

# Guide to Transaction of Services on Diplomatic Vehicles and Related Credentials By Foreign Missions in China

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# Contents

<b>Provisions on Diplomatic Vehicles Management.....</b>	<b>1</b>
<b>Guide to Applications for Driving Permits for Diplomatic Vehicles .....</b>	<b>20</b>
<b>Common Questions and Answers.....</b>	<b>26</b>
<b>Transaction Procedures of Services on Diplomatic Vehicles and Related Credentials.....</b>	<b>47</b>
I. Import of Vehicles .....	49
II. Purchase of Vehicles in China.....	59
III. Uploading Insurance Policy (Periodical Inspection).....	67
IV. Alteration of Vehicles Registration/Filing.....	69
V. Ownership Transfer of Vehicles .....	76
VI. Transfer-in of Vehicles.....	82
VII. Transfer-out of Vehicles.....	88
VIII. Disassembly and Scrapping of Vehicles.....	94
IX. Change of Vehicle License Plates.....	100
X. Re-issuance of Vehicle License Plates.....	106
XI. Loss Reporting of Vehicles.....	108
XII. Export of Vehicles .....	110
XIII. Re-issuance and Replacement of Vehicle Licenses and Registration Certificates.....	114
XIV. Application for and Replacement of Chinese Driving Licenses.....	117
XV. Application for Driving Permits for Diplomatic Vehicles.....	120
<b>Contact Information .....</b>	<b>123</b>

# **Provisions on Diplomatic Vehicles Management**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(3) Diplomatic vehicles owners shall purchase the compulsory traffic accident liability insurance for motor vehicles and third party liability insurance with coverage of no less than one million RMB.

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

Article 6 Diplomatic vehicles shall be exempt from relevant taxes.

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

b. Investigate and inquire the drivers.

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

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

deregistration of license plates of diplomatic vehicles.

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

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

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

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



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

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

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

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

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

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

(8) More than one diplomatic vehicle under the

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Ministry of Foreign Affairs

Ministry of Public Security

General Administration of Customs

State Administration of Taxation

January 9, 2017

# **Guide to Applications for Driving Permits for Diplomatic Vehicles**

To implement the Provisions on Diplomatic Vehicles Management, safeguard legal privileges and immunities of foreign diplomats and diplomatic vehicles in China, strengthen management of diplomatic vehicles and prevent abuse of privileges and immunities, the Chinese side implements the driving permits system for full-time employees and other personnel of diplomatic missions in China to drive diplomatic vehicles.

## **I. Issuance Scope and Validity Period of Driving Permits**

### **(I) Issuance Scope of Driving Permits for Diplomatic Vehicles**

In principle, the scope covers persons of Chinese nationality or foreign nationalities that are employed by embassies or representative offices of international organizations in China (hereinafter referred to as missions) in need of driving diplomatic vehicles as well as family members who live together with diplomats and administrative/technical staffs and are not entitled to privileges and immunities, etc.

## (II) Validity Period of Driving Permits

The validity period of the driving permits that are applied for the first time or extended shall not be longer than those of the applicants' driving licenses, passports, Chinese ID cards and employment contracts. The maximum validity period is one year in principle.

## II. Use of Driving Permits

(I) The driving permits are for the bearers' own use only, and shall not be lent.

(II) The driving permits must be properly kept. When driving diplomatic vehicles, the bearers shall take along the driving permits and Chinese driving licenses for check.

## III. Application and Extension Procedures for Driving Permits

(I) When missions apply for driving permits for their personnel for the first time, they shall deliver a note to the Protocol Department of the Ministry of Foreign Affairs and submit the following documents together with the note:

1. Application Form for Driving Permits for Diplomatic Vehicles that is signed in person, affixed with seals of the missions and a one-inch, smooth, bareheaded, colored ID photo with white background. Such form could be generated and printed after completing relevant information through the foreign missions affairs management system (hereinafter referred to as system) .

2. Copy of labor dispatching or employment contract (for mission employees only).

3. Copy of the applicant's Chinese driving license.

4. Copy of both sides of ID card shall be provided by applicants with Chinese nationality. Copy of cover and visa pages (except for mutual visa exemption countries but copy of entry seal page shall be provided) or residence permit and information pages shall be provided by applicants with foreign nationality. Holders of Residential Permit Card issued by Protocol Department of the Ministry of Foreign Affairs may submit the copy of his/her Residential Permit Card only as the identity certificate.



(II) Mission shall deliver a note to the Protocol Department of the Ministry of Foreign Affairs one month before the expiration of the driving permit, and shall submit the following documents together with the note for extension:

1. Application Form for Driving Permits for Diplomatic Vehicles that is signed in person, affixed with seals of the missions and a one-inch, smooth, bareheaded, colored ID photo with white background. Such form could be generated and printed after completing relevant information through the System.

2. Copy of labor dispatching or employment contract (for mission employees only);

3. Former driving permit of the applicant.

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

5. Copy of both sides of ID card shall be provided by applicants with Chinese nationality. Copy of cover and visa pages (except for mutual visa exemption countries but copy of entry seal page shall be provided) or residence permit and information pages shall be provided by applicants with foreign nationality. Holders of Residential

Permit Card issued by Protocol Department of the Ministry of Foreign Affairs may submit the copy of his/her Residential Permit Card only as the identity certificate.

#### **IV. Re-application for and Return of Driving Permits**

(I) In the event that the driving permit is lost, the holder shall immediately report to the public security department which will issue the loss reporting evidence. Meanwhile, missions should explain to the Protocol Department of the Ministry of Foreign Affairs and submit the following documents together with the note to re-apply for a new one:

1. Application Form for Driving Permits for Diplomatic Vehicles that is signed in person, affixed with seals of the missions and a one-inch, smooth, bareheaded, colored ID photo with white background. Such form could be generated and printed after completing relevant information through the System.

2. Original of loss reporting evidence.

(II) Where a damaged driving permit needs to be replaced, missions shall explain to the Protocol Department of the Ministry of Foreign Affairs and return the former driving permit together with the note to the Protocol Department of the Ministry of Foreign Affairs for cancellation.

### (III) Return of Driving Permits

If the holder ceases to be the full-time employee of the mission or leaves post, the mission shall inform the Protocol Department of the Ministry of Foreign Affairs of relevant information within five working days and return the driving permit together with the note.

## **V. Driving Permits Processing Time**

Provided that all documents are complete, the Protocol Department of the Ministry of Foreign Affairs will complete initial application, extension and replacement of driving permits within 15 working days. Re-application for driving permits will take one month.

# Common Questions and Answers

## I. Change of vehicle license plates

### **1. What is the specific time for changing diplomatic vehicle license plates?**

A: The change of diplomatic vehicle license plates starts from February 6 to April 30, 2017 (except Saturdays, Sundays and public holidays) with a period of three months. In the above-mentioned dates, the group inspection of diplomatic vehicles starts from 9:00-11:30 am and 1:30-4:30 pm (appointment required). Beginning from 12:00 am on May 1, 2017, the old version of diplomatic vehicle license plates will be invalid. Vehicles attached to old version of license plates will not be identified as diplomatic vehicles and shall not run on road.

### **2. After diplomatic license plates are changed, will plate numbers be changed?**

A: Original plate numbers remain unchanged, with plate forms changed only by moving the initial character SHI from the front to the back. After plate change, the

motor vehicle registration certificates and vehicle licenses shall be updated as well.

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

A: The license plates can be changed provided that the traffic citations has been fully paid in full and demerit points are less than 12. If the traffic violation points are 12 or above, owners of the personal diplomatic vehicles and drivers of the missions diplomatic vehicles shall take the road traffic safety examination. Traffic violation points will be cleared after they pass the examination.

**4. Can license plates of diplomatic vehicles without third party liability insurance be changed?**

A: Compulsory traffic accident liability insurance for motor vehicle and commercial third party liability insurance (no less than one million RMB) shall be purchased for all diplomatic vehicles for which license plates change are applied. If relevant insurances are expired or not paid in full, the license plates shall not be changed.

**5. Shall all diplomatic vehicles applying for license plates change meet the China V Emission Standard or newly licensed vehicles shall meet such standard?**

A: According to regulations of Beijing Municipal Government, all vehicles licensed in Beijing in 2013 or thereafter shall meet the China V Emission Standard (equivalent to European V Emission standard). Diplomatic vehicles are not excepted. Newly licensed vehicles must strictly follow such standard. Existing diplomatic vehicles (excluding "yellow label" vehicles below China V Emission Standard) can apply for license plates change after passing regular inspection. They are not required to meet the China V Emission Standard.

**6. Can individuals apply for diplomatic license plates for new motorcycles? Can diplomatic license plates change be applied for existing diplomatic motorcycles?**

A: Beijing Municipality controls the total quota of motorcycles and no longer issues new license plates. New-version diplomatic motorcycle license plates can be applied for existing diplomatic motorcycles.

Diplomatic motorcycle license plates occupy the quota of the personal diplomatic vehicles.

**7. If I have more than two personal use diplomatic vehicles under my name, can all of their license plates be changed?**

A: For mission members with two or more personal vehicles under one's own names, up to two vehicles may be applied for the license plates change. However, the number of their vehicles shall be reduced to one by December 31, 2018. For vehicles other than two under one's own names, the change of license plates will be denied. Moreover, before the closure of any cases involved with system lock and seizure of one's personal vehicles with abnormal situation, none of the personal vehicles (including vehicles in the spouse names) shall be applied for the change of license plates.

**8. If a diplomatic vehicle is registered under my spouse's name, can the license plates be changed?**

A: According to the latest regulations, diplomatic vehicles cannot be registered under the spouse's names. For existing vehicles under the accompanying spouse's names, it is unnecessary to apply for alteration registration. Change of license plates is permitted provided that the total number of vehicles of one's family is no more than two. However, the extra vehicle shall be transferred, scrapped or exported by December 31, 2018.

**9. Where can vehicles be inspected before the change of license plates? How to make an appointment?**

A: To facilitate the missions, Beijing Traffic Management Bureau provides group vehicles inspection service at Beijing Jiede Vehicle Repair Co. Ltd. (No. 66 Chengshoushi Rd., Chaoyang District, Beijing, Tel: 67670177). After the applications for change of license plates are approved, the owner of vehicle may make online appointments for vehicle inspection and receive appointment numbers for applying vehicles. The appointment numbers are valid for the appointed date only based on first come and first serve. Vehicle inspection will be processed with the Notice for Transaction of Services



for Diplomatic Vehicles and Related Credentials issued by OFM. Upon passing the inspection, the owners of vehicle may go to Beijing Traffic Management Bureau to collect the new diplomatic license plates and return the old ones.

**10. Will there be any fees for change of license plates?**

A: The traffic management department charges 115 RMB for each license plate and related credentials of motor vehicle and 50 RMB for those of motorcycle. Only cash is accepted. For the inspection of vehicles, photo taking and rubbing of the VIN numbers of the vehicles in the engine can be handled by the owners of vehicle according to the requirement of the traffic department. If the owner asks an agency (e.g. Beijing Jiede Vehicle Reparation Co. Ltd.) to do the work, expenses shall be covered by him/herself. (Photo taking of the vehicle by agent is free of charge).

**11. Should new arriving members directly apply for new version diplomatic license plates during the plates change period? Should fees be paid for the change of old diplomatic license plates that were obtained just before?**

A: During the plates change period, new arriving members shall directly apply for new version license plates for their entry vehicles or vehicles purchased in China. All diplomatic vehicles applying for change of license plates must pay fees for the plates and related credentials.

**12. What should be done for vehicles failing to go through plates change in due period?**

A: During the plates change period, both old and new plates are valid. From conclusion date of plates change, vehicles with old diplomatic license plates will be deemed as unlicensed and are not allowed to run on roads.

**13. How Shall I fill the Application Form for Registration/Filing of Motor Vehicle Information Changes for change of vehicle license plates since there is no such a choice in this form?**

A: Please note “Change of License Plate: Plate Number + SHI”, e.g. “Change of License Plate: 123010SHI” in the form.

## **II. Quotas Management**

### **1. How many personal diplomatic vehicles can each family of the diplomat and administrative/technical staff register?**

A: Individual personal diplomatic vehicle quotas depend on the number of diplomats or administrative/technical staffs of one family. If the couple are both diplomats or one is diplomat and the other is administrative/technical staff, their family could register two diplomatic vehicles. If only one of the couple is a diplomat or an administrative/technical staff, their family could register one diplomatic vehicle. If the couple are both administrative/technical staff, their family could register one diplomatic vehicle.

### **2. Can an individual with one imported vehicle also purchase one vehicle in China?**

A: According to the latest Provisions, one diplomat or administrative/technical staff (except for ambassadors) could only register one diplomatic vehicle (no matter imported or domestically-purchased) under their names.

An ambassador may register two diplomatic vehicles (including one imported vehicle only) under his/her excellency name.

**3. Does the imported vehicle purchased among the missions occupy the import vehicle quota?**

A: For purchase of imported vehicle among the missions, the quota will be occupied by the buyer and restored by the seller.

**4. Does the chief of international organizations in China or the representative of the representative office of international organizations enjoy the same treatment by registering two personal vehicles?**

A: The chiefs of international organizations in China or the representatives of the representative office of international organizations who are not Chinese nationals (except holder of International Organizations Staff Identity Card under category “IS”) enjoy the same treatment as ambassadors. His/her excellencies may register two personal vehicles (including one imported vehicle only).

**5. Our embassy executes the public-ownership of diplomatic vehicles (most of the vehicles are purchased by the government and registered under the embassy name), how will the personal vehicle quotas be transferred to the mission vehicle quotas?**

A: Such embassies may write a note to the OFM declaring the type of ownership. After confirmation by the OFM, the personal vehicle quotas will be transferred to the mission vehicle quotas. After the transfer, the total quotas for personal vehicles of the embassy will be reduced accordingly.

**6. How are the quotas of imported vehicles managed?**

A: Imported vehicles are under supervision of the customs. The total quotas of imported vehicles for a mission shall not exceed the total number of diplomats in the mission. An individual can import only one vehicle during his/her term. The quotas for vehicle registration differ from the quotas for imported vehicles. The former includes both imported vehicles and vehicles purchase-din China while the latter refers to imported vehicles only. Even though the registration quotas may transfer

from official vehicles to personal vehicles, the imported vehicle quotas remain unchanged.

### **III. Traffic Violations**

#### **1. What credentials must be taken along when driving diplomatic vehicles?**

A: When driving diplomatic vehicles, drivers shall carry valid credentials for driving diplomatic vehicles (including Diplomatic ID, Administrative/Technical Staff ID, International Organization Personnel ID or Driving Permit for Diplomatic Vehicles, as well as Driving License and Vehicle License.

#### **2. Beijing Municipal Government launched new traffic restrictions on vehicles with China I and II Emission Standards. What are the details of the new restrictions? Does the new restrictions apply to diplomatic vehicles?**

A: Starting from February 15, 2017, Beijing Municipal Government will forbid running of vehicles with China I and II Emission Standards inside the Fifth ring road (Excluding the Fifth ring road). When the air quality

reaches the category of Orange or Red warning or above, such vehicles will be forbidden running in the whole city. Those restrictions apply to all diplomatic vehicles.

#### **IV. Abnormal Vehicle Issues**

**1. What should be done for those personal diplomatic vehicles abandoned by owners who have left their posts?**

A: Embassies are responsible for managing their mission vehicles and personal vehicles. Before leaving posts, the vehicle owners shall go through the deregistration procedure. In the event that particular owners have left posts, embassies are responsible for contacting them or being entrusted by them to transfer, scrap or export their vehicles. Failure to dispose of their vehicles for a long time will affect applications for diplomatic vehicles affairs by other members of the embassies.

**2. Some of the diplomatic vehicles attached to our embassy have been detained by Chinese authorities, do they occupy our diplomatic vehicle registration quotas?**

A: Detained, investigated diplomatic vehicles (under the category of Lock and Seizure in the system) shall take the quotas till the issues are resolved. Upon conclusion of the cases, the registration quotas will be restored.

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

A: Embassies should cooperate with Chinese law enforcement in investigating and searching for illegally-transferred vehicles outside the missions. Such vehicles with issues will occupy the quotas of the embassies till the issues are resolved.

**4. Some of the vehicles are registered under the names of our embassy or our members but we have no idea about them. Do they occupy our embassy vehicle registration quotas?**

A: Such kind of issues are mostly unresolved due to historical reasons. Vehicles with such problems are usually legally registered at the traffic management bureaus. Relevant embassies are responsible for cooperating the



Chinese side for investigation. Before the issues are resolved, such vehicles will remain occupying the registration quotas of the embassies.

## **V. System Filing**

### **1. How do we check the progress of our applications for vehicles affairs?**

A: Please Log onto the system and press Vehicle Management/Application List to check the progress.

### **2. Where can Notice of Applications for Diplomatic Vehicles Affairs and Related Credentials be printed?**

A: After approval of embassy's applications by the OFM, embassies may open Vehicle Management/Application List to print the notices.

### **3. After completing customs clearance for entry vehicles, can taxation and environmental protection formalities be handled simultaneously?**

A: Yes. Vehicle purchase in China may refer to it may refer to it as well.

#### **4. What are requirements on uploading of scanned copies?**

A: Scanned copies (such as insurance policy) shall be in the format of JPG. Relevant information shall be legible.

#### **5. How do we check information on traffic violations of our embassy diplomatic vehicles? What if traffic offenses are not cleared for long?**

A: Please log onto Vehicle Management/Business Reminding in the system to browse information on traffic violations, vehicle status, insurances, driving licenses, Driving Permits for Diplomatic Vehicles and other reminding information. If the above-mentioned reminding are not attended for a long time, the system will automatically close partial services including applications for IDs, diplomatic vehicles, tax refund, etc.

### **VI. Others**

#### **1. How long will it take to finish the licensing of diplomatic vehicles?**

A: Licensing will be completed around 20 working days for entry vehicles and around 5 working days for vehicles purchased in China from the date of signing application documents by the OFM. Delay in handling diplomatic vehicles affairs on the account of missions or their members is not included.

**2. Can the spouses of mission members who are Chinese nationals or foreigners working in China who have waived diplomatic privileges and immunities drive diplomatic vehicles?**

A: Spouses of mission members who bear valid diplomatic IDs can drive diplomatic vehicles directly. If they don't have diplomatic IDs according to regulations but in need of driving diplomatic vehicles, they may apply to the OFM for Driving Permits for Diplomatic Vehicles. After approval of the applications and issuance of the permits, they may drive diplomatic vehicles with related credentials. Adult children of mission members may apply for Driving Permits for Diplomatic Vehicles based on need.

**3. Are seals and authorizers' signatures filed by missions at the Office of Foreign Missions valid for the Ministry of Foreign Affairs only or for customs, traffic management, taxation and environmental protection departments too?**

A: Seals and authorizers' signatures filed by missions at the OFM are valid for the Ministry of Foreign Affairs, traffic management, taxation and environmental protection departments. Seals and authorizers' signatures filed at Beijing Customs can only be used for customs formalities for entry vehicles. Seals and authorizers' signatures filed at the OFM and Beijing Customs must be in consistence.

**4. Can diplomatic vehicles be driven by others?**

A: Diplomatic vehicles can be driven by drivers who bear valid diplomatic IDs, administrative/technical IDs, international organization personnel IDs or Driving Permits for Diplomatic Vehicles. In addition, driving licenses for motor vehicles and vehicle licenses shall also be taken along.

**5. Can the righ-hand wheel vehicle be imported in China?**

A: None.

**6. What is the meaning of one term? In my country, three years is a one term. Over three years constitutes two terms. Do you agree?**

A: One term means the consecutive period of post in one embassy which has nothing to do with the number of working years.

**7. Can I import one vehicle or purchase one in China before leaving my post and export or transfer it?**

A: If the applicant has not registered any vehicle during his/her term, or has scrapped his/her current diplomatic vehicle, he/she may import one vehicle or purchase one in China, and export it or transfer it out from diplomatic vehicles to consular vehicles. Such vehicle must be used by oneself and shall not be transferred in China.

**8. Can vehicles be transferred between diplomatic missions and consular missions?**

A: Such transfer cannot be handled currently.

**9. My vehicle has been cleared by customs, how should I finish the registration procedure afterwards according to the new regulations?**

A: Please log onto the system and file the entry vehicle application, the OFM will process the customs clearance steps online and make sure the subsequent steps can be taken through the system.

**10. How can we acquire agent services?**

A: In order to facilitate missions applications for transacting services for diplomatic vehicles and related credentials, OFM established a separate platform for agencies to file applications on the Management System of Foreign Missions Affairs. Missions in need of agent services may sign agreements with agencies and authorize the latter to transact services for diplomatic vehicles and related credentials, and deliver a note to OFM with the authorized agent service agreement. After confirming

the validity of the authorization, OFM will activate relevant services for the authorized agencies. Currently, Beijing Jiede Vehicle Repairment Co. Ltd. (No. 66 Chengshoushi Rd., Chaoyang District, Beijing, Tel: 67670177) is a qualified agency for filing applications on the Management System of Foreign Missions Affairs.

**11. Can international staffs of Chinese nationality enjoy duty-free import of vehicles? Can they apply for diplomatic license plates?**

A: According to the Vienna Convention on Diplomatic Relations and host country agreements signed between China and international organizations, international staff of Chinese nationality are not entitled to duty-free import of vehicles. Incumbent international staffs of Chinese nationality with diplomatic license plates can apply for change of license plates. However, they shall return their diplomatic license plates by December 31, 2018. Incumbent international staffs of Chinese nationality without diplomatic license plates shall not apply for diplomatic license plates. Departed international staffs

of Chinese nationality must change their diplomatic license plates into ordinary ones. If the applicant acquired the diplomatic license plate in the past by returning his/her former ordinary license plate, he/she may take back one ordinary license plate during the change. Otherwise, he/she shall obtain an ordinary license plate by joining Beijing license plates lottery program or transfer the said vehicle.



## **Transaction Procedures of Services on Diplomatic Vehicles and Related Credentials**

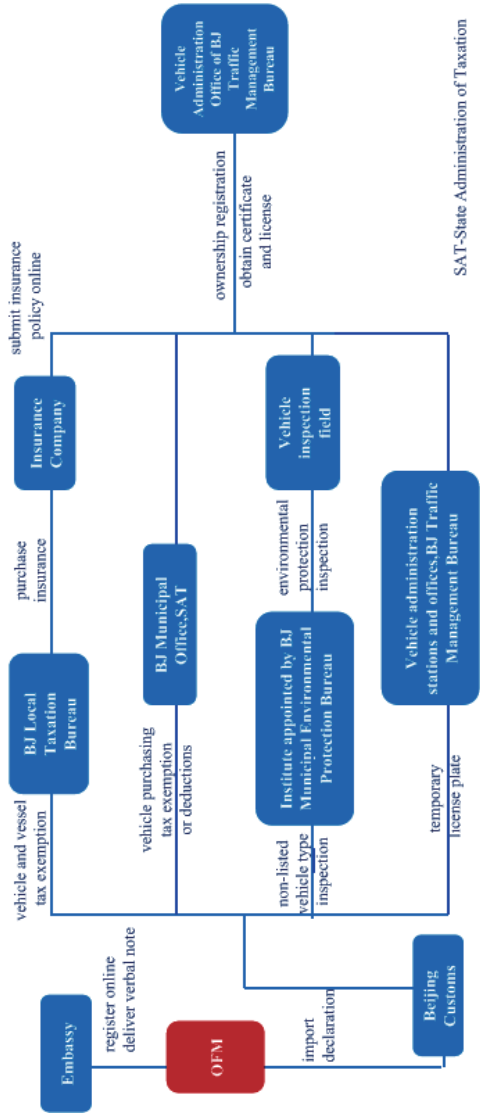
Foreign diplomatic missions or individuals in China, when transacting services on diplomatic vehicles and related credentials, shall log onto the OFM Management System for Diplomatic Missions Affairs to file the applications. Upon approval by OFM, missions or individuals may go through formalities of diplomatic vehicles and related credentials at relevant authorities.

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

Foreign diplomatic missions and individuals in China, when transacting services on diplomatic vehicles and related credentials, shall use the seal of the mission and the authorizers' signatures registered at OFM.

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

# I. Import of Vehicles



SAT-State Administration of Taxation

1. The owner of vehicle, after completing online application by logging onto the system, shall present a note and the application form of services on diplomatic vehicles and related credentials (printed online).

Notes: The vehicle to be imported to China shall meet relevant requirements of China Customs and China V emission standard (equivalent of Euro V).

2. OFM checks and confirms the application, which does not mean that importation of the vehicle has been approved. Further approvals have to be acquired from China Customs, environmental protection bureaus and traffic management departments through on site check.

3. Upon confirmation by OFM, owner of the vehicle shall go through clearance formalities at Beijing Customs with following documents:

(1) Verbal Note from the Embassy;

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

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

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

(5) Bill of Lading (Shipping);

(6) Vehicle purchase invoice;

(7) Packing list;

(8) Other documents required by the Customs;

(9) Fill in relevant information by logging onto the Information Management System of Modern Customs Baggage and Mail Services (Technical support is available from the 2nd Section of Spot Services, Beijing Customs or agency).

Upon completion of clearance formalities by Beijing Customs, the owner of vehicle shall collect Notice on Receiving/Revoking the License Plate of Import/Export Vehicles.

4. The owner of vehicle shall apply for vehicle and vessel tax exemption issued by Beijing Local Taxation Bureau and then affix an official seal (for mission-owned official vehicle) or signature of the owner (for individual-owned private vehicle) on the Acknowledgement of Receipt with following documents:

(1) Notice for Transaction of Services on Diplomatic Vehicles and Related Credentials (printed online);

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

(3) Original and photocopy of certificate of outgoing quality for the vehicle or certificate of importation for the vehicle;

(4) Vehicle purchase invoice and its Chinese translation.

5. The owner of vehicle shall apply for vehicle purchasing tax exemption (deduction) issued by Beijing Municipal Office of State Administration of Taxation with following documents:

- (1) Verbal Note from the Embassy;
- (2) Notice for Transaction of Services on Diplomatic Vehicles and Related Credentials (printed online);
- (3) Original and photocopy of identity certificate (passport and diplomatic ID card) of the owner of vehicle (except for mission-owned official vehicle);
- (4) Vehicle price voucher;
- (5) Original and photocopy of certificate of vehicle quality.

6. The owner of vehicle shall purchase vehicle insurance (including compulsory traffic accident liability insurance for motor vehicles and third party liability insurance with minimum coverage of one million RMB) and submit the insurance policy online.

7. The owner of vehicle shall go through the service on environmental protection for the vehicle.

The owner of vehicle shall go to the institute designated by Beijing Municipal Environmental Protection Bureau

(currently Beijing Automotive Research Institute) for emission check report for Non-listed Vehicle Types, and submit the following documents on the website of Beijing Municipal Environmental Protection Bureau ([www.bjepb.gov.cn](http://www.bjepb.gov.cn)) for approval:

(1) Notice for Transaction of Services on Diplomatic Vehicles and Related Credentials (printed online);

(2) Vehicle Emission Check Report;

(3) Certificate of origin of the vehicle (invoice, Certificate of Importation of Cargo, or Notice on Receiving/Revoking the License Plate of Import/Export Vehicles under the supervision of Customs)

Beijing Municipal Environmental Protection Bureau shall issue Notice for Transaction of Service on Environmental Protection to the owner of vehicle after approval.

The owner of vehicle shall go through environmental protection formalities at a vehicle inspection field with following documents:

(1) Photocopy of identity certificate of the owner of



vehicle (except for mission-owned official vehicle);

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

(3) Vehicle purchase invoice and its Chinese translation.

8. The owner of vehicle shall apply the temporary license plate from vehicle administration stations and branch offices of Beijing Traffic Management Bureau with following documents:

(1) Verbal Note from the Embassy;

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

(3) Photocopy of insurance policy of compulsory traffic accident liability insurance for motor vehicles;

(4) Quality certificate of the whole vehicle or certificate of import license for the vehicles imported (including unsold vehicles or special vehicles whose axle-load, gross weight or exterior size exceeds national standard);

(5) Certificate of origin of the vehicle (invoice, Certificate of Importation of Cargo or Notice for Receiving/Revoking the License Plate of Import/Export Vehicles under the supervision of Customs).

9. The owner of vehicle shall apply for vehicle registration at the Vehicle Administration Office of Beijing Traffic Management Bureau with following documents:

(1) Verbal Note from the Embassy;

(2) Notice for Transaction of Services on Diplomatic Vehicles and Related Credentials (blank form available online);

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

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

(5) Certificate of origin of the vehicle (invoice,

Certificate of Importation of Cargo or Notice on Receiving/Revoking the License Plate of Import/Export Vehicles under supervision of Customs);

(6) Quality Certificate of the whole vehicle for China-made vehicles and chassis importation certificate for vehicles modified with imported chassis;

(7) Certificate of importation for the vehicle imported;

(8) Tax payment or exempt certificate for vehicle purchase tax;

(9) Certificate of compulsory traffic accident liability insurance of motor vehicle;

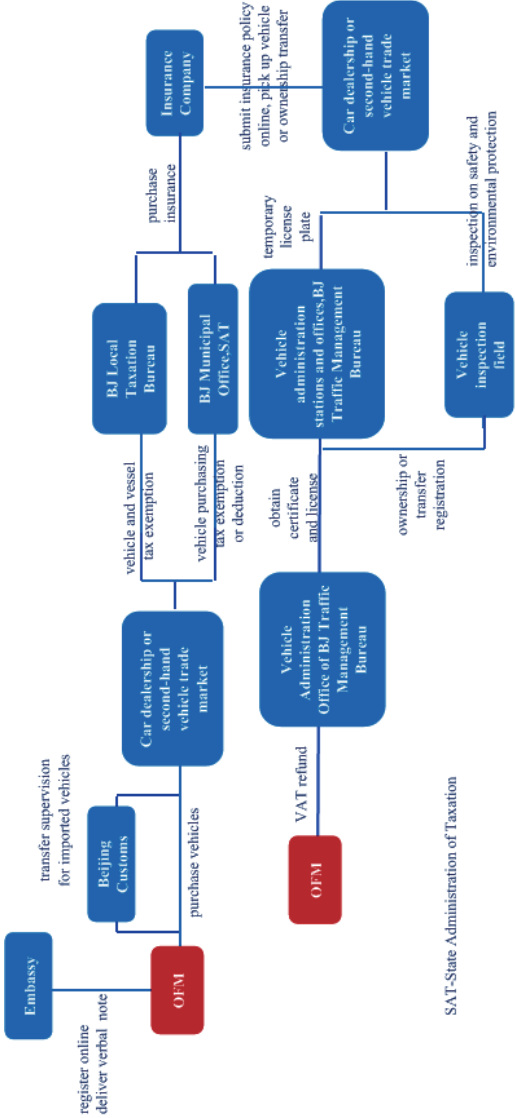
(10) Tax payment or exempt certificate for vehicle and vessel tax;

(11) File package of vehicle technical information;

(12) Other certificates and vouchers that should be submitted for motor vehicle registration as required by laws and regulations.

Vehicle Administration Office of Beijing Traffic Management Bureau shall issue diplomatic plates, registration certificates, vehicle licenses, and conformity mark of inspection to qualified vehicles.

## II. Purchase of Vehicles in China



SAT-State Administration of Taxation

1. The owner of vehicle shall log onto the system, file application for the purchased vehicle online and submit verbal note to OFM with the application form of transacting services on diplomatic vehicles and related credentials.

2. OFM checks and confirms the application, which does not mean that registration of the diplomatic vehicle has been approved. Further approvals have to be acquired from China Customs(for customs-supervised vehicle), environmental protection bureaus and traffic management departments through on site check.

3. The owner of vehicle shall purchase the vehicle in the dealership or second-hand vehicle trade market.

4. For ownership transfer of an imported vehicle under supervision of Customs within the mission, the owner of vehicle and the buyer shall go through formalities concerning supervision transfer at Beijing Customs.

5. The owner of vehicle shall apply for vehicle and vessel tax exemption issued by Beijing Local Taxation

Bureau and then affix an official seal (for mission-owned official vehicle) or signature of the owner (for individual-owned private vehicle) on the Acknowledgement of Receipt with following documents:

(1) Notice for Transaction of Services on Diplomatic Vehicles and Related Credentials (printed online);

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

(3) Original and photocopy of quality certificate of the vehicle or certificate of importation for the vehicle imported;

(4) Vehicle purchase invoice and its Chinese version.

6. The owner of vehicle shall go through formalities of vehicle purchasing tax exemption (deduction) at Beijing Municipal Office of State Administration for Taxation with following documents:

(1) Verbal Note from the Embassy;

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

(3) Original and photocopy of identity certificate (passport and diplomatic credentials) of the owner of vehicle (except for mission-owned official vehicle);

(4) Vehicle price voucher;

(5) Original and photocopy of quality certificate of vehicle.

7. The owner of vehicle shall purchase or supplement vehicle insurances (including compulsory traffic accident liability insurance for motor vehicle and third party liability insurance with minimum coverage of one million RMB) and submit the insurance policy online.

8. The owner of vehicle shall pick up the new vehicle at the dealership or go through vehicle ownership transfer formalities at the second-hand vehicle trade market.

9. The owner of vehicle shall apply for temporary license plate from vehicle administration stations and branch offices of Beijing Traffic Management Bureau with following documents:

(1) Verbal Note from the Embassy;



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

(3) Photocopy of insurance policy of compulsory traffic accident liability insurance for motor vehicle;

(4) Certificate of Origin of the vehicle (invoice, Certificate of Importation and Exportation of Cargo);

(5) Quality certificate of the whole vehicle or certificate of importation for the vehicle imported (including unsold vehicle or special vehicle whose axle-load, gross weight or exterior size exceeds China's national standard).

10. New vehicle must meet the requirement of emission standard in Beijing (currently China V emission standard equivalent of Euro V). The owner of vehicle shall drive the vehicle to the inspection field for safety and environmental protection check.

11. The owner of vehicle shall apply for vehicle registration or vehicle ownership transfer at Vehicle Administration Office of Beijing Traffic Management

Bureau with following documents:

A. For new vehicles:

- (1) Verbal Note from the Embassy;
- (2) Notice for Transaction of Services on Diplomatic Vehicles and Related Credentials (printed online);
- (3) Original and photocopy of identity certificate of the owner of vehicle (except for mission-owned official vehicle);
- (4) Application Form of Vehicle Registration, Ownership Transfer, and Cancellation/Transfer-in (blank form available online);
- (5) Certificate of Origin of the vehicle (invoice, Certificate of Importation of Cargo);
- (6) Quality certificate of domestic vehicle and chassis importation certificate for vehicles modified with imported chassis;
- (7) Certificate of importation for the vehicle imported;
- (8) Tax payment or exempt certificate for vehicle purchase tax;

(9) Certificate of compulsory traffic accident liability insurance of motor vehicle;

(10) Tax payment or exempt certificate for vehicle and vessel tax;

(11) File package of vehicle technical information;

(12) Other certificates and vouchers that should be submitted for motor vehicle registration as required by laws and regulations.

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

(1) Verbal Note from the Embassy;

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

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

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

(5) Vehicle Registration Certificate;

(6) Vehicle License and Number Plate;

(7) Source certificate of vehicle ownership transfer, i.e. standard sales invoice of second-hand vehicle;

(8) Vehicle Inspection Record;

(9) Certificate of removal of supervision or transfer certificate approved by Customs for vehicles under supervision of Customs.

12. The owner of vehicle shall submit verbal note and paper documents including invoices to OFM to apply for tax reimbursement. OFM shall forward all relevant materials to Beijing Municipal Office of State Administration of Taxation and the latter shall refund the tax by wiring it to the Embassy's account upon approval.

### III. Uploading insurance policy (Periodical Inspection)



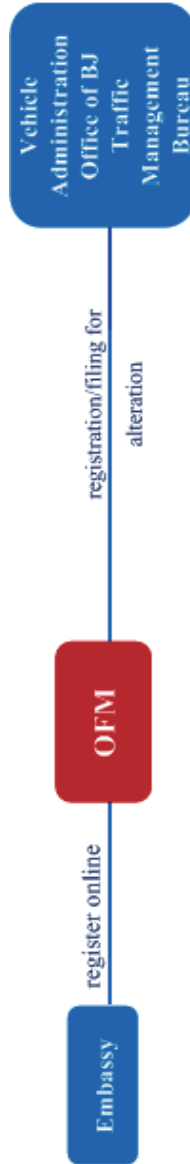
1. The owner of vehicle shall purchase the vehicle insurances (including the compulsory traffic accident liability insurance for motor vehicles and third-party liability insurance with minimum coverage of one million RMB) and submit the insurance policy online immediately when importing vehicles or purchasing vehicles in China.

2. Before the expiration date of vehicle insurances, the owner of vehicle shall re-purchase the vehicle insurances (including the compulsory traffic accident liability insurance for motor vehicles and third-party liability insurance with minimum coverage of one million RMB) and submit the insurance policy online immediately.

3. Uploading of the insurance policy is completed upon confirmation by OFM.

4. After purchasing required insurances for the diplomatic vehicle, the owner of vehicle may go through the periodical inspection to the said vehicle at an inspection field.

## IV. Alteration of Vehicles Registration/Filing



1. Alteration of vehicles refer to changes in the vehicle's body color, engine, vehicle body or frame, whole vehicle due to quality deficiency or owner information change of vehicle. The owner of vehicle shall file application online and get approval by OFM.

2. The owner of vehicle shall go through registration/filing formalities in Vehicle Administration Office of Beijing Traffic Management Bureau.

A: For changes in the vehicle's body color, engine, body or frame, the owner of vehicle shall submit following documents and hand over the vehicle for inspection within 10 days after the change:

(1) Verbal Note from the Embassy;

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

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



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

(5) Vehicle Registration Certificate;

(6) Vehicle License;

(7) For changes in vehicle's engine number, identification number (frame number), or color due to theft or robbery, the owner of vehicle shall provide the technical authentication or returning certification issued by public security departments to prove that the theft and robbed vehicle is the same as the authenticated one in order to apply for further changes;

(8) Vehicle Inspection Record (including standard photo of the vehicle).

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

- (1) Verbal Note from the Embassy;
- (2) Notice for Transaction of Services on Diplomatic Vehicles and Related Credentials (printed online);
- (3) Application Form of Registration/Filing for Vehicle Information Changes (blank form available online);
- (4) Original and photocopy of identity certificate of the owner of vehicle (except for mission-owned official vehicle);
- (5) Vehicle Registration Certificate;
- (6) Vehicle License;
- (7) Quality certificate of the whole vehicle or certificate of importation for the vehicle imported;
- (8) Certificate of motor vehicle safety technical inspection shall also be submitted for a vehicle model not exempted from inspection by competent authorities in charge of motor vehicle products;
- (9) Rubbing of vehicle identification number (VIN);
- (10) Vehicle Inspection Record (including two standard photographs of the vehicle);

(11) Return documents of the original vehicle (Vehicle License and Registration Certificate).

C: For a registered vehicle, the owner of vehicle shall apply for registration and filing of change if he/she relocates within the city or his/her name (or name of mission) and contact details have changed.

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

(1) Verbal Note from the Embassy;

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

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

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

- (5) Vehicle Registration Certificate;
- (6) Vehicle License;
- (7) Certification of change of relevant matters;
- (8) Standard photograph of the vehicle;

Note: Above requirements are also applicable to change of the owner's name between spouses. In addition, The owner of vehicle shall provide the original, photocopy and translated version of his/her marriage certificate, as well as the authentication certificate of the conjugal relation from the Embassy.

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

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

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

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

(1) Verbal Note from the Embassy;

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

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

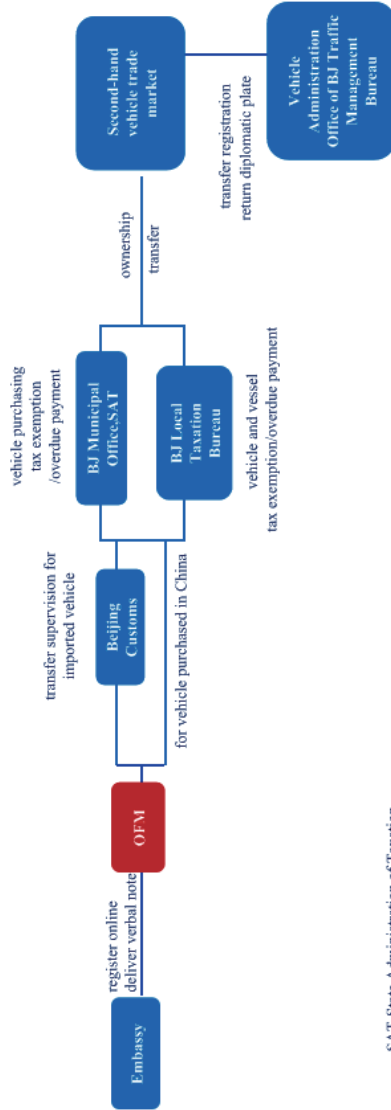
(4) Original of identity certificate of the owner of vehicle (except for mission-owned official vehicle) ;

(5) Vehicle Registration Certificate;

(6) Vehicle License;

(7) Vehicle Inspection Record (including Standard photograph of the vehicle).

## V. Ownership Transfer of Vehicles



SAT-State Administration of Taxation

1. For vehicle with unsettled off-site traffic violation, its owner or driver shall deal with the violation at any vehicle administration station of Beijing Traffic Management Bureau, pay the traffic violation fine online or through at a bank.

2. For the owner of vehicle with the traffic violation points over 12 within one year, he or she shall deal with the violation at any vehicle administration station of Beijing Traffic Management Bureau.

3. The owner of vehicle shall submit an online application and hand over verbal note to OFM with the application form.

4. Upon approval by OFM, for ownership transfer of an imported vehicle under supervision of Customs within the missions, the owner of vehicle shall go through formalities concerning supervision transfer at Beijing Customs with following documents:

(1) Verbal Notes from the Embassies that the Transferor and the Transferee of the vehicle work for;

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

(3) Originals and photocopies of identity certificates of Transferor and Transferee of the vehicle (except for mission-owned official vehicle);

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

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

(6) Other documents required by the Customs.

5. For ownership transfer of a vehicle within the mission, the Transferor of the vehicle shall inform the Transferee to go through formalities concerning vehicle purchase tax exemption (deduction) at Beijing Municipal Office of the State Administration of Taxation and formalities concerning vehicle and vessel tax exemption at Beijing Local Taxation Bureau (see “II. Purchase of Vehicles in China” for reference).



6. For ownership transfer of a vehicle outside the mission, the Transferor shall go to Beijing Municipal Office of the State Administration of Taxation to pay back the value-added tax. The Transferee shall go to Beijing Municipal Office of the State Administration of Taxation to pay back vehicle purchase tax as well as vehicle and vessel tax at Beijing Local Taxation Bureau in accordance with relevant laws and regulations (see “II. Purchase of Vehicles in China” for reference).

7. The Transferor of the vehicle and the Transferee shall go through ownership transfer formalities together at the second-hand vehicle trade market.

8. The owner of vehicle shall apply for ownership transfer registration at the Vehicle Administration Office of Beijing Traffic Management Bureau and return the diplomatic license plate. Following documents shall be provided:

(1) Verbal Note from the Embassy;

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

(3) Original and photocopy of identity certificate of the Transferee;

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

(5) Vehicle Registration Certificate;


(6) Vehicle License and Number Plate;

(7) Source certificate of vehicle ownership transfer, i.e. standard sales invoice of second-hand vehicles;

(8) Vehicle Inspection Record;

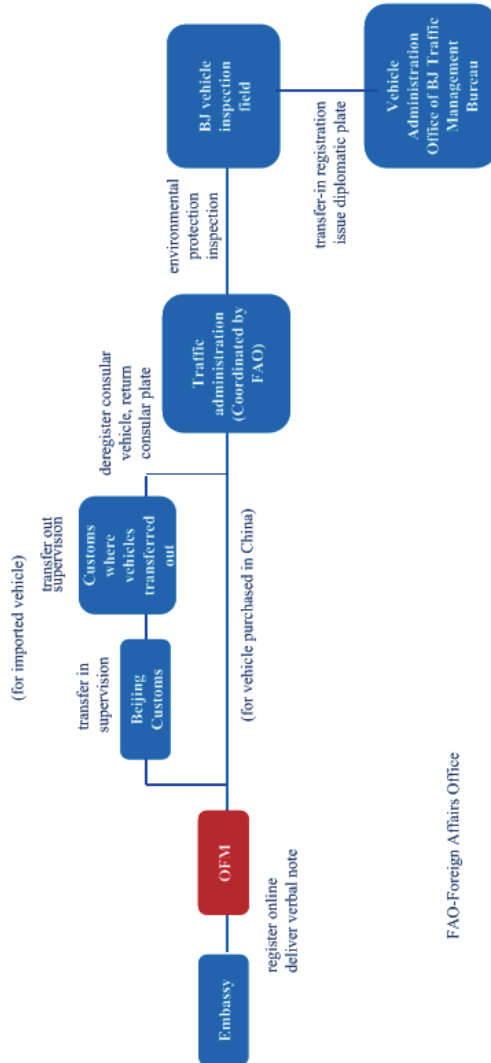
(9) Certificate of removal of supervision or transfer certificate approved by Customs for vehicles under supervision of Customs.

Note: for ownership transfer within the missions, the Transferor shall submit application for motor vehicle transfer and the Transferee shall submit application for vehicle purchase in China. After both applications are approved by OFM, both parties can go through formalities



concerning transfer registration at the Vehicle Administration Office of Beijing Traffic Management Bureau with Notice for Transaction of Services on Diplomatic Vehicles and Related Credentials and other documents.

## VI. Transfer-in of Vehicles (consular vehicles changed to be diplomatic vehicles without change of ownership)



1. The owner of vehicle shall go through formalities for the transfer-in of the vehicle after acquiring his/her diplomatic identity certificate and returning his/her consular identity certificate.

2. For vehicle with unsettled off-site traffic violations, its owner or driver shall seek settlement at the traffic management department of the city where the vehicle is transferred out.

3. For the owner of vehicle with traffic violation points over 12 within one year, he or she shall deal with the violation at the traffic management department of the city where the vehicle is transferred out.

4. The owner of vehicle shall purchase or supplement the compulsory traffic accident liability insurance for motor vehicles and third-party liability insurance with a minimum coverage of one million RMB.

5. The owner of vehicle shall submit online application and the Embassy to which the owner is attached shall present a verbal note and Application Form for Transaction of Services on Diplomatic Vehicles and Related Credentials to OFM.

The owner of vehicle shall ensure that the vehicle meets the vehicle emission standards in Beijing (currently China V emission standard, equivalent of Euro V). Otherwise the vehicle cannot be registered as diplomatic vehicle. Whether the vehicle can be registered shall be subject to the on-site examination result of Beijing environmental protection and traffic management department.

6. For imported vehicle under supervision of Customs, the owner of vehicle shall go through formalities for reception of supervision, and collect the Notice on Receiving or Revoking the License Plate of Import/Export Vehicles at Beijing Customs with following documents:

(1) Verbal Notes from the embassy to which the owner is attached;

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

(3) Original and photocopy of diplomatic identity certificate and photocopy of consular identity certificate of the owner of vehicle;

(4) Application Form for Transfer of Articles for

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

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

(6) Other certificates required by the customs.

7. The owner of vehicle shall go through formalities for supervision transfer at the customs of the city where vehicle is transferred out.

8. The owner of vehicle shall go through formalities for transfer due to jurisdiction district change (transfer registration) and return the consular license plate (coordinated by the local Foreign Affairs Office).

9. The owner of vehicle shall go through formalities for environmental protection and inspection of vehicles.

10. The owner of vehicle shall go through formalities for vehicle transfer-in and collect the diplomatic license plate at the Vehicle Administration Office of Beijing Traffic Management Bureau. Following documents shall be provided:

(1) Note from the Embassy to which the owner of vehicle is attached;

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

(3) Original and photocopy of identity certificate of the owner of vehicle;

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

(5) If inspection of the vehicle is expired, it is required to provide certificate of motor vehicle safety technical inspection, tax payment or exempt certificate for vehicle and vessel tax and policy of compulsory traffic accident liability insurance for motor vehicles;

(6) Vehicle Registration Certificate;

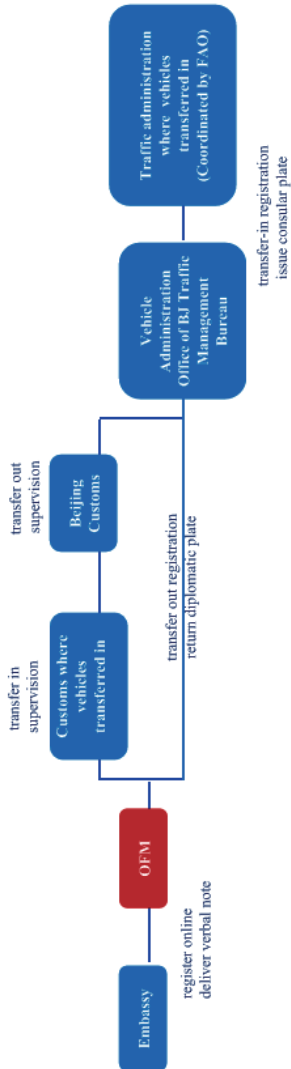
(7) Vehicle Inspection Record (including standard photograph of the vehicle);

(8) Vehicle information;



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

## VII. Transfer-out of Vehicles (diplomatic vehicles changed to be consular vehicles without change of ownership)



FAO-Foreign Affairs Office

1. The owner of vehicle shall acquire his/her consular identity certificate and return his/her diplomatic identity certificate before applying for vehicle transfer out.

2. If off-site violations of a vehicle are not settled, the owner or driver shall settle them at any traffic law enforcement station of Beijing Municipal Traffic Management Bureau, paying the fines at a bank or online.

3. For the owner of vehicle with traffic violation points over 12 within one year, he or she shall deal with the violation at any law enforcement station of Beijing Traffic Management Bureau.

4. The owner of vehicle shall purchase or supplement compulsory traffic accident liability insurance for motor vehicles and third-party liability insurance with a minimum coverage of one million RMB.

5. The owner of vehicle shall submit an online application and the Embassy shall hand over the note and the Application Form for Transaction of Services on Diplomatic Vehicles and Related Credentials to OFM.

6. OFM checks and approves the application.

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

(1) Verbal Notes from the Embassy to which the owner of vehicle is attached;

(2) Original and photocopy of consular identity certificate and photocopy of diplomatic identity certificate of the owner of vehicle;

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

(4) Originals and photocopies of Vehicle License and Vehicle Registration Certificate;

(5) Other certificates required by the customs.

8. For imported vehicle under supervision of customs, the owner of vehicle shall go through formalities for supervision transfer and collect Notice on Receiving or Revoking the License Plate of Import/Export Vehicles at Beijing Customs with following documents:

(1) Notes from the Embassy to which the owner of vehicle is attached;

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

(3) Original and photocopy of consular identity certificate and photocopy of diplomatic identity certificate of the owner of vehicle;

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

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

(6) Other certificates required by the customs.

9. The owner of vehicle shall go through formalities for vehicle transfer (jurisdiction district change) and return the diplomatic license plate at the Vehicle Administration Office of Beijing Traffic Management Bureau with following documents:

(1) Note from the Embassy to which the owner of vehicle is attached;

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

(3) Original and photocopy of consular identity certificate and photocopy of diplomatic identity certificate of the owner of vehicle;

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

(5) Vehicle Registration Certificate;

(6) Vehicle License and Number Plate;

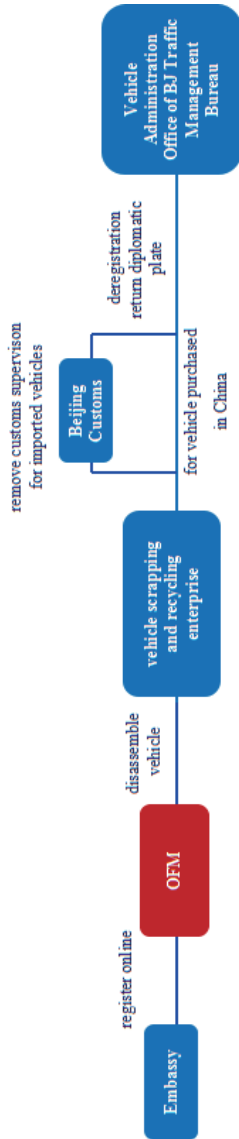
(7) Vehicle Inspection Record (including standard photograph of the vehicle);

(8) If inspection of the vehicle is expired, it is required to provide certificate of motor vehicle safety technical inspection, tax payment or exempt certificate for vehicle and vessel tax and policy of compulsory traffic accident liability insurance for motor vehicles and third-party liability insurance with a minimum coverage of one million RMB;

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

10. The owner of vehicle shall go through formalities for vehicle transfer-in and collect the consular license plate at the traffic management department of the city where the vehicle is transferred in (coordinated by local Foreign Affairs Office).

## VIII. Disassembly and Scrapping of Vehicles





1. If off-site violations of a vehicle are not settled, the owner or driver shall settle them at any law enforcement station of Beijing Municipal Traffic Management Bureau, pay the fines at a bank or online.

2. For the owner of vehicle with traffic violation points over 12 within one year, he or she shall deal with the violation at any law enforcement station of Beijing Traffic Management Bureau.

3. The owner of vehicle shall submit an online application and OFM approves the application.

4. For vehicle purchased in China, the owner of vehicle shall deliver the vehicle to a vehicle scrapping and recycling enterprise and collect the recycling certificate of the scrapped vehicle.

5. For imported vehicle under supervision of customs, the owner of vehicle shall go through formalities concerning removal of supervision over the scrapped vehicle and collect the Notice on Receiving or Revoking the License Plate of Import/Export Vehicles from Beijing Customs with following documents:

- (1) Verbal Note from the Embassy;
- (2) Notice for Transaction of Services on Diplomatic Vehicles and Related Credentials (printed online);
- (3) Original and photocopy of identity certificate of the owner of vehicle (except mission-owned official vehicle);
- (4) Recycling Certificate of Scrapped Vehicle (copy for customs);
- (5) Photocopies of Vehicle License and Vehicle Registration Certificate;
- (6) Other certificates required by customs.

6. The owner of vehicle shall go through formalities for vehicle deregistration at the Vehicle Administration Office of Beijing Traffic Management Bureau and return the diplomatic license plate with corresponding documents:

A: For deregistration due to disassembly and scrapping of the vehicle:

- (1) Verbal Note from the Embassy;

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

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

(4) Vehicle Registration Certificate;

(5) Vehicle License;

(6) Vehicle Number Plate;

(7) Photocopy of Recycling Certificate of Scrapped Vehicle;

(8) For a heavy passenger vehicle or a middle-or-above goods vehicle requiring elimination of supervision, the Vehicle Inspection Record shall also be submitted;

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

B: For deregistration due to loss or damage caused by natural disaster, fire or traffic accident:

- (1) Verbal Note from the Embassy;
- (2) Notice for Transaction of Services on Diplomatic Vehicles and Related Credentials (printed online);
- (3) Application Form of Vehicle Registration, Ownership Transfer, and Cancellation/Transfer-in (blank form available online);
- (4) Original of identity certificate of the owner of vehicle (except for mission-owned official vehicle);
- (5) Vehicle Registration Certificate;
- (6) Vehicle License;
- (7) Vehicle Number Plate;
- (8) Proof of vehicle loss or damage due to natural disaster, fire or traffic accident;
- (9) For imported vehicle under supervision of customs, the Notice on Receiving or Revoking the License Plate of Import/Export Vehicles and the certificate of removal of supervision from customs shall also be provided.

C: For deregistration due to quality deficiency:

(1) Verbal Note from the Embassy;

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

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

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

(5) Vehicle Registration Certificate;

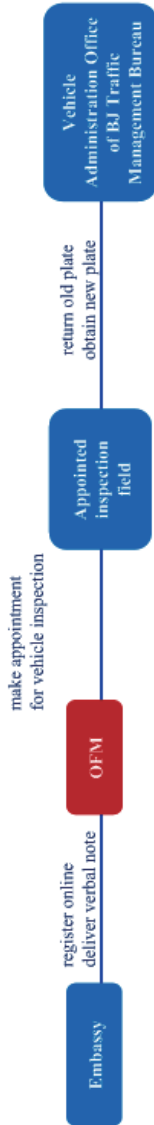
(6) Vehicle License;

(7) Vehicle Number Plate;

(8) Proof of car return issued by the vehicle manufacturer or dealer;

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

## IX. Change of Vehicle License Plates



1. If off-site traffic violations of a vehicle are not settled, the owner or driver shall settle them at any law enforcement station of Beijing Municipal Traffic Management Bureau, or pay the fines at a bank or online.

2. For the owner of vehicle with the traffic violation points over 12 within one year, he or she shall deal with the violation at any law enforcement station of Beijing Traffic Management Bureau.

3. If a vehicle isn't inspected within specified time limit, the owner shall go through periodical inspection at a motor vehicle inspection field.

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

A: Replace old diplomatic license plates with new ones

(1) The owner of vehicle shall submit an online application and hand over a verbal note with the application form for Transaction of Services on Diplomatic Vehicles and Related Credentials to OFM.

(2) Upon approval of the application by OFM, the owner of vehicle makes online reservation for vehicle inspection.

(3) The owner shall drive the vehicle for license plate change to Beijing Jiede Vehicle Reparation Co. Ltd(No. 66 Chengshoushi Rd., Chaoyang District) for inspection with the following documents:

(a) Verbal Note from the Embassy;

(b) Notice for Transaction of Services on Diplomatic Vehicles and Relevant Credentials (printed online);

(c) Reservation of vehicle inspection(printed online);

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



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

(f) Vehicle Registration Certificate and Vehicle License;

(g) Standard photo of the vehicle;

(h) VIN rubbing of the vehicle.

Note: The owner of vehicle may take photo and rub the VIN of the vehicle by him/her self or ask an agency (e.g. Beijing Jiede Vehicle Reparation Co. Ltd.) to do so with certain charges.

4. Vehicle Administration Office of Beijing Traffic Management Bureau makes on-site vehicle inspection.

5. The owner of vehicle shall pick up the new diplomatic license plate and related credentials and return the old plate at the Vehicle Administration Office of Beijing Traffic Management Bureau with charge of 115 RMB for the new plate and credentials expenses of each motor vehicle and 50 RMB for those expenses of each motorcycle (cash only).

Note: The change of diplomatic license plate only changes the pattern of the plate with the plate number unchanged. the vehicle insurance and customs supervision remain valid. The owner of vehicle does not need to go through any formalities regarding update of the insurance or customs supervision information.

B: Replace diplomatic license plate with common license plate (only for the international staff of Chinese nationality)

(a) The general procedures are the same as above. Vehicle inspection can be made at Vehicle Administration Office of Beijing Traffic Management Bureau without reservations.

(b) In plate replacement, if the diplomatic license plate was changed from a common one in Beijing under the name of an international employee of Chinese nationality after he or she takes office in an international organization, he or she can apply to change back to the common plate. If the employee buys a new diplomatic vehicle after taking office, he or she must obtain the license plate of a passenger vehicle through the lottery

system and then apply for change to a common license plate, or to choose transfer of the vehicle to others.

(c) The owner of vehicle shall contact the insurance company to which his or her vehicle is attached to renew the basic information of the vehicle.

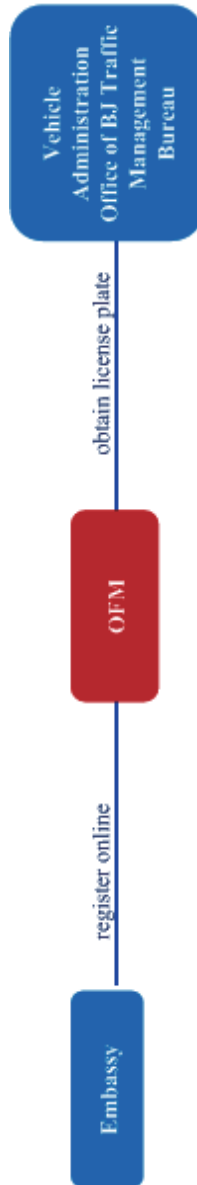
C: Replacement of the license plate number under its own number section of the Embassy (only for the vehicle of the Head of the Mission).

(a) Vehicle inspection can be made at Vehicle Administration Office of Beijing Traffic Management Bureau under the same procedure without reservations.

(b) For imported vehicles, the owner of vehicle shall go through formalities for replacement of license plate at Beijing Customs, and then go through relevant formalities at Vehicle Administration Office of Beijing Traffic Management Bureau with the Notice on Receiving or Revoking the License Plate of Import/Export Vehicles issued by Beijing Customs.

(c) The owner of vehicle contactable the insurance company to which his or her vehicle is attached to renew the basic information of the vehicle.

## X. Re-issuance of Vehicle License Plates



1. In case that a license plate of motor vehicle is lost, the owner shall submit an application online.

2. OFM will review and approve the application.

3. The owner shall handle formalities for replacement of license plate at the Vehicle Management Office of Beijing Municipal Traffic Management Bureau, with the following documents:

(1) Verbal Note from the Embassy;

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

(3) application form for motor vehicle license plate (blank form available online);

(4) Original and photocopy of identity document of motor vehicle owner (except for mission-owned official vehicle);

(5) Standard photo of motor vehicle.

## XI. Loss Reporting of Vehicles



(Embassy shall declare/ confirm the reported loss vehicle is no longer entitled to diplomatic privilege or immunities)

1. The owner of vehicle shall obtain a certificate of loss report from the local police station of the place where the vehicle is lost.

2. The owner of vehicle shall submit the online registration form of lost diplomatic vehicle, and submit to OFM the note, the registration form and the certification of loss report from the local police station).

3. After receiving the registration form of lost diplomatic vehicle, OFM will forward relevant documents to the law enforcement. The embassy will be informed of relevant progress and results if any.

Note:

1. By completing the registration form of loss report of the diplomatic vehicle, the Embassy shall declare or confirm the reported loss vehicle is no long entitled to diplomatic privilege and immunities. Chinese law enforcement may detain the said vehicle in accordance with laws.

2. This part is only applicable to the vehicles attached with new version of diplomatic license plates.

## XII. Export of Vehicles





1. If off-site traffic violations of a vehicle are not settled, the owner or driver shall settle them at any law enforcement station of Beijing Municipal Traffic Management Bureau, or pay the fines at a bank or online.

2. For the owner of vehicle with traffic violation points over 12 within one year, he or she shall deal with the violation at any law enforcement station of Beijing Traffic Management Bureau.

3. The owner of vehicle shall submit an online application and hand over the verbal note with the application form to OFM.

4. OFM reviews and approves the application.

5. The owner of vehicle shall go through export formalities of the vehicle at the Beijing Customs with following documents:

(1) Verbal Note from the Embassy;

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

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

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

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

(6) Other documents required by the customs.

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

5. The owner of vehicle shall go through formalities of vehicle deregistration at the Vehicle Administration Office of Beijing Traffic Management Bureau and return the diplomatic license plate with following documents:

(1) Verbal Note from the Embassy;

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

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

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

(5) Vehicle Registration Certificate;

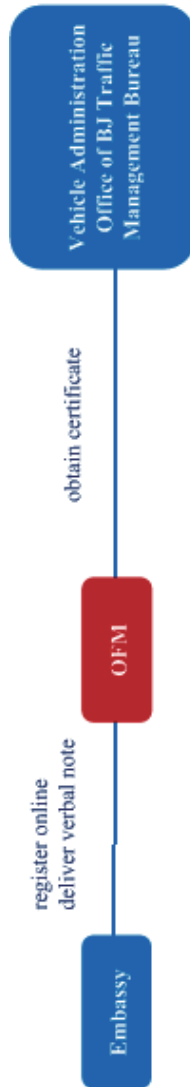
(6) Vehicle License;

(7) Vehicle Number Plate;

(8) Vehicle export certificate. For imported vehicle under supervision of customs, the export certificate shall be the Notice on Receiving or Revoking the License Plate of Import/Export Vehicles issued by the customs.

6. The owner of vehicle shall return to the Beijing Customs to finish settlement formalities with deregistration certificate of the vehicle issued by the Vehicle Administration Office of of Beijing Traffic Management Bureau.

### XIII. Re-issuance and Replacement of Vehicle Licenses and Registration Certificates



1. The owner of vehicle shall submit an online application and hand over the verbal note and the Application Form for Transaction of Services on Diplomatic Vehicles and Related Credentials to OFM.

2. The owner of vehicle shall go through formalities of re-issuance and replacement of vehicle licenses and registration certificates at the Vehicle Administration Office of Beijing Traffic Management Bureau with following documents:

(1) Verbal Note from the Embassy;

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

(3) Application Form of Vehicle License Plate (blank form available online);

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

(5) Standard photograph of the vehicle.

3. The owner of vehicle shall go through formalities of re-issuance and renewal of vehicle registration certificate at the Vehicle Administration Office of Beijing Traffic Management Bureau with following documents:

(1) Verbal Note from the Embassy;

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

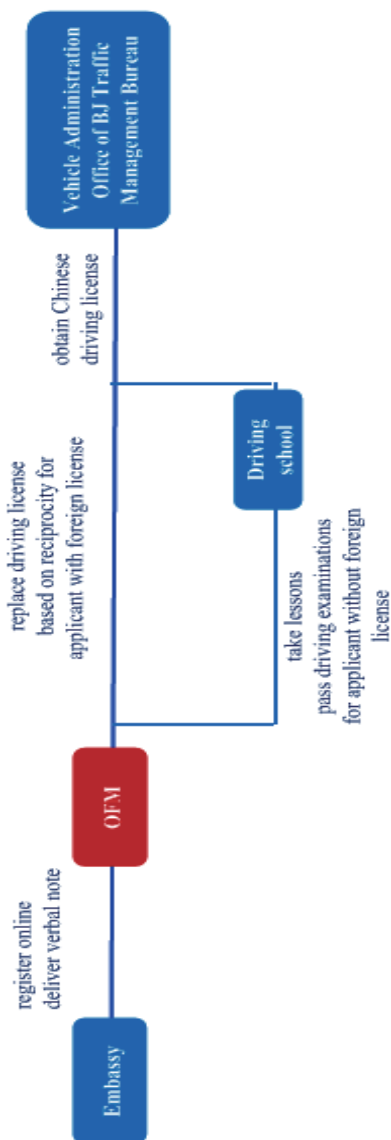
(3) Application Form of Vehicle License Plate (blank form available online);

(4) Personal business of re-issuance of the Vehicle Registration Certificate requires on-site application in person. If the owner of vehicle cannot be present to collect re-issued Vehicle Registration Certificate due to reasons such as death, exit of border, severe disease or disability and force majeure, relevant proofs shall be submitted.

(5) Vehicle Inspection Record;

(6) For renewal, the original Vehicle Registration Certificate shall be returned.

## XIV. Application for and Replacement of Chinese Driving Licenses



1. The owner of vehicle shall submit an online application and hand over the verbal note and the Application Form for Transaction of Services on Diplomatic Vehicles and Related Credentials to OFM.

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

3. Upon the approval by OFM, the applicant shall replace or apply for the Chinese driving license at the Vehicle Administration Office of Beijing Traffic Management Bureau with following documents:

(1) Verbal Note from the Embassy;

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



(3) Original and photocopy of the applicant's identity certificate;

(4) Application Form for Vehicle Driving License (blank form available online);

(5) Original and photocopy of the applicant's foreign driving license; if the driving license is not written in Chinese, a Chinese translation shall also be submitted;

(6) Three recently taken, 1 inch size identification photos with white background;

(7) Other documents required.

## XV. Application for Driving Permits for Diplomatic Vehicles



1. The embassy shall submit online application for diplomatic vehicles driving permits for their employees and other relevant staffs, and hand over a verbal note with paper documents to OFM as follows:


(1) Application Form for Driving Permits for Diplomatic Vehicles (printed online) with the applicant's signature, 1 inch size identification photos with white background and the mission seal;

(2) Verbal Note from the Embassy;

(3) Photocopy of employment contract (for mission employee only);

(4) The applicant's Chinese driving license.

(5) Photocopy of the applicant's Chinese ID card (both sides). If the applicant is of foreign nationality, photocopies of passport, visa and residence permit shall be submitted; For countries with mutual visa exemption agreement, the photocopy of applicant's entry seal page shall be submitted. Holders of the Residential Permits Card issued by Protocol Department, MFA shall submit the copy of his/her Residential Permits Card only.



2. The OFM reviews the application and issue the driving permits to the applicant upon approval.

Note: International organizations and their representative offices in China may refer to the procedures for embassies for all services regarding diplomatic vehicles and related credentials.

## **Contact Information**

1. Office of Foreign Missions of the Ministry of Foreign Affairs

Address: No. 2 Chaoyangmen Nandajie, Chaoyang District

Tel:65964431 (vehicle affairs for west south and north European, African, Latin American missions) 、  
65963422 (vehicle affairs for North American and Oceanian missions and international organizations) 、  
65965856 (vehicle affairs for Asian, West Asian and North African, Euroasian, Central and East European missions)

2. Vehicle Administration Office of Beijing Traffic Management Bureau

Address: No. 18 South Fourth Ring East Road, Chaoyang District

Tel: 68397905

3. Vehicle Purchase Tax Branch, Beijing Dongcheng District Office, SAT (vehicle purchase tax exemption/payment)

Address: In front of #18 Building, #6 Zone,  
Hepingli Residential Compound, Dongcheng District  
Tel: 56091525

4. No. 3 Direct-controlled Taxation Branch, Beijing  
Municipal Office, SAT (value-added tax refund/payment)  
Address: #7 Building, Sipingyuan Residential  
Compound, Xicheng District  
Tel: 63911471

5. No. 7 Taxation Station, Beijing Chaoyang  
Local Taxation Bureau (mission vehicle and vessel  
tax exemption/payment)  
Address: No. 40 Guangqu East Road, Chaoyang  
District  
Tel: 64933333

6. No. 8 Taxation Station, Beijing Chaoyang  
Local Taxation Bureau (institution vehicle and  
vessel tax exemption/payment)  
Address: Linyihao, No. 6A Taiyanggong Middle  
Road, Chaoyang District (to the west of South Gate  
of Taiyanggong Park)  
Tel: 64933333

7. No. 3 Taxation Station, Beijing Chaoyang Local Taxation Bureau (institution vehicle and vessel tax exemption/payment)

Address: No. 3A Hongjunying South Road, Laiguangying, Chaoyang District (to the south of Laiguangying Township Government),

Tel: 64933333

8. No. 9 Taxation Station, Beijing Chaoyang Local Taxation Bureau (personal vehicle and vessel tax exemption/payment)

Address: No. 9 Dingfuzhuang Road, Chaoyang District (to the west of road 500m to the north of T-shaped Road Junction, Beijing International Studies University, Chaoyang Road)

Tel: 64933333

9. Beijing Municipal Environmental Protection Bureau

Address: No. 14 Chegongzhuang West Road, Haidian District

Tel: 68717229

10. Beijing Jiede Vehicle Repairment Co. Ltd  
Address: No. 66 Chengshoushi Rd., Chaoyang  
District, Beijing  
Tel: 67670177

11. Beijing Automotive Research Institute  
Address: No. 85 Yujiafen, Chengshousi, Fengtai  
District, Beijing  
Tel: 67625111

12. No. 2 Site Business Office, Beijing Customs  
Address: No. East Fourth Ring Middle Road,  
Chaoyang District  
Tel: 85735610





**Office of Foreign Missions, MFA**