

Procedures to be accomplished

- Obtaining approval for the investment from the foreign exchange bank
- Registration with the court
- Registration with the tax office

Unlike a branch office, liaison office is not obliged to register with the court, so it is company choice. However, it is more convenient for a liaison office to register with the court to do business in Korea. If registered with the court, it is possible to purchase a property like office car under the title of liaison office. Also it can enter into a lease agreement with the landlord under the title of it.

Required Documents

< Documents to be obtained from the Representative of Head Office >

1. Certificate of Corporate Information (see attached sample document)
2. Certificate of Corporate Resolution (see attached sample document)
3. Articles of Incorporation
4. Passport copy of the representative of head office¹
5. ID copy of the representative of head office²

(among the documents above, 1,2,3 should be prepared in two(2) originals with notarization and Apostille attached on each paper. Document 4, 5 is O.K. in a pdf file)

< Documents to be obtained from the Representative of Korea Office >³

6. Letter of Acceptance (see attached sample document)
7. Power of Attorney (see attached sample document)
8. Report of Seal (see attached sample document)
9. Certificate of Residence (see attached sample document)
10. Passport copy of the representative of Korea office

¹ This is needed to confirm the nationality, date of birth and name of the representative

² This is needed to confirm the address of the representative. Driver's licence may show the address of the person. If not please send us other ID which shows address

³ In case where, a Korean national resides in Korea shall be appointed as a representative of Korea office, document 6 through 11 can be handled in Korea, therefore, there is no need to prepare these documents overseas.

11. ID copy of the representative of Korea office
(among the documents above, 6,7,8,9 should be prepared in one(1) original with notarization attached on each paper. Document 10, 11 is O.K. in a pdf file)

< Documents to be obtained from the Landlord >

12. Lease agreement for Korea office

In case where a liason office which does not register with the court, document 8. Report of Seal is not needed.

Comments :

1. The blue and underlined characters should be replaced by the real name or information.
2. The footnote in the middle of the document is just for explanation purposes, so please erase them after completion of this paper.
3. Among other things, the address and the Korea representative should be determined prior to proceed setting up an office

CERTIFICATE OF CORPORATE INFORMATION⁴

I, (name of head office representative), (title)⁵ of (name of head office), a corporation duly organized and existing under the laws of (the state and country) do hereby certify as follows :

INFORMATION ON HEAD OFFICE

A. Corporate name:

B. Address of registered head office:

C. Date of incorporation:

D. Corporate objectives or purposes:

E. Names, dates of birth, addresses and nationalities of directors:

(please enumerate⁶)

F. Name, date of birth, address and nationality of the Representative Director⁷:

G. Name, date of birth, address and nationality of the in-house auditor (not a CPA firm):

H. Number of authorized shares:

I. Par value of each share:

J. Total number of shares issued:

K. Total paid-in capital:

L. Law under which the company was incorporated:

(date)

(signature)

(name of head office representative)

(title)

(name of head office)

⁴ We need two(2) originals with notarization and Apostille attached.

⁵ Representative director or managing director or other appropriate title who has a signing authority

⁶ In case where there are many directors, please select three between them including the signer on this document

⁷ This name should be the same as the name of the signer

CERTIFICATE OF CORPORATE RESOLUTION⁸

I, (name of head office representative), (title) of (name of head office), a corporation duly organized and existing under the laws of (the state and country) hereby certify that at a meeting of the Board of Directors (or stockholders, as appropriate) held on (date), the following resolutions duly motioned and seconded were unanimously adopted and are now in full force and effect.

RESOLVED, that the corporation shall establish an office at (address of Korea office) :

RESOLVED, that (name of Korea office representative), (nationality), who was born on (date of birth) and has an address at (address of the representative of Korea office) is hereby nominated as the Representative to be in charge of Korea office of the Corporation and is directed to take all necessary actions to comply with the formalities required under the laws of Korea.

(date)

(signature)

(name of head office representative)

(title)

(name of head office)

⁸ We need two(2) originals with notarization and Apostille attached.

LETTER OF ACCEPTANCE⁹

I, (name of Korea office representative), hereby accept the assumption of office as a Representative of Korea Office of (name of head office).

(date)

(signature)

(name of Korea office representative)

Representative of Korea Office of

(name of head office)

⁹ We need one(1) original with notarization attached.

POWER OF ATTORNEY¹⁰

KNOW ALL MEN BY THESE PRESENTS: That I, the undersigned, do hereby appoint Mr. Sung-il YUN (Simon) of Dongnam Accounting Corporation at 769-12 Yeoksamdong, Gangnamgu, Seoul Korea as its true and lawful attorney, with full power and authority to do the following:

- To prepare, execute and file an application required for the registration of an office in Korea including notification and registration of Korea office of a Corporation to a bank
- To take any action that may be necessary or appropriate to the registration of an office with competent Korean authorities including tax office and court
- To constitute and appoint, in his place and stead, and his substitute, one attorney or more, with power of revocation

I hereby ratify and confirm as my own act and deed all that such attorney may do or cause to be done by virtue of this instrument.

(date)

(signature)

(name of Korea office representative)

Representative of Korea Office of

(name of head office)

¹⁰ We need one(1) original with notarization attached.

REPORT OF SEAL¹¹

I, [\(name of Korea office representative\)](#), the representative of Korea Office of [\(name of head office\)](#) hereby report the corporate seal as follows :

Korea Office of [\(name of head office\)](#)

Address : [\(address of Korea office\)](#)

Representative of Korea Office : [\(name of Korea office representative\)](#)

Nationality :

Date of Birth :

[\(date\)](#)

[\(signature\)](#)

[\(name of Korea office representative\)](#)

Representative of Korea Office of

[\(name of head office\)](#)

¹¹ We need one(1) original with notarization attached.

CERTIFICATE OF RESIDENCE¹²

Name : (name of Korea office representative)

Passport number :

Nationality :

Address :

Date of birth :

I, (name of Korea office representative), confirm that the above is true and the signature below is my own true signature.

(date)

(signature)

(name of Korea office representative)

Representative of Korea Office of

(name of head office)

¹² We need one(1) original with notarization attached.