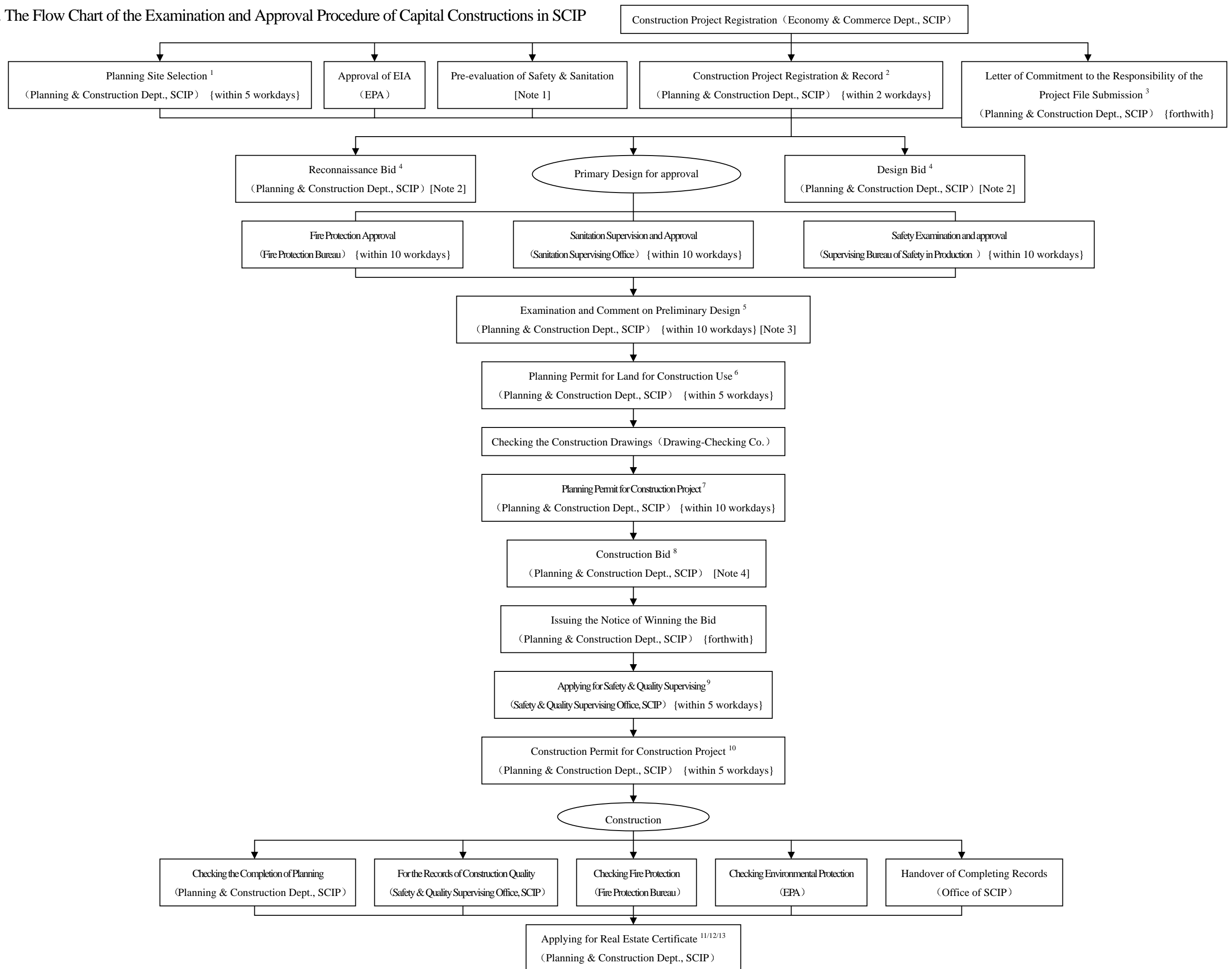
Number:

Enterprise Name (Proposed)					
Registered Address					
Investors Name (Including Nationality or Region)				Capital Contribution Ratio	
Total investment amount (Ten thousand USD)		Registered capital (Ten thousand USD)		Contract foreign capital (Ten thousand USD)	
Business scope					
Term of Operation		Type of enterprise		Exporting ratio	
<p>This project has been accepted and is found to be in conformity with requirements for registration after preliminary examination. The industrial and Commercial departments are required to handle the procedure of name endorsement on the basis of this form.</p> <p style="text-align: center;">(Seal of the examination and approval department)</p> <p style="text-align: center;">(YY/MM/DD)</p>					
Remarks:					



**Part 2: The Reform Scheme of the Administrative Examination and Approval System on Capital Constructions in SCIP**

1. The Flow Chart of the Examination and Approval Procedure of Capital Constructions in SCIP



**Specification:**

1. In the flow chart of examination and approval procedures for capital constructions, the work involving the government is shown in the rectangle frames, and that of construction unit is shown in the elliptic frames.

2. The arrow direction in the flow chart only represents the sequence in the examination and approval process and does not represent the item before the arrow as a necessary condition of the item after the arrow. The material needed in each item shall take the content listed in the corresponding notification as the standard.

**Note:**

1. Whether the pre-evaluation of safety and sanitation is carried out should be determined by related authorities according to the relevant stipulations of the Decree (1998) No.10 of the Ministry of Labor, *Procedures on Administration of Pre-evaluation of Labor Safety and Sanitation of Construction Project (Engineering)*.

2. The processing time limit for examination and verification of bidding documents and of bid-evaluation measures is within two workdays; other examination and verification should be conducted immediately.

3. The evaluation and comment on preliminary design shall be dealt with in different ways according to the examination and approval grade of a project:

1) Important projects shall be evaluated by experts organized by an engineering project consulting company with appropriate qualification, which is designated by the Planning & Construction Department, SCIP Administration Commission. The department shall make a reply within 10 workdays since receiving the evaluation opinion of the consulting company and experts.

2) General projects shall be evaluated by experts organized by the Planning & Construction Department and a reply shall be made within 10 workdays.

3) Simple projects shall have the reply of the Planning & Construction Department within 5 workdays.

4. In the whole process of bidding for construction work, the following time is necessary:

1) The proclamation of bidding notice shall be no less than 5 workdays.

2) The open application shall be no less than one day;

3) The time period from sending out bidding documents to opening bids shall be no less than 20 workdays.

## 2. Approval official notice dispatch of basic constructions in SCIP

### 2.1 The SCIP Administration Committee

#### The notice on applying for the Position Paper for the Planning Site Selection of Construction Project

##### 1. Approval references

- 1) *Law of the People's Republic of China on City Planning*
- 2) *Regulations of Shanghai Municipality on City Planning*
- 3) *Procedures of Shanghai Municipality on Administration of Chemical Industry Area*
- 4) *Provisions of Shanghai Municipality on Management Technique of City Planning*
- 5) *Detailed Planning of Controlling nature of Shanghai Chemical Industry Park*
- 6) *Scheme for the Masterplan of Shanghai Chemical Industry Park*

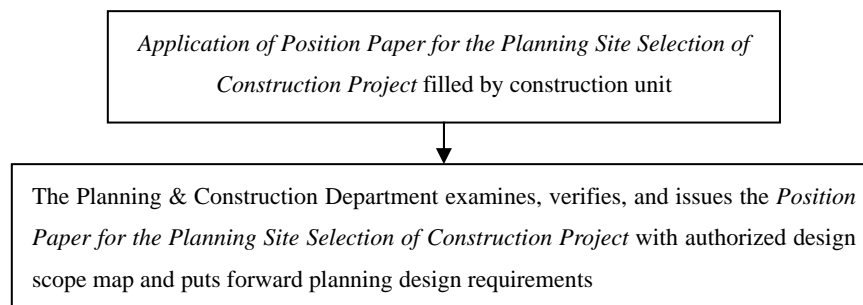
##### 2. Scope of application

- 1) Newly built or relocated unit needs the use of land;
- 2) The use of land outside of the unit is needed for expansion of its original site;
- 3) The property of the unit's land needs to be changed.

##### 3. Material needed for processing

- 1) *Position Paper for the Planning Site Selection of Construction Project*;
- 2) One copy of the approval documents of *Suggestion Paper for Construction Project*;
- 3) Four copies of 1:1000 topographic map (showing the intended scope of site selection);
- 4) The land granting opinion issued by the grantor of land (or affirmed map of land-use scope).

##### 4. Procedure of processing



##### 5. Time Limit of processing

Within 5 workdays from receiving the required application materials, the Administration Committee shall make a decision of approval or disapproval. If the materials do not conform to the requirements, the date of receiving the added and corrected materials is considered as the date of officially receiving the application materials.

##### 6. Address of processing place

Planning & Construction Department  
6th Floor, 807 Zhao Jia Bang Road, Shanghai

Postal code: 200032

**7. Accepting and Handling Department**

Planning & Construction Department, SCIP Administration Committee

Undertaker: SHI Jun-ming, WU Bin

Telephone: +86-21-64186873

## **2.2 The SCIP Administration Committee**

### **The notice on applying for the Construction Project Registration**

#### **1. Approval references**

- 1) *Regulations of Shanghai Municipality on Administration of Building Market*
- 2) *Procedures of Shanghai Municipality on Administration of Contracting and Contracting Out Construction Project*
- 3) *Procedures of Shanghai Municipality on Administration of Construction Project Registration*

#### **2. Scope of application**

All the approved construction projects in SCIP

#### **3. Material needed for processing**

- 1) Three copies of the *Construction Project Registration Form of Shanghai Municipality*;
- 2) Evidencing documents of fund sources, investment amount of the current year and of follow-up fund sources as well;
- 3) The application for verification of specialized technicians and managerial staff of construction units in Shanghai (attaching the original and duplicated copy of the person's technical title certificate)

or the duplicated copy of agency contract signed by the construction unit and the qualified agency, contracting out the construction project (attached with the qualification certificate of the agent);

- 4) The authorization Paper of legal representative (authorizing the undertaker to handle the construction project registration);

5) *The Information Card of Shanghai Construction Project Registration.*

#### **4. Time Limit of processing**

From the date of receiving the required materials, the SCIP Office of Shanghai Construction Project Trading Center shall complete the examination and verification within 2 workdays and make the IC card.

#### **5. Address of processing place**

The SCIP Office of Shanghai Municipal Construction Project Trading Center  
Room 616, 807 Zhao Jia Bang Road, Shanghai  
Postal code: 200032

#### **6. Accepting and Handling Department**

The SCIP Office of Shanghai Municipal Construction Project Training Center  
Undertaker: CHEN You-da, QU Chun-yang  
Telephone: +86-21-64186873

## **2.3 The SCIP Administration Committee**

### **The Letter of Commitment to the Responsibility of Draw-up and Submission of the Completion File of the Construction Project**

Our company's project \_\_\_\_\_ in the SCIP has knowledge of the stipulations of abiding by the laws and regulations such as the *Regulations of Shanghai Municipality on City Planning*, the *Regulations on Administration of Construction Project Quality*, the *Provisions on Administration of City Construction Files*, the *Interim Procedures of Shanghai Municipality on Administration of City Construction Files* and the requirements of the SCIP Planning & Construction Department for the preparation and submission of completion files. Hereby, we solemnly make the following commitment to the SCIP Archive Administrative Department:

#### **1. We pledge that**

1) we will observe relevant provisions of the laws and regulations concerning the administration of city construction archive and of the preparation and submission of construction project completion files;

2) we will define the leadership in charge and specific managerial staff of construction project completion files and make timely contact with the SCIP Archive Administrative Department if there is any alteration. We will organize and urge the managerial staff of construction project files to receive professional training of filing work;

3) we will accept the supervision, instruction and inspection of the SCIP Planning & Construction Department on the project completion filing work;

4) we will prepare project completion files according to the *Provisions of Shanghai Municipality on Preparation and Submission of Construction Completion Files* and submit gratuitous a set of project completion files that conforms to the provisions, to the SCIP Archive Administrative Department within 6 months after the check and acceptance upon completion of the project.

#### **2. We are willing to bear corresponding responsibilities:**

We will consciously observe the laws, regulation and provisions concerning city construction project archive, conduct self-supervision and inspection, accept the inspection of the SCIP Archive Administrative Department and related functional departments at higher level; we are willing to accept punishment for the acts in violation of the following provisions and make timely rectification:

1) We will accept the fine of between no less than RMB 10,000 and no more than RMB 100,000 imposed by the SCIP Archive Administrative Department, according to relevant provisions, if we fail to complete the preparation of and to submit a complete and qualified set of project

completion files to the SCIP Archive Administrative Department within the prescribed time period.

2) We and all personnel concerned will bear corresponding legal liability for any act in violation of the laws and regulation governing the administration of city construction project files.

Unit making the above commitment (stamp)

Legal representative (signature or stamp)

Date of making the commitment: \_\_\_\_\_

**Note:** This letter of commitment is made out in duplicate, one copy remaining with SCIP Archive Administrative Department and the other with the commitment-signing unit.



## **2.4 The SCIP Administration Committee**

### **The notice on applying for the Approval of the Bid Contract for the Construction Project Reconnaissance and Design**

#### **1. Approval references**

- 1) *The Law of the People's Republic of China on Building*
- 2) *The Law of the People's Republic of China on Invitation and Tender of Bid*
- 3) *The Regulations of Shanghai Municipality on Administration of Building Market*
- 4) *Procedures of Administration of Invitation and Tender of Bid for Construction Work of Project Construction*
- 5) *Procedures of Administration of Contracting and Contracting out of Project Construction Engineering*
- 6) *Interim Procedures of Shanghai Municipality on Administration of Bid Invitation and Tender for Construction Work of Construction Project*
- 7) Other relevant provisions printed and distributed by the Municipal Construction Committee

#### **2. Scope of application**

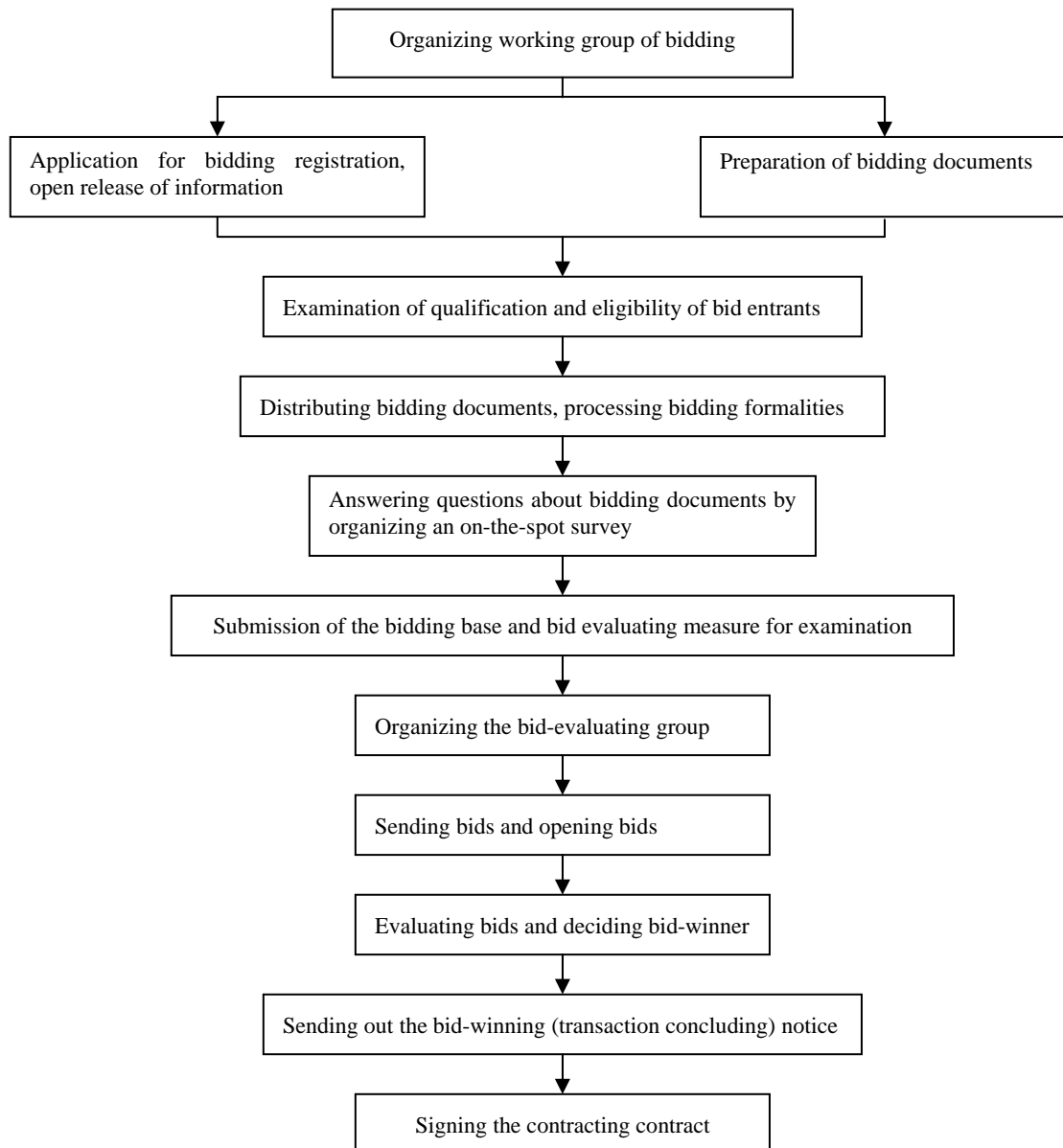
The bidding for and contracting out of construction project reconnaissance and design inside the SCIP

#### **3. Material needed for processing**

- 1) *Registration Form of Bidding Items of Shanghai's Construction Project Reconnaissance (Design);*
- 2) *Information of Open Bids for Shanghai's Construction Project;*
- 3) *Request for Approval of Bidding Documents of Shanghai's Construction Project Reconnaissance (Design);*
- 4) *Request for Approval of Bid-evaluation Group of Shanghai's Construction Project Reconnaissance (Design);*
- 5) *Bidding Documents of Shanghai's Construction Project;*
- 6) *Procedures of Bid-evaluation of Construction Project;*
- 7) *Application Form for Selection of Bid Inviting and Bid Evaluating Experts of Reconnaissance (Design).*

#### **4. Procedures of processing**

- 1) Open bidding for contracting out



## 2) Invitation for bids and contracting out

Its processing procedure is the same as that of “the open bidding and contracting out”, apart from the open release of information.

### 5. Address of processing place

Room 616, 807 Zhao Jia Bang Road, Shanghai

Postal code: 200032

### 6. Accepting and handling department

The SCIP Office of the Shanghai Construction Project Trading Center

Undertakers: CHEN You-da, QU Chun-yang

Telephone: +86-21-64164200×603

## 2.5 The SCIP Administration Committee

### The notice on applying for the Evaluation and Approval of the Preliminary design of the Construction Project

#### 1. Approval references

1) *Suggestions on Improving the Quality of Examination and Approval of Preliminary Design of Engineering Construction Project of Shanghai Municipality*

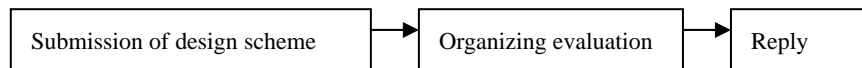
2) *Provisions of Shanghai Municipality on Power Limits of Examination and Approval of Preliminary Design of Engineering Construction Project*

#### 2. Material needed for processing

1) Report on application for approval of preliminary design scheme

2) The complete set of preliminary design documents provided by the unit with design qualification (18 copies)

#### 3. Procedure of processing



#### 4. Time limit for processing

The Administration Committee shall give a reply within 10 workdays from receiving all the application material as required. If the material fails to meet the requirements, the date of receiving the added and corrected material shall be taken as the date of officially receiving the material.

#### 5. Address of processing place

Planning & Construction Department

6<sup>th</sup> Floor, 807 Zhao Jia Bang Road, Shanghai

Postal code: 200032

#### 6. Accepting and handling Department

The Planning & Construction Department, SCIP Administration Committee

Undertaker: CHE Yao-ting, WU Bin

Telephone: +86-21-64186873

## 2.6 The SCIP Administration Committee

### The notice on applying for the Planning Permit for Land for Construction Use

#### 1. Approval References

- 1) *The Law of the People's Republic of China on City Planning*
- 2) *Regulations of Shanghai Municipality on City Planning*
- 3) *Procedures of Shanghai Municipality on Administration of Chemical Industry Area*
- 4) *Provisions of Shanghai Municipality on Managerial Technique of City Planning*
- 5) *Detailed Planning of Controlling Nature of Shanghai Chemical Industry Park*
- 6) *Scheme for Designing Overall Drawing of Shanghai Chemical Industry Park*

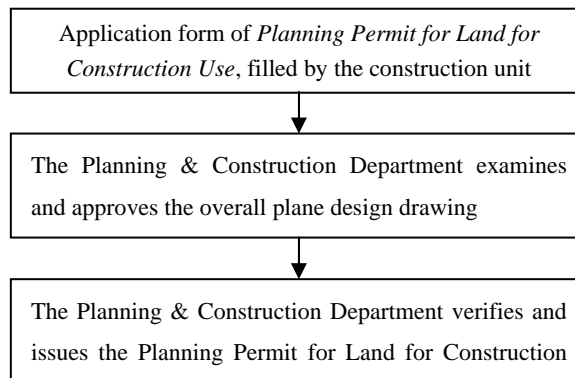
#### 2. Scope of application

- 1) Newly built or relocated unit that needs to use land for construction;
- 2) The use of land outside of the unit is needed for extension of the original site;
- 3) The use nature of land in the unit needs to be changed;
- 4) The temporary use of land is needed for construction.

#### 3. Material needed for processing

- 1) *Application Form of Planning Permit for Land for Construction Use*;
- 2) Six copies of 1:1000 topographic map;
- 3) One copy of overall plane design drawing;
- 4) The land-use rights granting contract of the land grantor and the attached map.

#### 4. Procedure of processing



#### 5. Time limit for processing

The Administration Committee shall make a decision of approval or disapproval within 5 workdays from the date of receiving all the required application material. If the material fails to meet the requirements, the date of receiving the added and corrected material is taken as the date of officially receiving the submitted application material.

#### 6. Address of processing place

The Planning & Construction Department

6<sup>th</sup> Floor, 807 Zhao Jia Bang Road, Shanghai

Postal code: 200032

**7. Accepting and handling department**

The Planning & Construction Department, SCIP Administration Committee

Undertaker: SHI Jun-ming, WU Bin

Telephone: +86-21-64186873

## **2.7 The SCIP Administration Committee**

### **The notice on applying for the Planning Permit for Construction Project**

#### **1. Approval References**

- 1) *The Law of the People's Republic of China on City Planning*
- 2) *Regulations of Shanghai Municipality on City Planning*
- 3) *Provisions of Shanghai Municipality on Managerial Technique of City Planning*
- 4) *Procedures of Shanghai Municipality on Administration of Shanghai Chemical Industry*

*Area*

- 5) *Detailed Planning of Controlling Nature of Shanghai Chemical Industry Park*
- 6) *Scheme of Overall Design of Shanghai Chemical Industry Park*

#### **2. Scope of application**

The newly-built, extended and reconstructed construction projects and urban sculpture project set up along roads and in squares with approval in SCIP

#### **3. Material needed for processing**

- 1) *Application Form of the Planning Permit of Construction Project*
- 2) One copy of approval document of construction project preliminary design (or scheme for design)
- 3) One copy of the certification of land-use rights of construction base or the approval letter (photocopy) of construction-use land;
- 4) Four copies of overall plane design drawing (scale 1:500 or 1:1000, necessarily marked with bounds of building base, outer outline size and story number of newly-erected buildings, the demarcation line between newly-erected buildings and the base, and the distance between neighboring buildings and high tension power lines);
- 5) Four copies of 1:1000 topographic map (necessarily marked with the site and location size of buildings to be erected in accordance with the requirements of overall plane design drawing);
- 6) Two sets of building working drawings (plane, three-dimensional, and sectional drawings and catalogue list) and tables of floor area of each story (which must be calculated according to

state provisions concerning building area);

7) Two sets of foundation work plane drawing and pile place plane layout;

8) Document of Budgetary estimate and budget of building project;

9) Letters of examination and verification opinion of relevant departments such as fire, environmental protection and public health (to be filled at the time when preliminary design plan is submitted for examination), one copy from each department;

10) Receipt of the *Application for Submitting the Check and Acceptance of Construction Project Completion File of Shanghai Municipality*;

11) One copy of electronic document of overall plane design drawing and building working drawing.

#### **4. Time limit for Processing**

The Administration Committee shall make a decision of approval or disapproval within 10 workdays from the date of receiving all the required application materials. If the material fails to meet requirements, the date of receiving the added and corrected material is taken as the date of officially receiving material.

#### **5. The reference and standard of fee-charging**

According to the *Regulations of Shanghai Municipality on City Planning*, the fee is charged at 1% of the total cost (construction, water and electric power) of the project.

#### **6. Address of processing place**

The Planning & Construction Department

6<sup>th</sup> Floor, 807 Zhao Jia Bang Road, Shanghai

Postal code: 200032

#### **7. Accepting and handling department**

The Planning & Construction Department, SCIP Administration Committee

Undertaker: SHI Jun-ming, WU Bin

Telephone: +86-21-64186873

## **2.7-1 The SCIP Administration Committee**

### **The notice on applying for the Planning Permit for Construction Project (Pipeline)**

#### **1. Approval References**

- 1) *The Law of the People's Republic of China on City Planning*
- 2) *Regulations of Shanghai Municipality on City Planning*
- 3) *Procedures of Shanghai Municipality on Administration of Shanghai Chemical Industry Area*
- 4) *Provisions of Shanghai Municipality on Managerial Technique of City Planning*
- 5) *Detailed Planning of Controlling Nature of Shanghai Chemical Industry Park*
- 6) *Planning of Roads of Shanghai Chemical Industry Park*

#### **2. Scope of application**

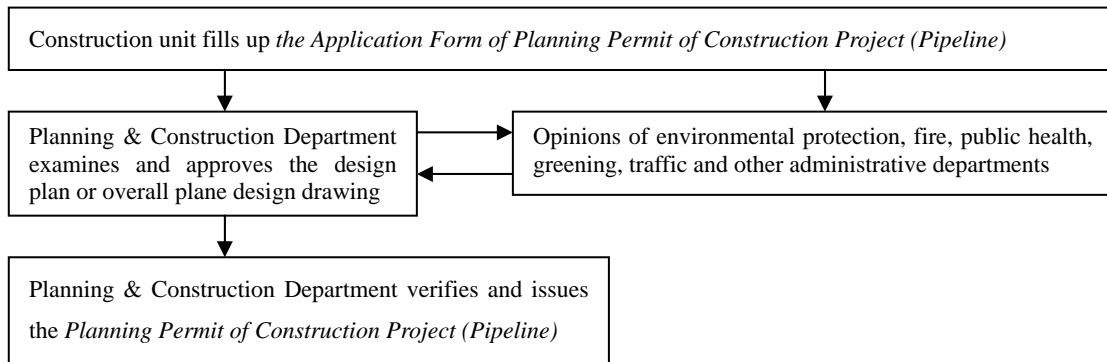
- 1) Public pipelines of municipal works such as those of rainwater, sewage and tap water;
- 2) Laying pipes, burying cables and setting up overhead lines for power, telecommunications and road lamps;
- 3) Pipelines (stands) of heating power, natural gas, steam, industrial gas, oil and chemical substances.

#### **3. Material needed for processing**

- 1) Application form of the *Planning Permit of Construction Project (Pipeline)*;
- 2) One copy of Feasibility study report of construction project or approval document of preliminary design;
- 3) Four copies of pipeline design plane drawings, vertical section and transect plan (marked with road planning red line); as to the pipeline tunnel, tower for ultra-high-voltage electricity transmittal line or piperack for special pipeline, two copies of construction structure plan, type of pole and infrastructure plan should be attached.
- 4) One copy of working budget;
- 5) Certificate of land-use rights or agreement of land-use;
- 6) Receipt of the *Application for Submitting the Check and Acceptance of Construction Project Completion File of Shanghai Municipality*.



#### 4. Procedure of Processing



#### 5. Time limit for processing

The Administration Committee shall give a decision of approval or disapproval within 10 workdays from the date of receiving all the required application material. If the material fails to meet the requirements, the date of receiving the added and corrected material is taken as the date of officially receiving the material.

#### 6. The reference and standard of fee-charging

According to the *Regulations of Shanghai Municipality on City Planning*, the fee is charged at 1‰ of the total construction cost of the project.

#### 7. Address of processing place

The Planning & Construction Department  
6<sup>th</sup> Floor, 807 Zhao Jia Bang Road, Shanghai  
Postal code: 200032

#### 8. Accepting and handling department

The Planning & Construction Department, SCIP Administration Committee  
Undertaker: SHI Jun-ming, WU Bin  
Telephone: +86-21-64186873

## **2.8 The SCIP Administration Committee**

### **The notice on applying for the Approval of the Bid Contract for the Project Construction**

#### **1. Approval references**

- 1) *The Law of the People's Republic of China on Building*
- 2) *The Law of the People's Republic of China on Bid Invitation and Tender*
- 3) *Regulations of Shanghai Municipality on Administration of Building Market*
- 4) *Procedures on Administration of Invitation and Tender of Bid for Construction Work of Engineering Construction*
- 5) *Procedures on Administration of Contracting and Contracting out of Engineering Construction Project*
- 6) *Interim Procedures of Shanghai Municipality on Administration of Invitation and Tender of Bid for Construction Work of Construction Project*
- 7) Other relevant provisions printed and distributed by the Municipal Construction Committee

#### **2. Scope of application**

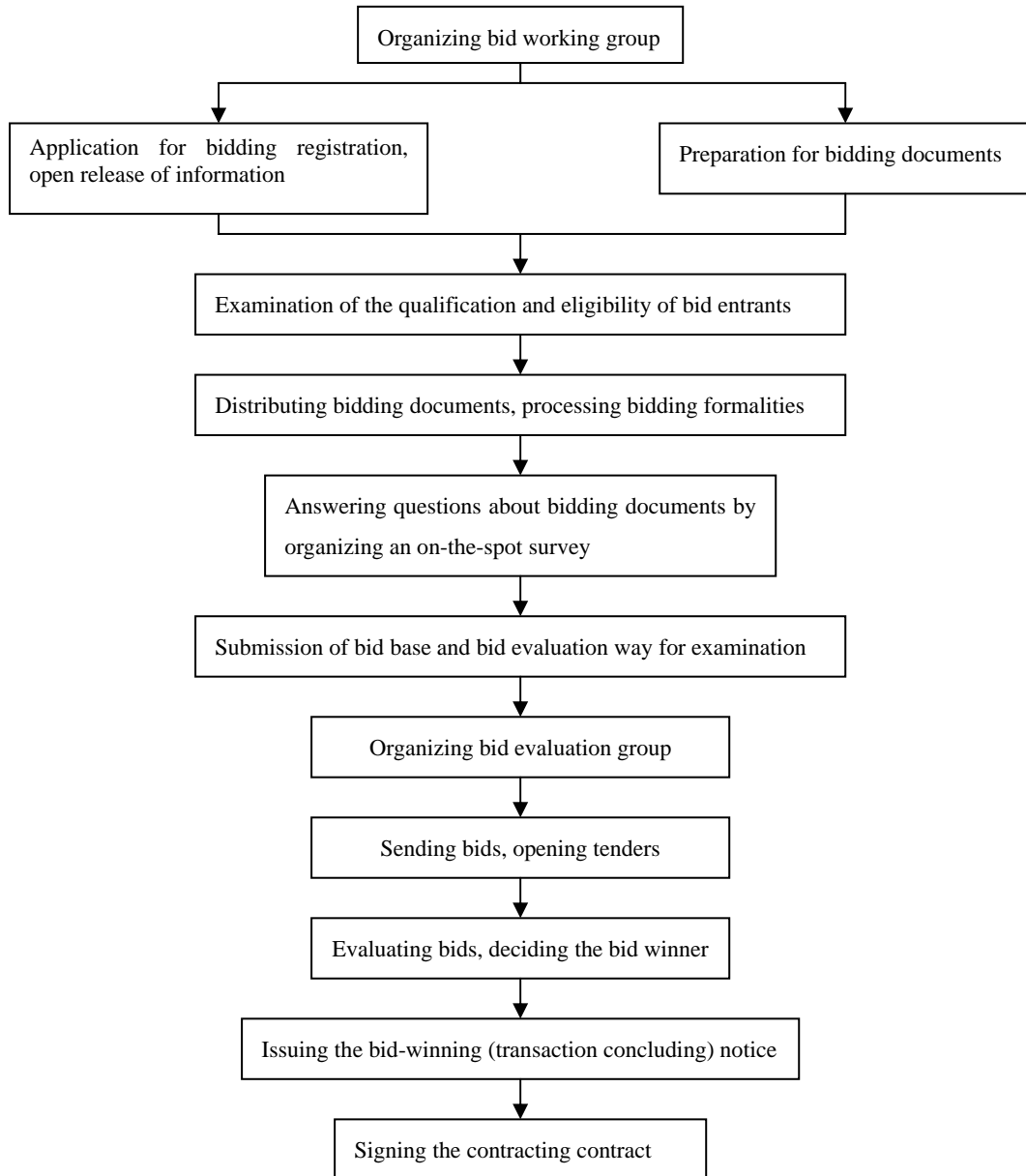
Bidding for contracting out construction work of construction project in SCIP

#### **3. Material needed for processing**

- 1) *The Flow chart of contracting out and processing of construction work of construction project of Shanghai Municipality;*
- 2) *Information of Public Bidding for Shanghai's Construction Project (Construction Work);*
- 3) *Public Bidding Documents of Shanghai's Construction Project;*
- 4) *Procedures of Bid Evaluation of Construction Project;*
- 5) *Application Form of Singling out Experts for Construction Work.*

#### **4. Procedures of processing**

- 1) Open bidding for contracting out



## 2) Invitation for bids for contracting out

Its processing procedure is the same as that of “the open bidding for contracting out”, apart from open release of information.

### 5. Address of processing place

6<sup>th</sup> Floor, 807 Zhao Jia Bang Road, Shanghai

Postal code: 200032

### 6. Accepting and handling department

The SCIP Office of Shanghai Construction Project Trading Center

Undertakers: CHEN You-da, QU Chun-yang

Telephone: +86-21-64164200×603

## **2.9 The SCIP Administration Committee**

### **The notice on applying for the Supervision of Construction Project**

#### **1. Approval references**

- 1) *The Law of the People's Republic of China on Building*
- 2) *Provisions on Strengthening Project Management Work of Quality Supervision Station, Shanghai Construction Quality Supervision (1999) No.031*
- 3) *Provisions on Administration of Construction Project Quality Verification, Check, and Supervision Report, Shanghai Construction Quality Supervision (1997) No.30*
- 4) *Procedures of Shanghai Municipality on Administration of Construction Project Safety*
- 5) *Procedures of Shanghai Municipality on Administration of Construction Project Quality Supervision*
- 6) *Provisions on Administration of Building Decoration and Refurbishing*

#### **The standard of fee-charging follows the provisions of Document Shanghai Construction Quality Supervision (1997) No.30**

1) Quality supervision fee: for project without supervision and management, the fee is charged at 0.15 % of the workload of construction and installation. For project with supervision and management exercised, the fee is charged at 0.1% of the workload of construction and installation, with minimum charge being 300 yuan.

2) Insurance premium of construction workers against accidental personal injuries: charged at 0.1% of the total cost of project, with minimum charge being 500 yuan.

#### **2. Scope of application**

For construction project undertaken by SCIP, the construction unit must go through declaration formalities of project quality and construction work safety supervision 30 days before the start of construction project.

#### **3. Material needed for processing**

- 1) Filling in forms

(1) *Declaration Statement of Quality and Safety Supervision Construction Project of Shanghai Municipality, made out in quintuplicate*

*(2) Letter of Shanghai's Construction Project Quality Supervision in quadruplicate*

*(3) Letter of Authorization of Witness Personnel of Witnessing Unit in quadruplicate*

*(4) Form of Examining the Professional Qualification of Quality Inspection Personnel in duplicate*

*(5) Agreement of Insurance against Personal Life and Injury of Construction Workers in triplicate*

2) Material needed to be submitted

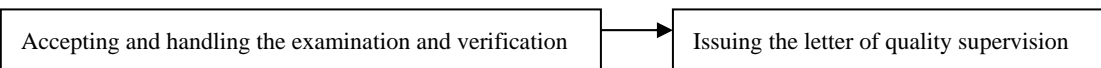
Photocopy of the notice of bid-winning for construction work

(2) Original and photocopy of construction work contract, project budget or quotation of prices

(3) Copy of supervisory qualification, original and photocopy of supervision contract

(4) One copy of overall plane drawing of construction work (with signature on the drawing and stamp for issuing of drawing)

#### **4. Procedure of processing**



#### **5. Time limit for processing**

The case shall be concluded within 5 workdays from the date of receiving all the required application material. If the material fails to meet the requirements, the date of receiving added and corrected material is taken as the date of officially receiving the material.

#### **6. Address of processing place**

Room 207, 185 Mu Hua Road, SCIP

Postal code: 201424

#### **7. Accepting and Handling department**

The SCIP Safety Quality Supervision Station

Undertaker: CHE Yao-ting

Telephone: +86-21-57442328, 57442299×8207

## 2.10 The SCIP Administration Committee

### The notice on applying for the Construction Permit for Construction Project

#### 1. Approval references

1) Shanghai Municipal People's Congress Standing Committee 1997 No.73 Decree *Regulations of Shanghai Municipality on Administration of Building Market*

2) Shanghai Municipal People's Government 1996 No.37 Decree *Procedures of Shanghai Municipality on Administration of Contracting and Contracting out Construction Project*

3) Shanghai Municipal Construction Committee SCC (1996) No.0900 *Interim Provisions of Shanghai Municipality on Permit of Construction Work of Construction Project*

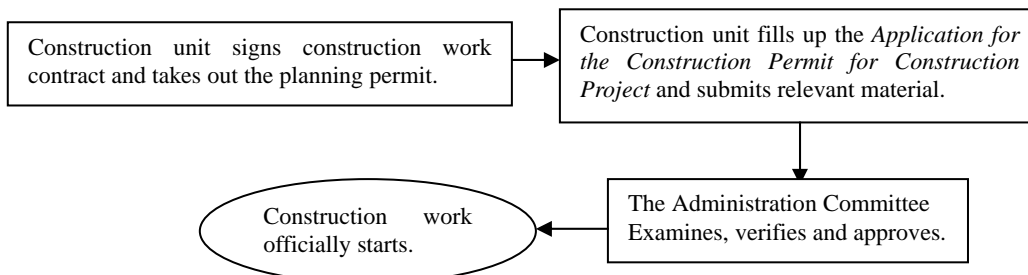
#### 2. Scope of application

All construction projects registered to be built in SCIP

#### 3. Material needed for processing

- 1) Two copies of *Application Form of Construction Permit for Construction Project*;
- 2) Explanation of whether construction site has the condition for construction work (provided by construction work unit);
- 3) Construction work contract and agreement of practicing honesty and cleanness (in triplicate, and must be witnessed by bidding office);
- 4) Drawing examining company's opinion of examination and verification on working drawings;
- 5) Opinion of examination and verification on the design of construction work organization (provided by the supervisor, if there is supervision; if not, it shall be provided by the construction unit);
- 6) The approved declaration statement of quality safety supervision of construction project;
- 7) Proof of account received in advance to project materials (account received bill issued by bank; it must be more than 25 % of the money spent on the construction and installation workload in the current year.)

#### 4. Procedure of processing



#### 5. Time limit for processing

1) The Administration Committee shall give a decision of approval or disapproval on granting the Permit within 5 workdays from the date of receiving all the application material.

2) The undertaker of the Planning & Construction Department of SCIP Administration Committee shall send out a processing note on the day of receiving the application material. If the material fails to meet the requirements, the date of receiving the added and corrected material is taken as the date of officially receiving application material.

**6. Address of processing place**

The Planning & Construction Department

6<sup>th</sup> Floor, 807 Zhao Jia Bang Road, Shanghai

Postal code: 200032

**7. Accepting and handling department**

The Planning & Construction Department, SCIP Administration Committee

Undertakers: CHEN You-da, QU Chun-yang

Telephone: +86-21-64164200×603

## 2.11 The SCIP Administration Committee

### The notice on applying for the Approval of Land Requisition

#### 1. Approval references

- 1) *The Law of the People's Republic of China on Land Administration*
- 2) *The Regulations of the People's Republic of China on Implementation of the Land Administration Law*

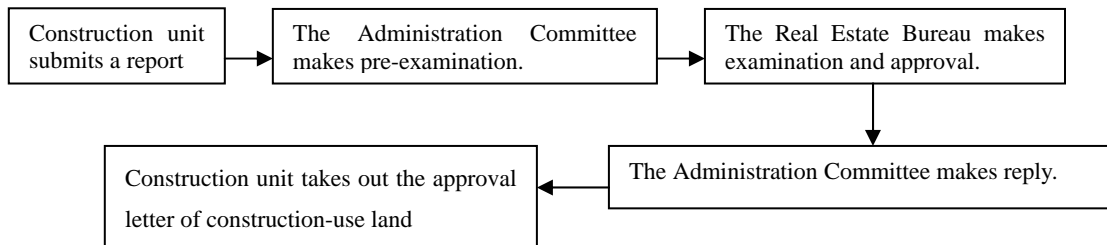
#### 2. Scope of application

Land requisition of construction project in SCIP

#### 3. Material needed for processing

- 1) *Application Form of Land for Construction Use*;
- 2) Certification of relevant qualification of construction unit;
- 3) Feasibility study report of construction project approval document or other related approval documents;
- 4) Overall plane drawing of construction project;
- 5) *Explanation Letter of Report on Land for Construction Use*;
- 6) Four Schemes for conversion of agricultural-use land, replenishment of cultivated land, requisition and supply of land;
- 7) Map of survey and demarcation and technical report on survey and demarcation;
- 8) Cadastral material or other evidencing documents of land ownership.

#### 4. Procedure of Processing



#### 5. Time limit for processing

The time limit is within 3 workdays from the date of receiving all the required application material (not including the time limit for examination and approval by the Real Estate Bureau). If the material fails to meet requirements, the date of receiving the added and corrected material is taken as the date of officially receiving material.

#### 6. Address of processing place

The Planning & Construction Department  
6<sup>th</sup> Floor, 807 Zhao Jia Bang Road, Shanghai  
Postal code: 200032

#### 7. Accepting and handling department

The Planning & Construction Department, SCIP Administration Committee



Undertaker: CHEN You-da

Telephone: +86-21-64164200×603

## 2.12 The SCIP Administration Committee

### The notice on applying for the Initial Registration of Land-Use Right

#### 1. Approval references

- 1) *Regulations of Shanghai Municipality on Registration of Real Estate*
- 2) *Procedures of Shanghai Municipality on Granting of Land-use Rights*

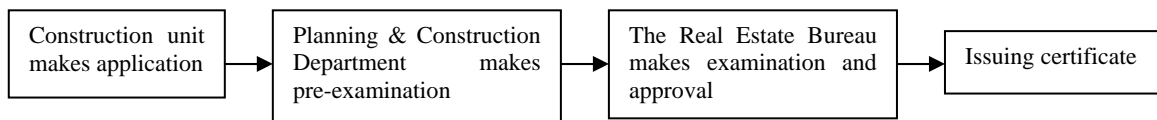
#### 2. Scope of application

The initial registration of construction-use land in SCIP

#### 3. Material needed for processing

- 1) *Application Form of Transfer, Ownership Shift and Registration of Shanghai Municipality's Real Estate* (original in duplicate);
- 2) Certification of legal qualification of unit (Three kinds of enterprises with foreign investment must submit the approval document of enterprise with foreign investment) (in duplicate);
- 3) Letter of authorization (original) and ID certificate of agent (in duplicate);
- 4) Approval document of land use issued by the municipal people's government (in duplicate);
- 5) Approval document of construction-use land (original in duplicate) or contract of transferring of land-use rights (original);
- 6) Report of survey and demarcation issued by the municipal or district/county department of real estate mapping (in duplicate);
- 7) Cadastral map (original in triplicate)
- 8) Certificate of finishing tax (the sheet for reference) and finishing tax stamp (The original is to be submitted after tax payment).

#### 4. Procedure of processing



#### 5. Time limit for processing

The time limit is within 25 workdays from the date of receiving all the required application material. If the material fails to meet requirements, the date of receiving the added and corrected material is taken as the date of officially receiving material.

#### 6. Address of processing place

The Planning & Construction Department  
6<sup>th</sup> Floor, 807 Zhao Jia Bang Road, Shanghai  
Postal code: 200032

#### 7. Accepting and handling department

The Planning & Construction Department, SCIP Administration Committee  
Undertaker: CHEN You-da  
Telephone: +86-21-64164200×603

## **2.13 The SCIP Administration Committee**

### **The notice on applying for the Registration of Land-Use Right Transfer**

#### **1. Approval references**

*Procedures of Shanghai Municipality on Real Estate Transfer*

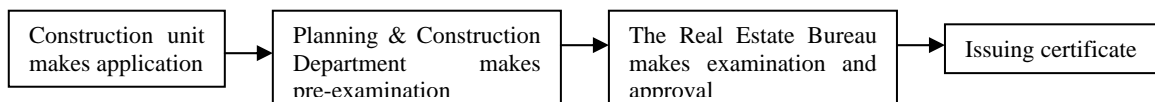
#### **2. Scope of application**

Land transfer affairs in SCIP

#### **3. Material needed for processing**

- 1) *Certificate of Real Estate Ownership of Shanghai Municipality*;
- 2) *Contract of Transfer of Land-use Rights* (notarized);
- 3) Business licenses of both parties to the transfer (photocopy);
- 4) *Technical Report on Land Survey and Demarcation*;
- 5) Certification of payment of land transfer fee (photocopy);
- 6) Certificate of finishing tax on letter of land handing-over;
- 7) *Application for Shanghai Municipality's Registration of Real Estate Transfer*
- 8) ID certificate (photocopy) of the letter of authorization of the agent for registration of transfer of Shanghai Municipality's real estate;
- 9) Three copies of cadastral map (one of them with the stamp of the applying unit);
- 10) Other documents.

#### **4. Procedures of processing**



#### **5. Time limit for processing**

The time limit is within 10 workdays from the date of receiving all the required application material. If the material fails to meet requirements, the date of receiving the added and corrected material is taken as the date of officially receiving material.

#### **6. Address of processing place**

The Planning & Construction Department  
6<sup>th</sup> Floor, 807 Zhao Jia Bang Road, Shanghai

Postal code: 200032

#### **7. Accepting and handling department**

The Planning Construction Department, SCIP Administration Committee

Undertaker: CHEN You-da

Telephone: +86-21-64164200×603

## **2.14 The List of Companies Capable of Examining the Constructional Drawing Design**

1. Shanghai Shendu Engineering Consulting Co. Ltd
2. Shanghai Huashe Engineering Consulting Co. Ltd
3. Shanghai Zhenhua Engineering Consulting Company
4. China Light Industry Shanghai Engineering Consulting Company
5. Shanghai Ximing Engineering Consulting Co. Ltd
6. Shanghai Baoshen Building Engineering Technology Consulting Co. Ltd
7. Shanghai Tongji Xieli Construction Engineering Consulting Co. Ltd
8. Shanghai Zhonghui Engineering Consulting Co. Ltd
9. Shanghai Jianling Designing and Drawing Examining Co. Ltd
10. Shanghai Zhongnan Building Engineering Drawing Examining Co. Ltd
11. Shanghai Dongfang Engineering Consulting Co. Ltd
12. Shanghai Hongji Drawing Examination Consulting Center
13. Shanghai Xieli Designing and Drawing Examination Co. Ltd

# **Tentative Method on Statistic Management in SCIP**

## **Chapter One General Principle**

**Item One** In order to strengthen the management and supervision on statistics in Shanghai Chemical Industry Park (Short for SCIP hereinafter), normalize the statistics made by enterprises and institutions in the SCIP, guarantee the statistic organization and personnel of different level to effectively fulfill their obligations and ensure the reality, accuracy and timeliness of statistic materials, this method is set down under the combination with real situations in SCIP according to <Statistics Law of People's Republic of China> and its implementation rules, <Statistics Management Statute in Shanghai Municipality> and <Procedures of Shanghai Municipality on Administrating Chemical Industry Area>.

**Item Two** This method is applicable to all the enterprises and institutions in the SCIP.

**Item Three** The task of statistics in SCIP is to grasp the investment plan and their construction, production and operation activities accurately, really and in time to offer statistic materials according to the facts and make information service and information guidance for the construction of SCIP.

**Item Four** Every enterprise and institution in the SCIP must offer statistic data accurately, really and in time according to the national statistic laws, regulations and this method and they are not allowed to refuse reporting, make a false report, hide the truth in reporting, report belatedly, forge or tamper the reports.

**Item Five** In order to meet the high starting points and high standards requirement from the SCIP, Shanghai Chemical Industry Park Administration Commission (Short for "SCIP Administration Commission" hereinafter) will carry out informatization management on the statistics made by every enterprise and institution in the SCIP in a planned way so every unit should take the statistic informatization requirements into consideration when setting up management information system.

## **Chapter Two Statistic Management System**

**Item Six** The SCIP Administration Commission takes charge of the centralized management

of statistics in SCIP, who will fulfill the management, coordination, supervision and inspection on the statistics in the SCIP. The specific functional department of SCIP Administration Commission in charge of the plan and statistics in the SCIP is Plan & Financial Department.

**Item Seven** Every enterprise and institution in the SCIP should enforce the statistical surveys assigned by the government statistic department and SCIP Administration Commission, set up statistic organization according to the statistic task of the unit or statistic personnel in the department concerned with specially assigned person in charge of the statistics.

### **Chapter Three Obligations of Statistic Institution and Statistic Personnel**

**Item Eight** Main obligations of Plan & Financial Department in SCIP Administration Commission on statistics:

( 1 ) Complete the national statistic surveys and local statistic surveys, enforce the statistic regulations and systems, supervise and inspect the implementation of statistic regulations and systems;

( 2 ) Establish and implement the statistic survey plan and scheme of the department, organize and direct the statistics of enterprises and institutions in the SCIP and strengthen the construction of statistic team and basic statistic work;

( 3 ) According to relevant national and local regulations and local statistic implementation rules in Shanghai Municipality, report and submit statistic materials to government statistic department and make statistic analysis, forecast and supervision on the policy implementation, plan and business administration efficiency of the enterprises and institutions in the SCIP;

( 4 ) Administer the statistic questionnaire and basic statistic materials made and issued by the department;

( 5 ) Organize and direct the statistic education and training to statistic cadres, examine and grant rewards to statistic personnel in the SCIP with personnel education institution.

**Item Nine** Main obligations of statistic department of enterprises and institutions in SCIP:

( 1 ) Organize and coordinate the statistic work of the unit to complete the national, local and department statistic surveys, collect, arrange and report the statistic materials to the leadership. And the statistic materials must be submitted to the SCIP Administration Commission according to regulations.

(2) Carry out statistic analysis and statistic supervision on the unit's plan implementation situations and business administration efficiency;

(3) Administer the unit's statistic questionnaire and basic statistic materials;

(4) Perfect measure and inspection system, establish and perfect original records, statistic ledger and business accounting system with relevant functional departments of the unit.

**Item Ten** The following obligations should be fulfilled by the statistic institution and personnel of different level in the SCIP:

(1) Statistic survey right—Survey, collect relevant materials, convene relevant survey conference, check original records and evidences related to statistic materials. The statistic survey objects should offer statistic materials and situations according to the facts based on the <Statistic Law> and relevant national regulations.

(2) Statistic report right—After arranging and analyzing the statistic materials and situations acquired from statistic surveys, submit statistic reports to the higher leading institution and relevant department. Any unit or person is not allowed to hinder or withhold statistic reports or tamper the statistic materials.

(3) Statistic supervision right—Based on statistic survey and analysis, make statistic supervision on the national economy and society development situations, check the implementation of national policies and plans, examine the economic efficiency, social efficiency and work achievements, check and disclose the existed problems, inspect the activities of refusing to report, making a false report, hiding the truth in reporting, forging and tampering the statistic materials and propose the suggestion to improve the work. Relevant department and unit should in time dispose and make reply to those problems reported and disclosed by statistic institution and personnel and suggestions proposed by them.

#### **Chapter Four Management on Statistic Materials**

**Item Eleven** Perfect statistic materials' examination and approval system to ensure the accuracy and timeliness of statistic materials. The statistic materials offered by the enterprises and institutions in the SCIP must be examined and approved, signed or stamped by the leader or statistic principal of the unit before reported to the SCIP Administration Commission. And the statistic materials reported by the SCIP Administration Commission must be examined and approved, signed

or stamped by the leaders in the Administration Commission.

**Item Twelve** Every enterprise and unit in SCIP must enforce the relevant national regulations on statistic materials secrecy administration to strengthen the secrecy administration on statistic materials.

**Item Thirteen** Statistic institution and personnel bear the obligations to keep the business secrets of the survey objects acquired during the statistic surveys to themselves.

### **Chapter Five Management on Original Records**

**Item Fourteen** Enterprises and institutions in the SCIP should establish intact original statistic records and statistic ledger, set up and perfect archive management system of statistic materials under the combination with the business, accounting and statistic calculation requirements.

**Item Fifteen** The guideline and calculation method of the original records must meet the requirements of government statistic form system issued by SCIP Administration Commission and specific person is assigned to take charge of the management on original records under the leadership of statistic functional department of SCIP Administration Commission.

**Item Sixteen** The original records must be arranged by stages, in groups and in categories and kept properly according to regulated time limit to ensure the materials' completeness.

### **Chapter Sixteen Rewards and Punishment**

**Item Seventeen** Under the leadership of government statistic department, SCIP Administration Commission is responsible for supervising and inspecting the statistic act against law made by enterprises and institutions in SCIP and propose the government statistic department to make administrative punishment to those acts against law found during the inspection.

**Item Eighteen** Statistic institution and law-enforcement officials should observe disciplines and laws and execute the laws impartially. Every unit and person in the SCIP have the right to report the acts against law made by statistic institution and law-enforcement officials to the higher authorities.

**Item Nineteen** The SCIP Administration Commission and higher statistic institution will grant rewards to those statistic personnel or units keeping their duties, enforcing statistic regulations exemplarily, complete every statistic task, making significant contributions to statistic reform and



construction and obtaining great achievements in the statistic analysis, forecast and supervision.

### **Chapter Seven Supplementary Articles**

**Item Twenty** Shanghai Chemical Industry Park Administration Commission is responsible for the explanation of this method.

**Item Twenty-one** This method will be put into trial use since January, 1<sup>st</sup>, 2003.

# Shanghai Chemical Industry Park Construction Project Quality

## Supervision Implementation Measure

### Chapter One General Principle

#### Item One Implementation Reference

Based on relevant laws and regulations of <The Law of People's Republic of China on Building>, <Construction Project Quality Management Statute> (No. 279 Statute of the State Council), <Working Guidance for Construction Project Quality Supervision Unit> (Construction Quality [2000] No.38), < Construction Project Completion Archive Enforcement Regulations in Shanghai Municipality> (Shanghai Construction Management [2001] No. 003), <Implementation Suggestions on Construction Completion Archive and Quality Supervision in Shanghai Municipality (Tentative) > (Shanghai Construction Quality Supervision General (2001) No. 008), <Construction Project Quality Supervision & Management Measure in Shanghai Municipality>, <Construction Decoration & Fitment Management Regulations>, etc, this implementation measure is especially set down.

#### Item Two Applicable Range

This measure is applicable to all the newly built, extended and reconstructed project made in SCIP.

#### Item Three Supervision Unit and Supervision Object

Under the entrustment from SCIP Administration Commission--the unit in charge of construction project quality supervision in the park, SCIP Construction Project Safety & Quality Supervising Office (Short for Safety & Quality Supervising Office hereinafter) will supervise and manage the activities made by those units who take part in the construction, supervision, reconnaissance, design, construction and materials supply of the newly built, extended and reconstructed project in the park.

### Chapter Two Quality Supervision Application Procedure

#### Item Four Supervision Application

For those newly built, reconstructed and extended construction projects within SCIP, the

construction unit should proceed project quality supervision application formality at Safety & Quality Supervising Office 30 days before the construction starts.

**Item Five** Forms Filling for Supervision Application

1.<Declaration Statement of Quality and Safety Supervision Construction Project of Shanghai Municipality> Five copies;

2.<Letter of Shanghai's Construction Project Quality Supervision> Four copies;

3.<Letter of Authorization of Witness Personnel of Witnessing Unit> Four copies;

4.<Form of Examining the Professional Qualification of Quality Inspection Personnel> Two copies;

5.<Agreement of Insurance against Personal Life and Injury of Construction Workers> Three copies;

**Item Six** Materials necessary to Supervision Application

1.Copy of the notice of bid-winning for construction work;

2.Original and copy of construction work contract, project budget or quotation of prices;

3.Copy of supervisory qualification, original and photocopy of supervision contract;

4.One overall plane drawing of construction work (with signature on the drawing, stamp for issuing of drawing and review opinions on shop drawing design documents).

**Item Seven** Collection of Quality Supervision Fee

The construction units should pay the supervision fee to Safety & Quality Supervising Office according to regulations when applying for quality supervision. And those projects without supervision will be charged for 0.15% of the construction safety expense while those with supervision of 0.1%.

### **Chapter Three Working Procedure of Quality Supervision**

**Item Eight** Issuance of Quality Supervision Certificate

Safety & Quality Supervising Offices will make the examination and approval decision within 5 days after receiving the supervision application materials and grant those up to requirements to proceed relevant formalities with <Construction Project Safety & quality Supervision Certificate> issued. The date of receiving the added and corrected material shall be taken as the date of officially receiving the material.

**Item Nine** Establishment and Approval of Project Quality Supervision Scheme

According to relevant laws, regulations and mandatory standards of project quality, Safety & Quality Supervising Office will set down project quality supervision scheme or scheme based on characteristics of specific projects to determine the detailed contents and methods for supervision.

**Item Ten** Convene of the First Supervision Working Conference

Safety & Quality Supervising Office should convene the first supervision working conference, the detailed contents are shown as follows:

1. Introduce the quality supervision engineers and quality supervision personnel in charge of this project;
2. Publicize <Quality Supervision Scheme> (According to unit project);
3. Review the quality assurance system of every party taking part in this construction project;
4. Review the qualification of every party and practice qualification of quality personnel taking part in this construction project.

**Chapter Four** Working Contents of Quality Supervision

**Item Eleven** The quality supervision work includes supervision to main quality activities of every party engaged in the construction project, supervision to project's entity quality, review of project technology and management materials and supervision to project completion acceptance. The <Construction Project Safety & Quality Supervision Record> must be filled out for every supervision and inspection.

**Item Twelve** Supervision to Quality Activity of Construction Unit

1. Complete examination and approval formality for engineering project construction application;
2. Relevant requirements of basic construction procedure:
  - ( 1 ) Carry out shop drawing review and design intention explanation according to regulations;
  - ( 2 ) Entrust supervision according to regulations;
  - ( 3 ) Those construction units who manage the project by themselves should set up engineering project management unit with relevant professional technology and quality management personnel;
  - ( 4 ) No explicit or implicit activities to make reconnaissance, design, supervision and construction units disobey the mandatory standards, lower the project quality or force the contractor shorten the reasonable project time at will;

( 5 ) According to contract, the construction materials, components and parts and equipment purchased by the construction unit must conform to the quality requirement.

**Item Thirteen** Supervision to Quality Activities of Reconnaissance, Design Units

1.The project reconnaissance and design tasks undertaken according to law should conform to the units' qualification.

2.The main project principal professional qualification certificate should conform to the task undertaken;

3.During the drawing and design modification, formalities, like reconnaissance personnel and designers' signature, stamp should be complete;

4.Design unit has no behavior to designate material, equipment manufacturers or suppliers (except those construction materials, specific equipment, technique production line with special requirements).

**Item Fourteen** Supervision to Quality Activities of Supervision Unit

1.The supervision project has supervision entrust formality and contract with supervisors' qualification certificate compliant with the task undertaken;

2.The project supervision unit is equipped with professionals to fulfil the responsibility system;

3.The on-site supervisor adopts methods, like standing aside, patrolling and inspecting in parallel. The supervision unit should send the monthly supervision report to quality supervision engineer;

4.Make supervision layout for real supervision;

5.According to national mandatory standards or operation technique, make acceptance approval of every project item or working procedure in time;

6.Supervise the phenomena of using unqualified materials, parts and components and equipment at the site and quality accident timely and assist the duty unit to carry out investigation and treatment.

**Item Fifteen** Supervision to Quality Activities of Construction Unit

1.The task undertaken conforms to their qualification and project manager conforms to bid winning document with construction contracting formality and contract;;

2.Professional technology personnel like project manager, technology principal and quality inspector have correspondent qualification with relevant qualification and post holding certificate;

3.Approved construction organization design or construction scheme are available and enforceable:

( 1 ) Organize the construction intention explanation and take part in drawing modification discussion;

( 2 ) Enforce shift and group self-inspection, exchange inspection and handover inspection system;

( 3 ) Storage conditions to maintain the materials and parts' quality are available; Measuring instrument's precision is up to requirements; Make on-site inspection of materials, parts and goods concrete according to regulations and those not inspected or unqualified in inspection cannot be used; Manage the on-site lab and stirring area according to regulations;

( 4 )Make inspection and assessment record of every project item and concealed project in time and in truth;

( 5 ) Strictly carry out witness sampling inspection system;

( 6 ) Settle the project quality to ensure the materials timely, real and complete.

4.Make various inspections according to relevant regulations, deal with the quality problems during the project construction in time, report the quality accident faithfully to the leadership according to relevant document requirements and deal with it seriously;

5.For construction unit, no other unit or person undertake projects or subcontract project against law by the unit's name.

#### **Item Sixteen** Supervision to Project Entity Quality

The supervision to project entity quality is made out mainly in terms of sampling and assisted by scientific inspection means. When the construction proceed to the quality control points and importance concealed project stipulated in supervision scheme, the building (supervision) and construction unit should contact the Safety & Quality Supervising Office in time, whose personnel will go the site for review and inspection within the regulated time limit. The groundwork entity must be inspected before the main structure construction; and the main structure construction must be inspected before the follow-up project construction. The key points for every special engineering inspection are shown as follows:

( 1 ) Main contents for groundwork and basic engineering spot inspection

1.Quality assurance and witness sampling inspection materials.

2. Every sub-item, sub-section project quality or assessment materials and concealed engineering acceptance record.

3. Groundwork inspection report and groundwork groove inspection records.

4. Spot inspect the construction quality of masonry envelope, concrete and water proof.

( 2 ) Main contents of spot inspection of architecture and industrial installation main structure project

1. Quality assurance and witness sampling inspection materials.

2. Every sub-item and sub-section project quality assessment materials and concealed project acceptance records.

3. Spot inspection and test of steel structure, masonry envelope, concrete, reinforcing steel bar construction.

( 3 ) Main contents of spot inspection of industrial equipment, pipelines, electricity and instrument

1. Quality assurance materials of main equipment and other real objects of pipelines, cables, apparatus, fittings, etc.

2. Pressure vessel and pressure pipeline's inspection materials.

3. Nondestructive detection materials of equipment and pipelines.

4. Every sub-item and sub-section project system assessment materials and concealed project acceptance records.

5. On-site test of important parts.

( 4 ) Main contents of project completion spot inspection

1. Project quality assurance materials and relevant witness sampling inspection reports.

2. Sub-item, sub-section and unit project quality assessment materials and concealed project acceptance records.

3. Groundwork, architecture and industrial installation's base, main structure and project quality checkup report and spot inspection.

4. Project important parts, like water, electricity, instrument, heat, ventilation and industrial materials system, adopted function experiment materials and adopted function spot inspection records.

5. Project impression quality.

In addition to special supervision and inspection of the above quality control points, the supervision personnel will carry out spot inspection, tour inspection and surprise inspection without advance notification irregularly. The inspection will focus on those required in design mandatory standards, like base, structure, equipment, technique pipeline, electric instrument during the installation, especially the construction quality of those important parts and key working procedures influencing the safe operation. In order to ensure a fair, scientific and authoritative quality supervision conclusion, inspection unit with relevant qualification can be invited to retest and reinspect the disputed project.

**Item Seventeen** Spot Inspection of Project Entity Quality Assurance Materials

When the project entity quality is spot inspected, the project quality assurance materials should also be spot inspected.

1. Inspection key points are the completeness, accuracy, trueness and timeliness of the quality assurance materials.

2. Construction unit must make concealed project quality inspection and records. Before the concealed project being concealed, construction unit must notify the supervision unit, building unit, Safety & Quality Supervising Office to carry out checkup for acceptance to the concealed project with documents made right after acceptance;

3. Construction unit should make samples of block, piece and relevant materials related to structure safety under the supervision of building unit or project supervision unit and personnel from sampling unit. The samples will be sent to quality inspection unit with relevant qualification for inspection, which will issue relevant inspection reports in time after the samples inspected for qualification.

In order to ensure the groundwork, base and main structure's safety and reliability and installation project's quality up to regulations, building unit should submit the quality acceptance certificates of pile foundation subsection engineering, groundwork and base subsection engineering, main structure engineering, sub-item engineering like medium and high pressure vessel assembly and welding in the installation project with signature and stamp of construction, design, supervision, building party to the Safety & Quality Supervising Office for archive within three days after the engineering completes. After the unit project is completed, the building unit will organize the pre-acceptance with <Unit Project Quality Completion Acceptance Records> filled out and reported



to Safety & Quality Supervising Office for archive.

In order to strengthen the punishment to project quality problems and quality accidents, Safety & Quality Supervising Office will respectively issue <Construction Project Safety & quality Supervision Improvement Notice>, <Part Construction Project Suspension for Improvement Instruction> and <Project Safety & quality Supervision Circular> according to different situations.

**Item Eighteen** Quality Supervision in Project Completion Phase

When supervising the project completion acceptance, the Safety & Quality Supervising Office will especially supervise the organization chart, acceptance procedure, acceptance enforcement criteria, etc. If finding the activities against the construction project quality regulations, the unit will order for improvement. The supervision of project completion acceptance will be included in the project quality supervision report as an importance content.

( 1 ) The project must meet the following requirements before completion acceptance is carried out:

- 1.Complete every content stipulated in the project design and contract.
- 2.The construction unit inspects the project quality after the project completed to ensure the quality up to project construction mandatory standard, design documents and contract requirements with project construction reports proposed. The completion reports must be reviewed and signed by project manager and relevant principal of the construction unit.
- 3.For the project entrusting supervision, supervision unit will make quality assessment with complete inspection materials and project quality assessment report proposed. The project quality assessment report must be reviewed and signed by general supervision engineer and relevant principal of the supervision unit.
- 4.Reconnaissance and design unit should confirm the design alteration notice signed by design unit.
- 5.With complete technology archive and construction management materials.
- 6.With main materials, parts and equipment quality certificate and necessary site-entry test report for project.
- 7.With project quality assurance certificate signed by construction unit.
- 8.With examination and approval document or operation permission document issued by public security, fire protection and environment protection departments.

9.The problems ordered to improve by construction administrative department in charge and project Safety & Quality Supervising Office entrusted by the department have all been improved.

( 2 ) Project completion acceptance should be made according to the following procedure

1.After the project completed, the construction unit should submit project completion report to building unit to apply for completion acceptance. For those projects with supervision, the project completion report must be signed with opinions from General Supervision Engineer.

2.After receiving the project completion acceptance report, the building unit will organize the reconnaissance, design, construction and supervision unit and specialists from other aspects to form an acceptance group to formulate the acceptance scheme for those projects up to completion acceptance requirements.

3.Building unit should notify Safety & Quality Supervising Office about the acceptance time, place and acceptance group name list 7 working days before the project completion acceptance carried out.

4.Building unit organizes the project completion acceptance

( 1 ) Building, reconnaissance, design, construction, supervision unit should respectively report the fulfillment of project contract and enforcement of laws, regulations and project construction mandatory standards in every link of the project;

( 2 ) Review the project archive materials submitted by building, reconnaissance, design, construction and supervision unit;

( 3 ) Check the project entity quality;

( 4 ) Make general assessment of the project construction, equipment installation quality and every management link to put forward the project completion acceptance opinion signed by acceptance personnel.

When the building, reconnaissance, design, construction and supervision part cannot enter into an agreement, the dispute should be reported to construction administrative department in charge or Safety & Quality Supervising Office of the Chemical Industry Park for coordination. After an agreement is achieved, the project completion acceptance will be made again.

#### **Item Nineteen** Intermediate Handover of the Project

For those projects whose completion acceptance can be made only after materials feed for operation, the intermediate handover can be implemented according to relevant regulations.

### **Item Twenty** Quality Supervision Report

Safety & Quality Supervising Office will issue construction project quality supervision report within 5 working days after the project completion acceptance. The report include the following contents:

1.Project general situation, project name, project address, project scale, project category, project quantity, unit and principal taking part in the construction, construction commence time, completion acceptance time, project layout license number, construction license number (or construction commence report number), supervision registration number, supervision course, etc;

2.Enforcement of laws, regulations and mandatory standards relevant to project quality;

3.Supervision, spot inspection and spot test of groundwork, architecture and industrial installation's base, structure and function project;

4.Review opinion on project completion materials;

5.Supervision opinion on project completion acceptance;

6.Treatment opinion on the quality defect left in the project;

7.Conclusive opinion on whether the project conforms to the archive condition.

Construction project safety & quality supervision report must be signed by project supervision engineer and examined and approved by the unit director with official seal. With one copy for archive, other two are reported to the upper department and record department respectively.

## **Chapter Five Construction Project Quality Supervision Archive**

**Item Twenty-one** Construction project should set up timely, true and complete supervision archive according to unit project; The quality supervision engineer is in charge of collecting all the relevant supervision records, materials and documents during the project quality supervision in the quality supervision archive.

**Item Twenty-two** Main contents of construction project quality supervision should include:

1.Cover page of construction project quality archive: indicating project name, construction, reconnaissance, design, construction and supervision unit name, construction commence and completion date and archive number, etc.

2.Archive catalogue.

3.Construction project supervision application materials, including: supervision application

registration form, construction, supervision bid winning notice, shop drawing design document review opinions, construction contract and supervision contract number and date, etc.

4.Relevant responsible unit's qualification and personnel qualification examination records.

5.Construction project quality supervision record

(1) Supervision intention explanation conference summary;

(2) Construction project improvement notice and improvement report;

(3) All previous supervision spot inspection records.

6.Written decision of administrative punishment and relevant materials.

7.Construction project quality accident report.

8.Construction project quality supervision report.

#### **Item Twenty-three** Supervision Archive

1.Project safety & quality supervision archive adopts the uniform A4 paperbound according to archive management regulations for maintenance.

2.The maintenance time limit for supervision archive is:

( 1 ) National and significant project, key project, characteristic project, symbol project and super large project will be kept in long term;

( 2 ) Medium and above project will be kept for 10 years;

( 3 ) General small project will be kept for 5 years.

### **Chapter Six Supplementary Articles**

**Item Twenty-four** The Safety & Quality Supervising Office of the Chemical Industry Park will entrust special quality supervision unit to implement project safety & quality supervision for emergency and disaster, temporary architecture and other projects supervised by the special quality supervision unit according to laws, regulations and this implementation measure.

**Item Twenty-five** If any conflicts between this implementation measure and national laws, regulations in Shanghai Municipality or relevant regulations from superior department, the national laws, regulations in Shanghai Municipality and relevant regulations from the superior department will prevail.

**Item Twenty-six** Safety & Quality Supervising Office is responsible for the explanation of this measure, which will take effect since the date of its print and distribution.

August 20<sup>th</sup>, 2002

# Shanghai Chemical Industry Park Construction Project Safety Supervision Implementation Measure

## Chapter One General Principle

### Item One Implementation Reference

Based on relevant laws and regulations of <The Law of the People's Republic of China on Building>, <Construction Project Safety Management Method of Shanghai Municipality>, <Procedures of Shanghai Municipality on Administering Chemical Industry Area>, this implementation measure is especially set down.

### Item Two Applicable Range

This measure is applicable to all the newly built, extended and reconstructed projects carried out in SCIP.

### Item Three Supervision Unit and Supervision Object

SCIP Administration Commission is the unit in charge of construction project quality supervision in the park. While the detailed affairs are undertaken by SCIP Construction Project Safety & Quality Supervising Office (Short for Safety & Quality Supervising Office hereinafter), who will supervise the construction safety activities made by those units who take part in the construction, supervision, reconnaissance, design, construction and materials supply of the newly built, extended and reconstructed project in the park.

## Chapter Two Safety Supervision Application Procedure

### Item Four Supervision Application

For those newly built, reconstructed and extended construction projects within SCIP, the construction unit should also proceed construction safety supervision application formality when proceeding project quality supervision application formality at Safety & Quality Supervising Office 30 days before the construction starts.

### Item Five Forms Filling for Supervision Application

The following forms should be filled together with those for quality supervision application:

1. <Declaration Statement of Quality and Safety Supervision Construction Project of Shanghai Municipality> Five copies;
2. < Agreement of Insurance against Personal Life and Injury of Construction Workers > Three copies;

### Item Six Materials necessary to Supervision Application

The following materials should be submitted together with those for quality supervision application:

1. Copy of the notice of bid-winning for construction work (Project with capital over RMB 1 million);
2. Original and copy of construction contract, project budget or quotation of prices;

3. Copy of supervisory qualification, original and photocopy of supervision contract;
4. One copy of overall plane drawing of construction work (with signature on the drawing and stamp for issuing of drawing).

**Item Seven** Collection of Safety Supervision Fee

The safety & quality supervision fee is unitedly collected by Safety & Quality Supervising Office.

The construction units should pay the supervision fee to Safety & Quality Supervising Office according to regulations when applying for safety & quality supervision. And those projects without supervision will be charged for 0.15% of the safety construction expense while those with supervision of 0.1%.

### **Chapter Three Safety Supervision Working Procedure**

**Item Eight** Issuance of Safety Supervision Certificate

Safety & Quality Supervising Offices will make the examination and approval decision within 5 days after receiving the supervision application materials and grant those up to requirements to proceed relevant formalities with <Construction Project Safety Supervision Certificate> issued. The date of receiving the added and corrected material shall be taken as the date of officially receiving the material

**Item Nine** Establishment and Approval of Project Safety Supervision Scheme

According to relevant laws, standards and requirements, Safety & Quality Supervising Office will set down project safety supervision scheme or scheme based on characteristics of specific projects to determine the detailed contents and methods for supervision and notify relevant units like building, construction, supervision units.

**Item Ten** The First Supervision Working Conference

Safety & Quality Supervising Office should convene the first supervision working conference to examine the qualification of relevant personnel from every project construction party and the fulfillment of safety responsibility system at the construction site to ensure the intermediate handover during the construction phase and safety supervision during the completion acceptance phase.

**Item Eleven** Safety Spot Inspection during the Construction

After the project construction commences, Safety & Quality Supervising Office should organize personnel to carry out regular and irregular spot inspection to the project applying for supervision according to safety supervision scheme. Every unit project should undergo no less than 3 times safety supervision checkups from startup to completion.

**Item Twelve** Assessment and Treatment of Construction Safety

After the construction project completes, the Safety Supervision Station should assess the construction safety of project with relevant certificate issued to the construction unit. And the certificate will be used as one of the main references for qualification degree examination and assessment of the construction unit.

## **Chapter Four Working Contents of Safety Supervision**

**Item Thirteen** The safety supervision work includes supervision to main safety activities of every party engaged in the construction project, supervision to project construction safety, review of project technology and management materials and supervision to project completion acceptance. The <Construction Project Safety Supervision Record> must be filled out for every supervision and inspection.

### **Item Fourteen** Supervision to Safety Activities of Construction Unit

1. Construction unit should establish effective safety management organization with scientific management system for effective enforcement;

2. Before the project construction starts, project reconnaissance, design, construction and supervision units should be organized to carry out safety technology intention explanation of the reconnaissance and design documents;

3. Reconnaissance, design, construction and supervision units should be organized to coordinate any safety problems stipulated in the reconnaissance and design documents during the project construction. If the building unit contracts the reconnaissance, design and construction task of the construction project to one unit, this work should be done by this unit;

### **Item Fifteen** Supervision to Safety Responsibility of Construction Site Management Unit

The construction site management unit should be determined according to the following regulations:

1. If building unit or construction project general contracting unit subcontracts the construction to two or above two construction units, the building unit or the project general contracting unit is the construction site management unit;

2. If building unit or construction project general contracting unit subcontracts the whole construction task to one construction unit, this construction unit is the construction site management unit.

The construction site management unit should take full responsibility of the safety management in the construction site by ensuring the basic safety conditions and status in the construction site in conformity to the relevant safety technology standards and fulfil the following duties:

1. Set up effective safety management organization with scientific management system to ensure effective enforcement;

2. Before starting construction, organize every construction unit to jointly work out the construction framework design and coordinate the links among every unit on their construction safety technology measures;

3. Coordinate any safety problems occurred during the construction handover or overlapping operation between construction units.

4. As the construction site management unit, the building unit should be equipped with safety management personnel correspondent to the project construction safety management. And those without safety management personnel should entrust supervision unit with relevant qualification to



fulfil the duties mentioned in the second item above.

**Item Sixteen** Safety Supervision to Construction Unit

Construction unit should be responsible for all the safety management work within the construction task undertaken by him except for additional stipulations in the project undertaking contract and do all the work mentioned from Item Seventeen to Item Thirty-one.

**Item Seventeen** Construction unit should set up and perfect safety management organization framework and effective safety management organization with scientific management system for effective enforcement;

**Item Eighteen** Education, Training and Examination to Ensure Construction Safety

Construction unit should set up, perfect and strictly implement the daily safety education, technology training and examination system during the construction. The safety education and technology training and examination should be made before construction starts to ensure all the construction personnel's examination up to grade for legal post holding and the daily safety education, technology training and dynamic examination should also be made during the project construction process.

**Item Nineteen** Special Operators with Certificate to Hold Post

Construction Unit should ensure those special operators for electricity, metal welding, crane machinery operation and scaffold put-up hold legal special training qualification certificate.

**Item Twenty** Determine Construction Safety Management Duty Person

Before the construction starts, construction site management unit and construction unit should determine the duty person for construction safety management according the following stipulations:

1. The person in charge of construction site from construction site management unit is the duty person taking full responsibility of the construction safety management;
2. The project manager at the construction site from construction unit is the duty person in charge of the construction safety management for the construction unit.

**Item Twenty-one** Prepare Sufficient Construction Safety Administrator

Construction unit should prepare full-time and part-time safety administrator in stipulated quantity according to project property, scale and characteristics before the construction starts and determine their specific responsibility for construction safety management.

**Item Twenty-two** Fulfil Construction Safety Technology Measures and Safety Technology Intention Explanation

When working out the construction framework design, construction unit should lay down and organize to fulfil the special construction safety technology measures according to project property, scale, characteristics and environment conditions at the construction site and explain the safety technology intention to all the construction personnel (including other labors adopted according to relevant stipulations, similarly hereinafter).

Construction safety technology measures should conform to relevant national standards, trade standards or local standards. If there is no national standards or trade standards, relevant local standards stipulated by the municipal construction commission and municipal safety supervision

department should be adopted.

**Item Twenty-three** Fulfil the Safety Protection Measures for Chemical Device Nitrogen Gas Adoption

1. Strict technology scheme and safety protection scheme for nitrogen gas intake device;
2. The scheme must be reviewed and signed by project principal of building unit, construction unit and supervision unit.

**Item Twenty-four** Safety Conditions meeting Construction Project Commence

When the construction project commences, the construction site status must meet the relevant safety technology standards; Construction unit cannot start operation if safety conditions necessary for commencement are not available; Building unit or construction project general contracting unit cannot force construction unit to start operation.

**Item Twenty-five** Reasonably Set Construction Safety Protection Measures

Construction unit should set safety protection measures at the construction site according to relevant national standards, trade standards or local standards to meet the following requirements:

1. Adjust and perfect safety protection measures in time based on construction progress of the project;
2. Set special safety protection measures with striking caution signs at the area where the accident is likely to happen in the construction site;
3. Based on season or weather features, set or adjust special safety protection measures with relevant safety checkup done.

For the construction project related to public safety, construction unit should set special public safety protection measures around the construction site according to relevant regulations and the expenses of these measures should be included in the construction contract; If not included in the construction contract, the expenses are undertaken by the building unit.

**Item Twenty-six** Install, use construction machinery, instrument and electric equipment strictly according to regulations

The construction unit's installation and adopting of construction machinery, instrument and electric equipment must conform the following regulations:

1. Before installation, they must be tested according to stipulated safety technology standards and be installed after test for qualification;
2. Before operation, they must be tested for safety performance according to stipulated safety technology standards and be used after test for qualification;
3. During operation period, special person should be assigned to keep and maintain them to ensure intactness and safety.

**Item Twenty-seven** Ensure Electric Safety Protection and Fire-proof Safety

Construction unit should obey relevant construction site electric safety protection and fire-proof safety and meet the following requirements:

1. Keep the transformer and distribution facilities and transmission wires under safe, reliable and usable status;

2. Ensure the fire adoption up to fire protection technology standards and criteria with intact and effective fire protection facilities.

**Item Twenty-eight** Earnestly Implement the Special Safety Technology Intention Explanation during the Construction

During the construction, construction unit should make special safety technology intention explanation to construction personnel of different work according to the construction framework design and construction progress.

**Item Twenty-nine** Offer Qualified Labor Protection Articles

Construction unit should supply necessary labor protection articles up to regulated standards to construction personnel in time.

**Item Thirty** The operation of construction personnel should meet the safety requirements.

Construction personnel should meet the following safety operation requirements during the construction:

1. Operate according to construction safety technology standards and safety operation criteria of his work;
2. According to relevant national labor protection regulations, accurately use personal labor protection articles;
3. If finding abnormal safety situations at the construction site, take effective protection measures at once and report to the safety administrator or construction safety management duty person.

Construction personnel have right to refuse the operation orders against the construction safety technology standards or safety operation rules made by administrator and report to construction safety management duty person or safety supervisor.

**Item Thirty-one** Daily Management at Construction Site

Construction site management unit and construction unit should strengthen the daily safety patrol and checkup at the site, urge the construction personnel to obey this measure and stop or correct the hidden safety accidents and behaviors against safety technology standards or safety operation rules in time with records made.

**Item Thirty-two** Report and Treat Construction Casualty Accidents in time

If casualty accident happens during the construction, construction site management unit and construction unit should report to SCIP Construction Project Safety & Quality Supervising Office and other relevant local administrative department within the following stipulated time limit:

1. General casualty accident within 24 hours;
2. Fatal and super casualty accident within 2 hours.

The investigation and treatment of casualty accidents of the construction project will be carried out according to relevant national regulations.

## **Chapter Five Supplementary Articles**

**Item Thirty-three** Administrative Punishment

Punishment will be given to those behaviors against this measure according to relevant items in <Shanghai Construction Project Safety Supervision Management Method> and its authorized administrative department.

**Item Thirty-four** Treatment to Safety Supervisor

The safety supervisor, who has not fulfilled the supervision and checkup duties according to this measure, or abused his authority, neglected his duties or practice graft, will be punished by his unit or the superior department in charge. And if committing the crime, he will be prosecuted for the criminal responsibility.

**Item Thirty-five** Relevant laws, regulations and implementation measures will prevail for those emergent and disaster relief, temporary building and other projects supervised by special quality supervision stations.

**Item Thirty-six** If any conflicts between this implementation measure and national, government laws, regulations or relevant regulations from superior department, the national and government laws, regulations or relevant regulations from the superior department will prevail.

**Item Thirty-seven** Safety & Quality Supervising Offices is responsible for the explanation of this measure, which will take effect since the date of its print and distribution.

August 20<sup>th</sup>, 2002

# Shanghai Chemical Industry Park Doorplate Number Management Method

( Issued by Shanghai Chemical Industry Park on June, 1<sup>st</sup>, 2002 )

## **Item One** ( Target and Reference )

In order to normalize the doorplate number management in Shanghai Chemical Industry Park (Short for SCIP hereinafter) and facilitate the infrastructure construction and owners' daily work in the Chemical Industry Park, this method is set down according to <Procedures of Shanghai Municipality on Administering Chemical Industry Area>, <Place Name Management Ordinance in Shanghai Municipality> and <Place Name Administrative Punishment Procedure Regulations in Shanghai Municipality>.

## **Item Two** ( Applicable Range )

This method is applicable to the establishment, application, signal set and management of doorplate number in Chemical Industry Park.

## **Item Three** ( Responsible and Functional Department )

SCIP Administration Commission (Short for Administration Commission hereinafter) is the responsible department for doorplate number in Chemical Industry Park under the guidance from Municipal Place Name Administration Office (Short for Place Name Office hereinafter) on the doorplate number management. SCIP Public Security Branch (Short for Public Security Branch hereinafter) is the specific functional department in charge of the doorplate number management in Chemical Industry Park (The doorplate number in the park is managed by Administration Commission Comprehensive Department for them before the Public Security Branch establishes).

SCIP Development Co., Ltd and its real estate management company (short for real estate company hereinafter) should assist the Public Security Branch to carry out the doorplate number management in the park.

## **Item Four** ( Application )

If the buildings or setting area constructed under approval need doorplate number, the unit investing in the project construction or property owner can make application to Public Security Branch with their planning permit for the construction project construction and planning scheme.

## **Item Five** ( Approval )

After receiving doorplate number application, Public Security Branch will make examination and approval decision within 5 working days by issuing doorplate number approval notice for those up to conditions or notifying applicants in written for those not up to conditions.

**Item Six** ( Numbering )

Public Security Branch will make the doorplate number according to officially approved road name. The doorplate number of buildings and project setting areas will be numbered according to road direction from east to west, from south to north and odd number on the left while even number on the right. One serial number will be set every 20 meters based on the projected length on the road against the area occupied by buildings and project setting. If the projected length is more than 20 meters, one serial number can be selected from the cumulative sequence numbers as the doorplate number.

The arrangement of doorplate number cannot skip a number without order and also cannot use the same number at different buildings or setting areas. If the adjacent buildings or setting areas have the distance over 20 meters, a spare doorplate number should be left.

**Item Seven** ( Alteration )

The alteration of doorplate number brought about by the change in road name due to road construction should be proposed by road construction unit. While the alteration of doorplate number brought about by the change in road name due to other reasons should be proposed by the unit designated by Administration Commission. And the alteration formality should be proceeded at Public Security Branch according to Item Five in this method.

**Item Eight** ( Installation )

The doorplate is manufactured unitedly under the supervision of Administration Commission with the style based on the standards stipulated by Municipal Public Security Bureau and Municipal Place Name Office. The doorplate cannot be installed too high or too low, which will be done by real estate company under the entrust from Public Security Branch according to the standards regulated by Public Security Bureau for uniform and striking effect.

**Item Nine** ( Expense )

The manufacture and installation expenses of doorplate should be paid according to the following stipulations:

( 1 ) Already built and newly built buildings are undertaken by the unit or person investing in the construction;

( 2 ) The doorplate number alteration brought about by change in road name due to road construction is undertaken by road construction unit;

( 3 ) The doorplate number alteration brought about by change in road name due to other reasons is undertaken by the unit designated by Administration Commission;

( 4 ) The already built buildings to alter doorplate number is undertaken by the property owner;

( 5 ) Remove and modification without authorization and contrived damage in doorplate is undertaken by the party concerned.

The specific standards of doorplate manufacture and installation expenses are implemented according to the regulations of Municipal Public Security Bureau, Municipal Finance Bureau and Municipal Price Bureau.

#### **Item Ten** ( Obligations )

Any unit and person in the park have the obligations to protect the doorplate. If the doorplate found damaged or character intact, the building unit or property owner should replace it in time. The following behaviors are forbidden:

( 1 ) Arrange doorplate number or make doorplate by themselves;

( 2 ) Alter, stain doorplate;

( 3 ) Shelter, cover doorplate;

( 4 ) Other behaviors to damage the doorplate.

#### **Item Eleven** ( Punishment )

Public Security Branch will punish the unit and person disobeying regulations in this method based on the relevant regulations in Item Thirty-eight of Chapter Five in <Place Name Administration Ordinance> of the State Council:

( 1 ) Public Security Department will order those who arrange and alter doorplate number by themselves to correct within the stipulated time limit; And those who do not correct after time limit will be fined with the sum between no less than RMB 300 yuan and no more than RMB 3000 yuan.

( 2 ) Public Security Department will order those who move, remove doorplate without authorization affecting the normal operation or have damage behavior to correct within the stipulated

time limit; And those who do not correct after time limit will be warned or fined with the sum below RMB 50 yuan. If economic loss incurred, they will also make compensation according to law.

If the party concerned does not accept the administrative punishment, he can apply for administrative reconsideration or prosecute an administrative action to Administration Commission based on <Place Name Management Administrative Punishment Procedure Regulations in Shanghai Municipality>.

**Item Twelve** ( Related Responsibilities )

The registered address of every unit settling in Chemical Industry Park is the doorplate number approved by Public Security Branch.

When every unit or department in the park proceed the building delivery license and water, electricity, gas installation formalities, the registered address of applicant is the doorplate number approved by Public Security Branch.

**Item Thirteen** ( Supplementary Articles )

SCIP Administration Commission is responsible for the explanation of this method.

This method will come into force since the date of its issuance.



## **Shanghai Chemical Industry Park Law Work Leading Group Members**

The following comrades respectively assume the positions of group leader and members of Shanghai Chemical Industry Park Law Work Leading Group:

Group Leader: Ruan Yanhua

Vice Group Leader: Yu Liangru      Wang Hongjun

Members:      Guo Sheng

                  Qian Zhongqi

                  Fang Jianping

                  Zhu Bin

## Legal Advisory Team List in SCIP

### Director:

Hou Lvshi Former Director of Shanghai Municipal People's Congress, Financial & Economic Committee, Director of Shanghai Municipal Government Research Center

### Vice Director:

Chen Renliang Former Vice-Director of Shanghai Municipal Government Legal Department, Deputy Director General of Judiciary Bureau in Pudong New Area

Currently hold the position of Administrative Vice Director of Political Consultative Conference Proposal Committee in Pudong Area, Arbitrator and Lawyer of Chinese International Economy & Trade Arbitration Committee

Li Li Former Chief of Policy & Law Department in Shanghai Waigaoqiao Bonded Area, currently holds the position of Deputy Secretary-general and Professor of Shanghai WTO Research Center

### Secretary-general:

Li Li (hold the position concurrently)

### Committeers:

Zhao Weizhong Vice Director and Senior Economist of Administrative Legality Research Institute in Shanghai Municipality

Liu Jianping Chief of Supervision & Coordination Department of Shanghai Municipal Government Legal Office

Li Guofu Chief of Urban Construction Supervision & Management Department of Construction Committee in Shanghai Municipality

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Zou Rong Associate Professor of East China University of Politics & Law

Zheng Hui Vice Division Rank Consultant of Shanghai Municipal People's Congress, Financial & Economic Committee Office, Secretary of Financial Law Research Society of Jurisprudence Association in Shanghai Municipality

## **Afterword**

At this beginning of the new year, <Shanghai Chemical Industry Park Administration Commission Bulletin> has finally been published for enterprises set up in the park under the endeavor of relevant departments and all the editing personnel.

Chemical Industry Park is a special development park with the main investments from large scale transnational companies, so all the investors are eager for sound environment ruled by law in the park; At the same time, government has also had high requirements for enterprises and people in the park to know, obey and fulfil laws, regulations and policies. The aim for us to create this open and attainable <Shanghai Chemical Industry Park Administration Commission Bulletin> both in Chinese and English is to further promote the normalization of law work in the park, improve the transparency of laws, regulations and policies and facilitate the investors to search for relevant regulations and documents issued by government.

During the editing of <Shanghai Chemical Industry Park Administration Commission Bulletin>, we have acquired great assistance from relevant commissions and offices of municipal government and every department in Administration Commission. Here we would like to extend our appreciation from the bottom of our heart. As just starting our work, we are lack of experience in editing the <Shanghai Chemical Industry Park Administration Commission Bulletin>. Therefore, we hope every unit in the park can propose valuable opinions and suggestions to help us continuously improve the content quality and level of <Shanghai Chemical Industry Park Administration Commission Bulletin>. And we believe that under the active support and encouragement of leaders in every level, every department concerned and every investor, <Shanghai Chemical Industry Park Administration Commission Bulletin> is sure to become a communication link between government and Chinese and foreign investors in SCIP.

Where there is ambiguity in translation, please refer it to the Chinese version as standard.

January, 2003

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Shanghai Chemical Industry Park  
Administration Commission

Bulletin

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