

20  
25

# Guide to Establishing a Business in Korea



## **Guide to Establishing a Business in Korea**

This guidebook is designed to help foreigners understand the process of establishing a domestic corporation in Korea, based on KOTRA's practical experience. Please note that the terminology used in this guidebook may not be strictly legal, and we recommend verifying the relevant regulations when carrying out actual business activities.



## Types of Business Entities that Foreigners can Establish

|                            |    |
|----------------------------|----|
| 1. Local Corporation ..... | 05 |
| 2. Private Business .....  | 05 |
| 3. Branch .....            | 07 |
| 4. Liaison Office .....    | 08 |

## Procedure for Establishing a Local Corporation (Foreign Investment Promotion Act)

|   |    |
|---|----|
| 1. Flow Chart .....   | 09 |
| 2. Foreign Investment Notification .....                    | 10 |
| 3. Remittance of Foreign Investment Capital .....           | 10 |
| 4. Incorporation Registration .....                         | 12 |
| 5. Business Registration .....                              | 12 |
| 6. Transfer of Paid-in Capital to a Corporate Account ..... | 12 |
| 7. Foreign-Invested Company Registration .....              | 13 |

## Procedure for Incorporation Registration

|   |    |
|---|----|
| 1. Methods of Incorporation .....   | 15 |
| 2. Procedure for Incorporation .....  | 16 |
| 3. Incorporation Registration .....   | 17 |
| 4. Simplification of Business Opening Procedure and Special Provisions for<br>Small Business Entities ..... | 31 |

# 2025 Guide to Establishing a Business in Korea

## IV Incorporation Notification and Business Registration

1. When Incorporation Notification and Business Registration are Filed  
Concurrently..... 36
2. When Business Registration is Filed Prior to Incorporation Notification..... 38

## V Procedure for Private Business Registration

1. Flow Chart..... 39
2. Foreign Investment Notification..... 39
3. Remittance of Investment Capital..... 40
4. Business Registration ..... 40
5. Foreign-Invested Company Registration..... 41

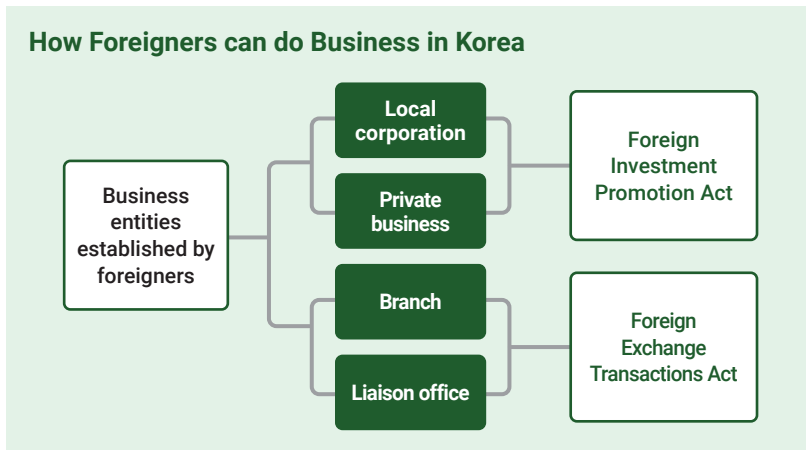
## VI Procedure for Establishing a Branch in Korea

1. Flow Chart..... 42
2. Types of Branches  
(Article 9-32 of the Foreign Exchange Transactions Regulations) ..... 42
3. Notification of Branch Establishment..... 43
4. Registration of Branch Establishment ..... 45
5. Branch Closure and Retrieval of Liquidated Funds  
(Article 9-37 of the Foreign Exchange Transactions Regulation) ..... 47

# I

## Types of Business Entities that Foreigners can Establish

Foreigners can do business in Korea mostly through the following four methods: (1) establishing a local corporation or investing in an already established corporation; (2) opening a private business; (3) establishing a branch under the procedures prescribed by the Foreign Exchange Transaction Act; and (4) establishing a liaison office that does not generate profit in Korea.



※ Foreign corporations cannot be registered as private businesses in Korea.

## 1 • Local Corporation

- Provisions of the Foreign Investment Promotion Act and the Commercial Act apply to investments made through local corporations established by a foreigner or a foreign company, and the established corporation shall be treated equally as domestic corporations. However, to be recognized as a foreign-invested company under the Foreign Investment Promotion Act, a foreigner should invest at least KRW 100 million to establish a local corporation. To invest in an already established company, a foreigner should invest KRW 100 million or more and acquire 10% or more of the stocks with voting rights.

But even if an investment is made through the establishment of or contribution to a local corporation, investment of less than KRW 100 million or acquisition of less than 10% of stocks with voting rights is not recognized as foreign investment, and in such cases the Foreign Exchange Transaction Act shall apply.

## 2 • Private Business

- A private business, i.e., an investment in which corporate registration was not filed shall be recognized as foreign direct investment if the investment amount is KRW 100 million or more, and there is no big difference with a local corporation in doing business. The opening, and temporary and permanent closure of a private business is less complex compared to a local corporation and their social responsibilities are not as heavy as local corporations. However,

private businesses experience limitations in financing and securing manpower since they have a lower credit rating, and therefore private businesses are usually small-sized operations.

Regarding visas, a foreigner who intends to open a private business by investing KRW 300 million or more can apply for a D-9 visa. Also, when a foreigner invests KRW 100 million or more in a private business in which a Korean national invested KRW 100 million or more and owns 10% or more of the total investment amount, the foreigner can apply for a Business Investment (D-8-3) visa when he/she is registered as a joint representative with a Korean under the business registration certificate.

### Private Business vs. Local Corporation

|                                 |                                  | Private Business  | Local Corporation (Stock Company)   |
|---------------------------------|----------------------------------|---|---|
| <b>General characteristics</b>  |                                  | <ol style="list-style-type: none"> <li>1. The owner of the business takes all profits made</li> <li>2. Simple business establishment procedure</li> <li>3. Fast decision-making process</li> <li>4. The owner holds unlimited liability</li> <li>5. Limited fund sourcing capacities</li> </ol> | <ol style="list-style-type: none"> <li>1. Convenient financing</li> <li>2. Complicated incorporation procedure</li> <li>3. The decision-making process takes time</li> <li>4. Liability is limited to the invested capital</li> <li>5. Ownership and management can be separated</li> </ol> |
| <b>Size of the entity</b>       |                                  | Small   | Medium or large   |
| <b>Registration</b>             |                                  | Registration not required   | Registration required   |
| <b>Minimum members required</b> |                                  | The representative of the business  | 1 or more promoters   |
| <b>Applicable law</b>           | Foreign Investment Promotion Act | Applicable if investment amount is KRW 100 million or over or if at least 10% of the voting stocks is acquired  |   |
|                                 | Foreign Exchange Transaction Act | Applicable if investment amount is less than KRW 100 million or if less than 10% of the voting stocks is acquired   |   |

### 3 • Branch

- A foreign company that intends to carry out business activities in Korea should appoint a representative for its local branch, undergo the branch establishment procedure stipulated by the Foreign Exchange Transactions Act, and complete court registration. A branch is recognized as a permanent establishment under the tax laws, and the same tax rate applied to domestic companies shall apply to the profits generated by a branch. However, a branch is legally a foreign corporation and cannot be recognized as a foreign-invested company.

#### Foreign-Invested Company vs. Domestic Branch of a Foreign Company

|  | Foreign-Invested Company   | Domestic Branch of a Foreign Company   |
|--|--|--|
| <b>Governing law</b>   | Foreign Investment Promotion Act   | Foreign Exchange Transactions Act  |
| <b>Corporation type</b>  | Domestic corporation   | Foreign corporation  |
| <b>Identity</b>  | The foreign investor and foreign-invested company are separate entities (independent accounting & settlement).   | The head office and branch are a single entity (consolidated accounting & settlement).   |
| <b>Delegated agency to process notifications and grant permits</b> | Invest KOREA, KOTRA's overseas offices (investment hub offices), head office and branches of foreign exchange banks in Korea (notification only)   | Branches of foreign exchange banks in Korea (notification), Ministry of Strategy and Finance (business permit for financial businesses, etc.)  |
| <b>Min. (Max.) investment amount</b>                               | Min.: KRW 100 million<br>Max.: No limitation   | No limitation  |
| <b>Corporate tax rate</b>  | Tax obligation is applied to all profit generated domestically and overseas. <ul style="list-style-type: none"> <li>• Up to KRW 200 mil.: 9%</li> <li>• More than KRW 200 mil. and not more than KRW 20 bil.: 19%</li> <li>• More than KRW 20 bil.: 21%</li> </ul> | Tax obligation is applied only to domestically sourced income. <ul style="list-style-type: none"> <li>• Up to KRW 200 mil.: 10%</li> <li>• More than KRW 200 mil. and not more than KRW 20 bil.: 20%</li> <li>• More than KRW 20 bil.: 22%</li> </ul> <small>* Branch tax is imposed on the branch of companies from France, Australia, Canada, etc.</small> |

## 4 • Liaison Office

- While a branch undertakes sales activities in Korea to generate profit, a liaison office only carries out non-sales functions such as business contacts and market research, etc. on behalf of the head company. Unlike branches, liaison offices do not need court registration, and are given a unique business code number that is equivalent to business registration at a jurisdictional tax office in Korea.

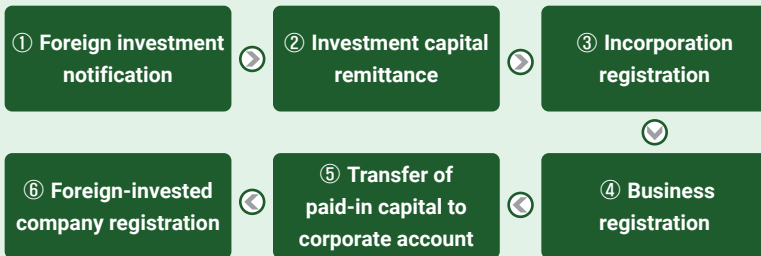


# II

## Procedure for Establishing a Local Corporation (Foreign Investment Promotion Act)

- The procedure for establishing a local corporation can be divided into four steps: ① foreign investment notification; ② incorporation registration (private business registration); ③ business registration (at a jurisdictional tax office); and ④ foreign-invested company registration.
- The procedure is basically identical to the incorporation procedure applied to Korean nationals except for the additional steps of foreign investment notification prior to incorporation registration and foreign-invested company registration after incorporation registration.

### 1 • Flow Chart



## 2 • Foreign Investment Notification

- (1) Notifying persons: Foreign investor or his/her proxy
  - ※ A power-of-attorney is required when notification is filed by a proxy.
- (2) Where to notify: KOTRA, KOTRA's overseas investment hub offices, designated head office or branches of domestic banks and domestic branches of foreign banks
- (3) Required documents:
  - Notification form of foreign investment by acquisition of stocks (or contribution) - 2 copies
  - Private investor - Document verifying the nationality of the investor (copy of passport)
  - Corporate investor - Certificate of incorporation (certificate issued by a foreign administrative agency, such as the Commerce Department)
  - A power-of-attorney (when notification is filed by a proxy)
- (4) Processing period: On-the-spot

## 3 • Remittance of Foreign Investment Capital

- (1) Capital remittance: Investment capital can be remitted to domestic banks from overseas or hand-carried through customs.
  - ➔ When hand-carrying foreign investment capital through customs, file a declaration at the customs office and receive a certificate of declaration of foreign currency.

**(2) Remittance account**

- A non-resident account in foreign currency is opened, or a temporary account number issued by the designated foreign exchange bank is used for remitting funds.
- When using a temporary account number, investment capital can be remitted and received with only the name of the recipient and information on the recipient bank.

**Example of a Bank Remittance Note for Investment Capital**

Recipient Bank : Δ Δ Branch of OO Bank

Remitter : Name of foreign investor

Recipient : Name of the company to be established in Korea

Use of Capital : 'Incorporation of OO company' or  
'Investment capital'

**(3)** The remitted foreign investment capital shall be converted into Korean currency and transferred to an account for depositing payment for stocks (securities subscription deposit account).

**(4)** When this transaction is completed, the bank shall issue a securities subscription deposit certificate, which is required for registration of incorporation.

※ In order to issue a securities subscription deposit certificate, banks may request notarized copies of the articles of incorporation, inaugural meeting minutes, minutes of the board of directors meeting, certificate of stock receipt, etc. Therefore, it is required to check the list of required documents in advance.

## 4 • Incorporation Registration

- Refer to the “Procedure for Incorporation Registration” section.

## 5 • Business Registration

- Refer to the “Business Registration” section.

## 6 • Transfer of Paid-in Capital to a Corporate Account

- Upon completion of incorporation registration and business registration, a company becomes a legal entity and the paid-in capital deposited in a temporary account can be transferred to a corporate account.
  - ※ When transferring paid-in capital to a corporate account, the certified copy of corporate registration, certification of corporate seal impression, corporate seal impression, copy of certificate of business registration, seal to be used for corporate account(s) and the representative director's personal identification document (original copy) are required. It is recommended to check the list of the required documents in advance as they may differ from one bank to another.

## 7 • Foreign-Invested Company Registration

- (1) Where to file registration: The same place where foreign investment notification was filed
- (2) Registration period: Within 60 days of the date on which the object of investment has been paid in full
  - An application for foreign-invested company registration is filed after receiving the certificate of business registration issued by the jurisdictional tax office.
- (3) Required documents (one copy each):
  - Application form for registration of a foreign-invested enterprise (Refer to appendix)
  - Certified copy of corporate registration (original copy)
  - Copy of certificate of purchase/deposit of foreign currency
  - Shareholder ledger
- (4) Upon submitting an application with the above documents attached, a foreign-invested company registration certificate shall be issued. The certificate is required in the event of the following:
  - Overseas remittance of investment returns or profit
    - ※ The procedure for overseas remittance has been simplified. A Foreign investor may remit investment profit overseas by presenting a copy of the foreign-invested company registration certificate, a certificate of the resolution of the board of directors (dividend payout details should be stated), and a financial statement audited by a certified public accountant.

- When applying for a D-8 (business investment) visa:

- ※ Applying for a D-8 visa

- ① Where to apply: Investment Consulting Center of KOTRA, jurisdictional immigration offices, Korean diplomatic missions abroad
      - Investment Consulting Center of KOTRA: Change of status of stay to Business Investment (D-8)
      - Immigration office: Issuance of certificate of confirmation of visa (D-8) issuance and change of status of stay
      - Overseas diplomatic missions: Application for Business Investment (D-8) visa
    - ② Required documents: A copy of the certificate of completion of foreign investment notification, certificate of foreign-invested company registration, a certified copy of corporate registration (or copy of certificate of business registration)



# III

## Procedure for Incorporation Registration

- The types of companies recognized by the Commercial Act are: ① general partnerships; ② limited partnerships; ③ stock companies; ④ limited companies; and ⑤ limited liability companies. The procedure for establishing a stock company under the Commercial Act shall be explained here, since stock companies account for the majority of business entities in Korea.
- Due to the complexity of the incorporation registration process, it is advised to consult a lawyer or legal executive.

### 1 • Methods of Incorporation

#### (1) Incorporation by subscription

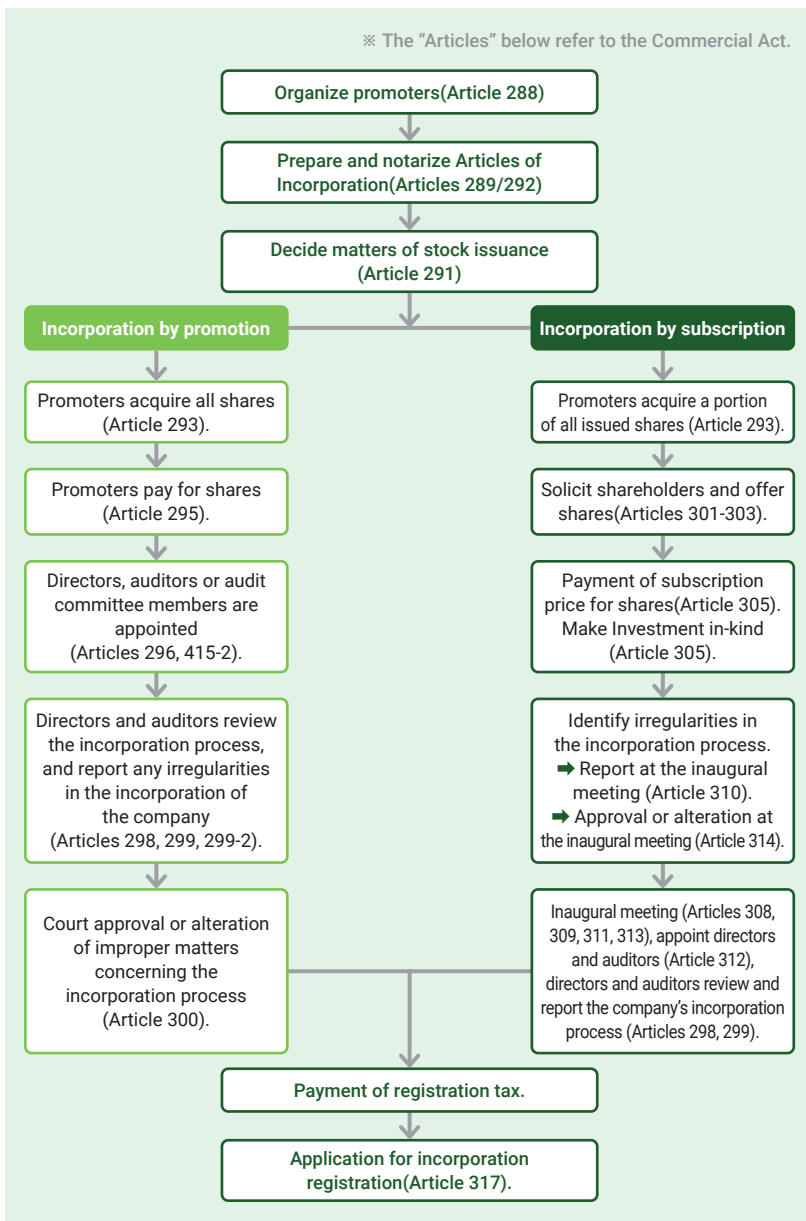
The promoters acquire only a portion of the stocks issued at the time of incorporation and offer the rest for subscription.

#### (2) Incorporation by promotion

The promoters acquire all of the stocks issued at the time of incorporation.

## 2 • Procedure for Incorporation

※ The "Articles" below refer to the Commercial Act.



## 3 • Incorporation Registration

### A. Registration period

- (1) Incorporation by subscription: Within two weeks of the last day of the inaugural meeting
  - (2) Incorporation by promotion: Within two weeks of the day of completion of inspection of the incorporation process
- 

### B. Matters to be decided prior to registration

- (1) Organization of promoters
  - A stock company requires one or more promoters.
  - A promoter refers to those who signed or affixed his/her seal on the articles of incorporation (Article 289 of the Commercial Act). Foreigners, including non-residents in Korea, are also eligible to become a promoter.
  - A promoter should subscribe for shares in writing (at least one share), thereby becoming a shareholder of the newly established business (Article 293 of the Commercial Act).
- (2) Confirmation on whether the same trade name is already registered
  - When establishing a corporation, it is advised to check if the trade name that the company intends to use is already registered by another business. Registered trade names can be searched on the website of the Supreme Court of Korea ([www.iros.go.kr](http://www.iros.go.kr)).
- (3) Decision of purpose of business, amount per share, executives, etc.
  - The basic matters of incorporation such as the amount per share, method of notice, business purpose and organization of executives should be decided.

## C. Documents required for registration of incorporation

### (1) List of required documents

#### Documents to be prepared by the applicant

| No. | Detail   |
|-----|--|
| 1   | Application form for incorporation registration  |
| 2   | Articles of incorporation<br>(Notarization is required, but is exempted where a company with total capital of less than KRW 1 billion is incorporated by promotion)  |
| 3   | Documents certifying subscription to shares  |
| 4   | Stock subscription agreement<br>(applicable to incorporation by subscription)  |
| 5   | Written consent to matters concerning issuance of shares   |
| 6   | The minutes of the inaugural general meeting or the meeting minutes of promoters (Notarization is required, but is exempted where a company with total capital of less than KRW 1 billion is incorporated by promotion.) |
| 7   | The minutes of the board of directors' meeting (same as the above)   |
| 8   | Securities subscription deposit certificate or certificate of balance<br>(can be replaced with a certificate of balance where a company with total capital of less than KRW 1 billion is incorporated by promotion)      |
| 9   | An inspection report by a director, auditor or the audit committee   |
| 10  | Certificate of inauguration acceptance (Koreans shall put his/her seal on the certificate and attach a certificate of the seal, and foreigners shall attach a notarized original signature.)                             |
| 11  | Document certifying the name, address, national identification number (year and date of birth) of executives (foreigners shall submit copy of passport and notarized certificate of address)                             |
| 12  | A certificate of registration of seal impression   |
| 13  | Translations of the required documents (where the required attached documents are written in a foreign language)   |
| 14  | Certificate of payment of license and registration tax   |
| 15  | Certificate of payment of fee for application for registration   |
| 16  | Power of attorney (where an agent files the application)   |
| 17  | Inspection report by an inspector or a notary public or an appraisal report by an appraiser  |

※ Please check the sample of the above documents in the appendix.

## Change in the Rules for Reviewing Foreign Public Documents

With the enforcement of the amended Commercial Registration Act on Nov. 21, 2014, the rules for reviewing foreign public documents for incorporation registration or registration of change in incorporation matters have changed.

- Change in the process for reviewing foreign public documents
  - Rules for reviewing foreign public documents
  - Confirmation of authenticity of foreign public documents

| Established rule        | Method of reviewing foreign public documents |   |
|-------------------------|--|---|
| <b>Before amendment</b> | Discretion of the registration officer       |   |
| <b>After amendment</b>  | Non-members to the convention*               | Confirmation by a consular official as prescribed by Article 30 (1) of the Act on Notarial Acts Done at Overseas Diplomatic and Consular Missions |
|                         | Members to the convention*                   | Verification of Apostille   |

※ Convention abolishing the requirement of legalization for foreign public documents

### Inquiries on the review of foreign public documents

Supreme Court of Korea (Tel. 82-2-3480-1100)

(2) Documents to be prepared by an investor in a foreign country

- The documents to be prepared differ depending on whether the investor concerned is an individual or a corporation. A foreign investor of Japan and Taiwan shall submit the same documents as a national of the Republic of Korea or a Korean corporation.
- For documents issued by an overseas administrative agency and notarized documents, an Apostille should be issued (for signatory countries) or a consulate's confirmation should be obtained (for non-signatories).

**Documents to be prepared by a foreign investor  
(including corporations)**

|  |   |
|--|---|
| <b>Certificate of inauguration acceptance</b>                                | <ul style="list-style-type: none"><li>• For all individuals to be registered as a director<ul style="list-style-type: none"><li>- Countries requiring a certificate of seal (Japan, Taiwan): Affix the seal on the certificate of inauguration acceptance and attach the certificate of seal</li><li>- Other countries: The seal shall be placed on the certificate of inauguration acceptance and the certificate of seal impression shall be attached</li></ul></li><li>① Obtain a public notary (Korea, home country's) certification that the inaugurating person has affixed a seal or signed the certificate of inauguration acceptance.</li><li>② On the document certifying acceptance of inauguration, attach a certificate that the inaugurated person himself/herself has signed the document from the home country's authorities or a from a diplomatic mission of Korea.</li></ul> |
| <b>Information certifying nationality, name and year &amp; date of birth</b> | <ul style="list-style-type: none"><li>• Passport or certificate of identification issued by the home country (including a driver's license): Attach a certification by the home country's authorities or a notarization by a notary public stating that the copy of the passport or identification is identical to the original</li></ul>   |

|   |   |
|---|---|
| <p><b>Information certifying the representative's address</b></p> | <ul style="list-style-type: none"> <li>• Countries with an issuing authority (Japan, Germany, France, Taiwan, etc.):<br/>Certificate of address or certificate of residency issued by the authorities of the home country</li> <li>• Countries without an issuing authority (U.S., U.K., etc.):<br/>Where the home country's authorities issue a certificate that can replace a notarized certificate of address (driver's license or identification), a copy of the certificate shall be notarized in the home country or in Korea.</li> </ul>   |
| <p><b>Power of attorney</b></p>                                   | <ul style="list-style-type: none"> <li>• Power of attorney for application for registration:<br/>On the power of attorney, attach the corporate seal submitted to the jurisdictional registry office when the representative of the company applies for registration of incorporation</li> <li>• Power of attorney (notarized by home country) needed for application for notarization when notarizing the minutes of the inaugural general meeting or the board of directors' meeting</li> </ul>   |
| <p><b>Certificate of registration of seal impression</b></p>      | <ul style="list-style-type: none"> <li>• Attach a notary public's certification that the representative (director) signed the certificate of registration of seal impression</li> <li>• Where a national of a country requiring a certificate of registration of seal impression makes a report, attach the seal registered with the home country's authorities to the certificate of registration of seal impression.</li> <li>• Where a national of a country that does not require a certificate of registration of seal impression makes a report, sign the certificate of registration of seal impression and submit a certification by the home country's authorities certifying that the signature belongs to the signee.</li> </ul> |
| <p><b>Certificate of corporation</b></p>                          | <ul style="list-style-type: none"> <li>• A certificate of corporation in the case of foreign corporate investors (certificate issued by a foreign administrative organization such as the ministry of commerce)</li> </ul>  |

## Tips (for both individual and corporate investors)

### • **Articles of incorporation**

An articles of incorporation means a written document stating the basic rules stipulating the organization of the company and its activities, and becomes effective after the notary public certifies the articles of incorporation signed and prepared by the promoter. However, when establishing a small company (capital of less than KRW 1 billion) by promotion, it shall become effective without the notary public's certification and with only the promoters' signature. The matters to be stated in an articles of incorporation can be classified into matters absolutely required, matters relatively required, and matters optionally required. Where matters absolutely required are omitted or are unlawful, the articles of incorporation shall be considered null and void. Matters relatively required do not affect the effectuation of the articles of incorporation when not stated, but are not effective for the company and shareholders. Matters optionally required are stated if needed by the company.

### • **Written document certifying the acquisition of shares**

Promoters shall acquire all of the shares issued at the time of incorporation. The acquisition should be in writing, and a certificate of acquisition of shares should be submitted when applying for registration of incorporation. The trade name, class of shares to be acquired, amount per share, acquisition amount, entity to which the payment for shares was made, and the name and address of promoters shall be stated, and their seal or signature shall be affixed and submitted.

- **Letter of consent to matters of stock issuance**

In connection with shares to be issued at the time of incorporation, unless otherwise provided for in the articles of incorporation, the following matters shall be determined with the consent of all promoters: class and number of shares; in case of par value shares, if the company is to issue shares at the price exceeding the par value, the number of such shares and price; in case of issuing no par value shares, the issuance price; and the amount to be included in paid-up capital out of the issuance price. To certify this in writing, a consent of matters of stock issuance bearing the seal or signature of all promoters shall be submitted.

- **Minutes of the meeting of promoters**

When payment for the shares is completed, the promoters shall hold a meeting and appoint directors and auditors by a majority vote. Where the promoters held a meeting and reached a decision, a minutes of the meeting shall be prepared, which shall state the progress and the results of the meeting and bear the seal or signature of the promoters.

- A. Appointment of inside directors, outside directors, non-executive directors and auditors

Directors and auditors shall be appointed, and the directors shall be distinctively classified into inside directors, outside directors and non-executive directors. There should be three or more directors, and outside directors and non-executive directors can be appointed if needed, but there should be one or more inside director. However, small-sized companies may have one or two directors, and may not appoint an auditor.

## **B. Notarization of meeting minutes**

The meeting minutes of the promoters should be certified by a notary public. However, where incorporating a small-sized company by promotion, certification by a notary public is exempted.

### **• Minutes of the meeting of board of directors**

In relation to the meeting of the board of directors, a meeting minutes shall be prepared which shall state the procedures and resolution of the meeting and bear the seal or signature of the attending directors and auditors. In regard to the matters to be registered that need a resolution of the board of directors, a board of directors' meeting minutes certified by a notary public shall be attached to the application for registration. However, where incorporating a small stock company by promotion, the meeting minutes of the board of directors attached to the application for registration of incorporation do not need to be certified by a notary public (proviso of Article 66-2 (1) of the Notary Public Act).

Where a small-sized company has only one or two directors, a board of directors shall not be organized, and the rights of the board of directors shall be exercised by each director (referring to the representative director if the said director has been determined according to the articles of incorporation) or at the general meeting of shareholders (Articles 383 (4), (5), (6)).

### **• Certificate of deposit of payment for shares**

A promoter who acquired shares shall, without delay, deposit the amount of acquisition to the designated financial institution,

and the promoter or director shall receive a certificate on the deposited amount from the financial institution where the payment is deposited and submit the certificate. However, small-sized companies can replace the certificate of deposit of payment for shares with a certificate of balance.

- **Director and auditor's inspection report**

The director and auditor may inspect whether the matters on incorporation violate laws or the regulations of the articles of incorporation and report to the promoters, and also submit the inspection report.

- **Acceptance of inauguration**

The director, representative director and auditor are assigned legal liability and responsibility by inaugurating as executive officers, so in order to confirm their genuine intentions, an acceptance of inauguration bearing the seal of the inaugurating person and a certificate of registration of seal impression (issued within the recent three months) registered pursuant to the Certificate of Seal Imprint Act shall be attached.

Where a director, etc, is a foreigner, he/she shall undergo resident registration in Korea, affix the seal registered with the head of the Si/Gun/Gu office and attach a certificate of registration of seal impression, or attach a certification by the notary public that the director, etc. has affixed his/her seal or signature. It is interpreted that the notary public who can certify that the person who is inaugurating has signed and affixed a seal to the written document certifying acceptance of inauguration can be either a Korean notary public or a foreign notary public.

Where the person who prepared the written acceptance of inauguration is a foreigner, a certificate of registration of seal impression reported to the authorities of the home country or a certificate that the person himself/herself signed the document (Article 104 (2) of the Rules) can be attached. However, if the home country of the foreigner is a counterpart to the Apostille Convention, the Apostille shall be attached to the document if the document is notarized at the home country or the residing country and submitted to the registry office. In the case of countries that are not a counterpart to the Apostille Convention, a consulate's confirmation pursuant to the Act on Notarial Acts Done at Diplomatic Missions Abroad shall be attached and submitted (Established Rule no. 1534 for the guidelines on processing matters related to foreign official documents).

- **Certificate of address**

Because the address of the director or executive director exercising the representative rights should be registered, foreigners should submit a certificate of address or certificate of residence issued by the home country's public office (Japan, Germany, France, Germany, etc.). However, if there does not exist an authority in the home country that issues a certificate of address or certificate of residency (U.K., U.S., etc.), the address has to be notarized by a notary public of the home country. In this case, if the home country's public office issues a certificate that can replace a certificate of address (driver's license or identification), one of the two following methods can be used to replace a certificate of address:

1) submit the original certificate and a copy of the certificate stating that the copy is identical to the original to the registry officer of the jurisdictional registry office to obtain confirmation that the copy is identical to the original and return the original; or 2) submit a certification from a notary public of Korea or the home country or a public office of the home country confirming that the copy is identical to the original (Established Rule no. 1686).

- **Certificate of registration of seal impression**

The person who is to affix his/her name and seal to the application for registration (representative of the company, etc.) should submit his/her seal impression to the registry office in advance (at the same time as filing for application of registration of incorporation). The certificate of registration of seal impression for submission of seal impression should bear the seal impression pursuant to the Certificate of Seal Imprint Act and a certificate of registration of seal impression issued within the past three months should be attached. Foreigners can choose between the following three options: 1) foreigners can submit a written certification of the notary public (either Korean or from the home country) certifying that the person who submitted the seal impression wrote his/her name or signed the certificate of registration of seal impression; 2) foreigners from a country requiring seal impression certification can affix the seal reported to the home country's public office to the certificate of registration of seal impression and submit the certificate; 3) a foreigner from a country that does not require seal impression certification shall sign the certificate of registration of seal impression, and obtain a certificate from

the public office of his/her home country certifying that the signature belongs to him/her and then submit the certificate of registration of seal impression.

- **Power of attorney**

Where filing a registration through an agent who is not the applicant for registration, a written power of attorney certifying his/her authority shall be attached. A specific form shall not be required for a power of attorney, but its content shall include the matters of registration, statement of the delegator and delegated persons, the purpose of delegation and the year and date of delegation. It shall also bear the seal impression submitted to the jurisdictional public office when applying for registration of incorporation. In particular, when stating the matters of registration to be delegated, which matter's registration application is delegated shall be clearly stated.

- **Confirmation of receipt of registration and license tax**

After the payment of the registration and license tax (4/1000 of the capital shall be paid as registration and license tax and 20/100 of the registration and license tax shall be paid as local education tax), a confirmation of receipt of registration and license tax issued by the head of the Si/Gun/Gu with jurisdiction over the headquarters shall be attached. When registering incorporation within a large city prescribed by Presidential Decree, three times the relevant tax rate shall be paid as registration and license tax. Note that large cities refer to the zones prescribed by attached Table 1 of Article 9 of the Enforcement Decree of the Seoul Metropolitan Area Readjustment Planning Act.

- **Translations**

Among the documents required for application for registration, ones written in a foreign language shall be translated and the translated document shall be attached (Article 52 (5) of the Rules). The translated document shall bear the name and seal or signature of the translator. There are no restrictions on the qualification of the translator, and there is no need to receive certification of the notary public on the translated document.

- If there is an inspection report by the inspector or notary public on matters on irregular incorporation or an appraiser's appraisal report on matters on irregular incorporation, submit an inspector's inspection report and attached documents. Where replacing the inspector's inspection with the notary public's inspection or approved appraiser's appraisal, the notary public's inspection report or certified appraiser's appraisal report and their respective attached documents should be submitted. In this case, the copy received from the court shall be submitted as well (Established Rules no. 979).



## D. Stock company establishment expenses

- The expenses required for the establishment of a stock company include local registration tax, local education tax, and registration application fee.

### Example of Incorporation Expenses

|   |                              |
|---|------------------------------|
| Local registration tax: 0.4% of the capital. If a company is established in a metropolitan area, the tax rate shall be tripled. | KRW 1,200,000                |
| Local education tax: 20% of the registration tax  | KRW 240,000                  |
| Registration application fee  | KRW 30,000                   |
| Corporate seal purchase   | Approx. KRW 30,000           |
| Notarization fee<br>(Part of the documents to be submitted including the articles of incorporation)                             | Approx. KRW 200,000          |
| <b>Total amount</b>   | <b>Approx. KRW 1,700,000</b> |

\* Based on the assumption that a company with capital of KRW 100 million is incorporated in downtown Seoul (legal expenses not included).

## 4 • Simplification of Business Opening Procedure and Special Provisions for Small Business Entities

- Pursuant to the amended Commercial Act which came into effect on May 28, 2009, business opening procedures have been simplified: Small business entities (with capital of less than KRW 1 billion) incorporated by promotion have been exempted from notarization of the articles of incorporation; the convocation procedure of the general shareholders' meeting has been simplified; and the electronic voting system has been introduced to the general shareholders' meeting to enhance the convenience of business activities.

### A. Major revisions

- (1) Small business entities incorporated by promotion granted exemption from the requirement to notarize the articles of incorporation (Article 292 of the Commercial Act)
  - To incorporate a company, it was mandatory for all businesses regardless of capital amount and method of incorporation to notarize their articles of incorporation, which caused unnecessary time and expense. However, with the revision, business entities incorporated by promotion with capital of less than KRW 1 billion have been exempted from the requirement to notarize the articles of incorporation if the signature of the promoters or the written name and seal of the promoters are affixed to the articles of incorporation. Exempting small business entities from notarization of the articles of incorporation has expedited the business opening procedure and facilitated investment.

(2) Simplification of the convocation procedure for the general shareholders' meeting for small corporations (Article 363 of the Commercial Act)

- For small corporations operated like a family business, the requirement to follow the complicated convocation procedure for the general shareholders' meeting burdened company operations. In this regard, the convocation procedure for the general shareholders' meeting has been simplified. In the case of corporations with total capital of less than KRW 1 billion, the convocation notice period has been reduced to less than 10 days. Also, the convocation procedure may be omitted if all shareholders agree, and a resolution may be passed in writing at the general shareholders' meeting. The simplification of the convocation procedure for the general shareholders' meeting has helped small corporations save time and expense.

(3) Introduction of the electronic voting system to the general shareholders' meeting (Article 368-4 of the Commercial Act)

- With the advancement of telecommunications technology, it has become possible to hold a general shareholders' meeting through electronic means. However, there was a lack of legislative support for this form of meeting. In this regard, the electronic voting system was introduced so that shareholders can exercise their voting rights through electronic means without being present at the general shareholders' meeting. The electronic voting system has helped save the expense of hosting the general shareholders' meeting, increased the efficiency of the meeting, and promoted the participation of minority shareholders.

(4) Exemption from the obligation to nominate auditors (Article 409 (4) through (6) of the Commercial Act)

- When incorporating a company, it was mandatory to nominate auditors, which required time and expense. With the amendment, the nomination of auditors became optional for companies with capital of less than KRW 1 billion. If a company chooses not to nominate an auditor, the general shareholders' meeting shall audit directors' performance and monitor the financial status of the company. Also, if a company files an action against a director and vice versa, the company, director or an interested party shall request the court to nominate a person to represent the company. Allowing companies to decide whether to nominate auditors has helped reduce the time and expense for opening a company.

---

## B. Highlights

(1) Lifting of restrictions on the use of similar trade names

- The amendment allows businesses to use trade names that are similar to existing ones, so long as the name is not already used by an entity operating in the same business sector.

(2) Abolition of the minimum capital requirement

- With the amendment, the provision stipulating that the total capital of a company shall be no less than KRW 50 million has been deleted.

※ However, the minimum capital requirement for a foreign-invested company under the Foreign Investment Promotion Act shall be KRW 100 million.

- (3) Special provisions for stock companies incorporated by promotion with capital of less than KRW 1 billion
- Exemption from notarization of the articles of incorporation (also applicable to the incorporation of a limited liability company)
  - Exemption from notarization of meeting minutes (The Notary Public Act, Article 66-2)
  - The securities subscription deposit certificate may be replaced with a certificate of deposit balance issued by a financial institute.
- (4) Special provisions for stock companies with capital of less than KRW 1 billion
- A resolution may be passed in writing at the general shareholders' meeting.
  - The number of directors may be fewer than three.
  - A company that has only two directors may abolish the board of directors system.
  - If a company has only two directors, each shall represent the company. If a representative director has been designated under the articles of incorporation, the representative director shall represent the company.
  - As with a company with only one director, a company with two directors shall also delegate the functions of the board of directors to the general meeting of shareholders or each director (or the representative director).
  - In the case of companies with two directors, the following matters shall be decided at the general meeting of shareholders instead of the board of directors' meeting: the approval of transfer of restricted shares; cancellation of stock options;

prohibition of directors from holding more than one position; approval of self-dealing by directors; the issuance of new shares, convertible bonds (CBs) or bonds with warrants (BWs); transfer of reserves to capital; interim dividends.

- In a company with two directors, the right to convene a general meeting of shareholders and the right to execute business (such as the nomination/dismissal of managers or the opening/transfer/closure of a branch) shall belong to each director (or the representative director) instead of the board of directors.
- Exemption from the obligation to nominate auditors
- The nomination of auditors shall be optional. However, the nominated auditors should be registered.



# IV

## Incorporation Notification and Business Registration

### 1 • When Incorporation Notification and Business Registration are Filed Concurrently

※ Normally, incorporation notification and business registration are filed simultaneously, using a single form provided by the tax office.

#### (1) Where to notify/register:

Tax office with jurisdiction over the company headquarters

#### (2) Notification/registration period

- Business registration:

Within 20 days of the business commencement date

- Incorporation notification:

Within two months of the date on which incorporation registration was filed

➔ In most cases, business registration and incorporation notification are concurrently processed at jurisdictional tax offices.

#### (3) Required documents:

- Application forms for incorporation notification and business registration (Refer to appendix.)
- Certified copy of corporate registration
- Copy of the articles of incorporation (In the case of investment in kind, a specification of the objects of investment shall be attached.)

- Original copy of detailed statement of shareholders or investors, etc. (with corporate impression seal affixed)
- Copy of business permit, etc. (for businesses requiring permission, approval, or notification)
  - ➔ For businesses subject to pre-notification (such as the banking business, business related to financial investment, and the defense industry)
- Copy of lease contract (if applicable)
  - ※ When a commercial building is partially leased, the floor plan of the leased area should be submitted. (\* Amount of deposit by region that can be protected under the Commercial Building Lease Protection Act: KRW 900 mil. or less in Seoul; KRW 690 mil. or less in overconcentration control areas and Busan; KRW 540 mil. or less in metropolitan cities, Sejong, Paju, Hwaseong, Ansan, Yongin, Gimpo, Gwangju; KRW 370 mil. or less in other areas)
- Other documents:
  - Notification of designation of a tax agent (where there are no employees in Korea to handle tax-related matters)
  - Copy of certificate of foreign currency purchase/deposit
  - Residence card or passport (Where the representative of a company is a foreigner or person with permanent residency. A copy should be submitted after presenting the original copy.)

## 2 • When Business Registration is Filed Prior to Incorporation Notification

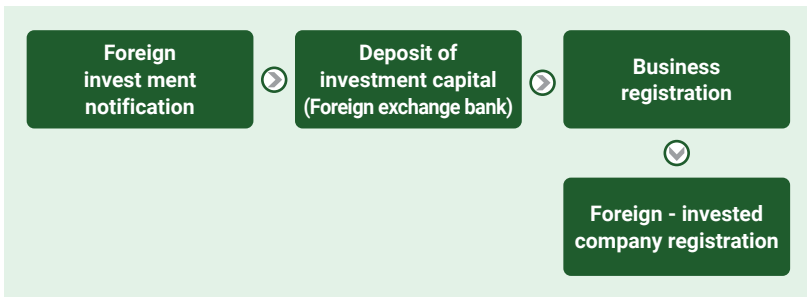
- (1) In general, incorporation notification and business registration are filed concurrently.
- (2) Where a foreign investor establishes a company by means of investment-in-kind, business registration should be filed prior to importing the objects of investment-in-kind because a certificate of business registration is required in order to receive value-added tax refund when the capital goods clear customs.
- (3) Required documents:
  - Application form for business registration
  - Certified copy of resident registration of the promoter(s)
  - Copy of lease contract
  - Copy of application form for business permits (if applicable) or business plan

※ When filing an application for business registration, the certified copy of corporate registration shall not be submitted, and all other necessary documents shall be submitted after incorporation is completed.

# V

## Procedure for Private Business Registration

### 1 • Flow Chart



### 2 • Foreign Investment Notification

- (1) Persons required to file the notification: Foreign investor or his/her proxy
  - ※ A power of attorney bearing the investor's signature (notarization not required) is required when notification is filed by a proxy.
- (2) Where to notify: KOTRA, KOTRA's overseas investment KBCs, head office and branches of designated domestic banks, domestic branches of foreign banks
- (3) Method of notification: Notification of foreign investment by acquisition of stocks or contribution should be submitted. (Refer to appendix.)
- (4) Processing period: On-the-spot

### 3 • Remittance of Investment Capital

- Remittance of investment capital generated in Korea is not acknowledged as foreign investment.
- A certificate of foreign currency purchase/deposit will be issued. This certificate is required for business registration and foreign-invested company registration.

### 4 • Business Registration

- (1) Persons required to file registration: Foreign investor or his/her proxy; if a proxy is used, the personal identification of the applicant and the proxy, and the applicant's seal should be presented along with the required documents.
- (2) Where to notify:  
Tax office with jurisdiction over the business office
- (3) Registration period:  
Within 20 days of the business commencement date
- (4) Required documents:
  - Application form for business registration
  - Copy of business permits (in cases where the concerned business requires permission, approval, or notification)
  - Copy of lease contract (if applicable)
    - ※ When a commercial building is partially leased, the floor plan of the leased area should be submitted.

- Other documents:
  - Notification of designation of a tax agent (when an investor is normally not present in the business establishment or resides in a foreign country for six months or longer)
  - Joint venture agreement (notarization required), if such agreement was made
  - Certificate of completion of foreign investment notification
  - Copy of certificate of foreign currency purchase/deposit
  - Residence card or copy of passport (where the company's representative is a non-resident)

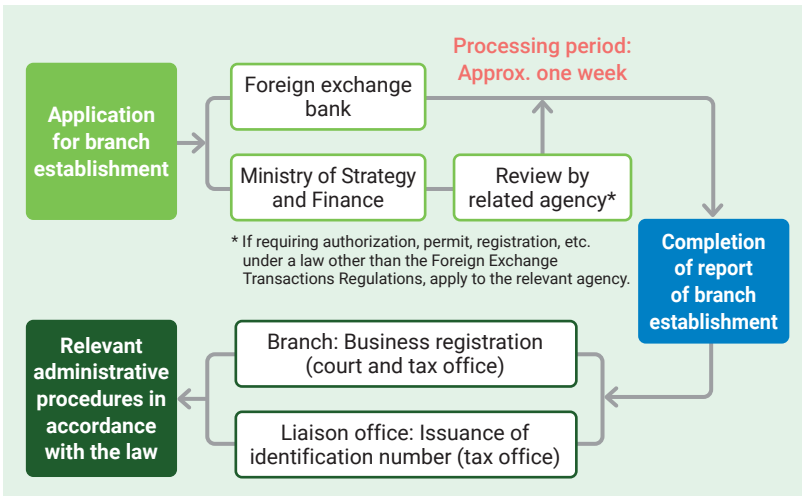
## 5 • Foreign-Invested Company Registration

- (1) Where to file registration: Institution where the foreign invested company notification was filed, or KOTRA
- (2) Registration period: Within 60 days of the date of completion of payment for the objects of investment
- (3) Required documents:
  - Application form for foreign-invested company registration
  - Copy of certificate of business registration
  - Copy of certificate of foreign currency purchase/deposit
  - Power of attorney (where application is filed by a proxy)

# VI

## Procedure for Establishing a Branch in Korea

### 1 • Flow Chart



### 2 • Types of Branches (Article 9-32 of the Foreign Exchange Transactions Regulations)

#### A. Branch office

- A branch office undertakes sales activities in Korea to generate profit.

## B. Liaison office

- A liaison office does not conduct sales activities to generate profit, but instead carries out non-sales functions such as business contacts, market research, R&D, etc. Liaison offices can carry out quality control, market surveys, advertisements, and other incidental and supportive roles. However, they are limited in their scope of activities, since they are not allowed to sell products directly, or to stock inventory for sale on behalf of the headquarters. Also, it is not permitted to carry out a brokerage business, which allows business to be carried out identical to a branch just by establishing an office.

## 3 • Notification of Branch Establishment

### A. Principle

- In principle, a foreign company should report the establishment of a domestic branch to the head of a designated foreign exchange bank in advance.

---

### B. A branch office and a liaison office shall both report the following matters to the Minister of Strategy and Finance:

- (1) Engagement in financial businesses other than banking business, including fund loans, brokering and arranging overseas finance, cards, installment financing, etc.
- (2) Engagement in businesses related to securities and insurance
- (3) Engagement in businesses that are not permitted under the Foreign Investment Promotion Act or other laws

## C. Documents to be submitted when filing a notification to a designated foreign exchange bank

- (1) Two copies of the notification form for establishment of a domestic branch of a foreign company (form no. 9-8) and documents to be attached\*
- (2) Certificate of appointment of head of domestic branch
- (3) Certificate or registry of the head office or permission to operate business (documents that can prove the head office is established in the relevant country)
- (4) Locally notarized power of attorney (where establishment of a branch is entrusted to a person other than the head of the branch)
- (5) Application for designation (change) of foreign exchange bank (one copy, form no. 1-2)
- (6) Certificate of identification of head of domestic branch (e.g. residence registration card, passport)

\* Documents to be attached:

- ① Documents proving the name, location and of the foreign company that is the head office
- ② Where authorization, permit, patent, approval, report, registration, etc. for establishment is required under the regulations of other Acts, documents proving such fact
- ③ A specification of the content and scope of the business that is intended to be operated in Korea

---

## D. Caution

- When reporting the establishment of a domestic branch, the branch should be established after designated registration based on the real name confirmation number, and then a change designation should take place after submitting the business registration certificate or business number registration certificate.
- If the head office's certificate of registry or certificate of permission of business is a copy, a notarization from a notary office is not necessarily required.

## 4 • Registration of Branch Establishment

### A. Definition under the Commercial Act

- (1) Under the Commercial Act, 'branches' are collectively referred to as 'business office' (Articles 614–621 of the Commercial Act). The Act stipulates that a business office should be registered where a foreign company carries out sales activities in Korea.
- (2) Under the Foreign Exchange Transactions Act, a liaison office does not conduct sales activities to generate profit, but instead carries out non-sales functions such as exchange of information. Therefore, only branches need to undergo the registration procedure.

### B. Registration procedure

- (1) Persons required to file registration: An application for registration shall be filed by the representative of the company in Korea on behalf of such foreign company (Article 23 (3) of the Commercial Registration Act).
- (2) Registration period: Within three weeks of the date on which the business office was established
  - ➔ Reckoned from the date of receiving the 'Notification form for the establishment of a domestic branch of a foreign company' by a foreign exchange bank in Korea.
- (3) Matters to be registered (Article 614 (2), (3) of the Commercial Act):
  - The same matters to be registered by a branch office of a company incorporated in Korea either of the same kind or of the kind which it most closely resembles

- The governing law under which it was incorporated
- The name and address of the company's representative in Korea

(4) Matters to be stated in the application form:

- Trade name: Must be written in Korean and the type of company (e.g., partnership, limited partnership, stock company, or limited company) should be stated.
- Head office: Trade name of foreign company and location of overseas head office
- Business office: Location of business office in Korea
- Purpose of registration: Registration of establishment of business office
- Reason for registration: Establishment of business office
- Name and address of the representative director and the name and address of the representative in Korea
- Company establishment date, reason for establishing the business office and the date of business office establishment
- Date on which required approval (or permission) was acquired
- Amount of registration tax, etc.
- Date of application
- Proxy's name and address when registration is filed by a proxy
- Jurisdictional registry office

(5) Documents to be attached:

- Document verifying the existence of the head office (certification of matters concerning incorporation)
  - Japan: Certified copy of corporate registration
  - Other countries: Certificate of incorporation issued by their respective government office such as the Board of Trade, Foreign Ministry, etc.

- Document verifying qualification as a representative in Korea
  - Minutes of the general shareholders' meeting, certificate of resolution of the board of directors, or certificate of appointment
- Articles of incorporation or documents verifying the type of the company
  - ※ The above documents should be certified by the relevant government authority (including the certification of the notary public with the authority to certify the relevant matters pursuant to the laws of the home country) of the foreign company's home country or by its consul stationed in Korea.
- Certificate of address for foreigners
- Certificate of payment of license and registration tax

## 5 • Branch Closure and Retrieval of Liquidated Funds (Article 9-37 of the Foreign Exchange Transactions Regulation)

### A. Notification of closure

- Where a person who filed a notification of branch establishment pursuant to relevant regulations intends to close the domestic branch, the following documents shall be submitted to the person to which the notification of branch establishment (head of the designated foreign exchange bank) was filed.
- Documents required when reporting branch closure
  - Notification form for closure of the domestic branch of a foreign company (Form no.9-11 of the Regulation - two copies)
  - Documents verifying the closure (issued by the foreign company's head office)
  - An original copy of the notification form of the establishment of a

foreign company's domestic branch

- Other cautions
    - Where a document proving closure cannot be obtained from the head office due to bankruptcy, etc., a certificate of business closure issued by a tax office can be submitted.
    - Not applicable to domestic branches which were established after reporting to the Minister of Strategy and Finance.
- 

## **B. Retrieval of liquidated funds**

- Where the person who filed the notification of closure of a foreign company's domestic branch intends to retrieve the funds from the liquidation of assets he/she has held in Korea, he/she shall submit an application to the head of a designated foreign exchange bank.
- Documents to be submitted to retrieve liquidated funds
  - (1) Copy of notification form of closure of a foreign company's domestic branch
  - (2) Liquidation report audited by a certified public accountant (In the case of liquidation of a liaison office, documents verifying that the funds are from liquidation of domestically owned assets)
  - (3) Certificate of full payment of tax (issued by the head of the jurisdictional tax office)
  - (4) Specification of funds brought in for operations (limited to domestic branches), retained earnings and other reserves
  - (5) Certificate of bank balance
  - (6) Certified copy of liquidation completion registration (In the case of unregistered branches, documents proving completion of liquidation such as certificate of business closure)

### C. Limitation on the amount of retrievable funds

- There is no limitation on the amount of retrievable funds. In the case of branches, the amount retrievable is within the scope of liquified residual assets under the liquidation report which was audited by a certified accountant in the case of branches; and within the scope of the document that certifies the funds are from the disposal of domestically owned assets in the case of liaison offices.

## **[Appendix]**

# **Sample of Forms Required for Incorporation and Registration**

|   |    |
|---|----|
| 1. Application for Incorporation Registration .....   | 51 |
| 2. Articles of Incorporation .....  | 54 |
| 3. Stock Receipt Certificate .....  | 71 |
| 4. Stock Subscription Agreement .....   | 72 |
| 5. Letter of Consent to Matters of Stock Issuance .....   | 74 |
| 6. Securities Subscription Deposit Certificate .....  | 75 |
| 7. Letter of Consent to a Reduction of the Notice Period for the Inaugural<br>General Meeting ..... | 76 |
| 8. Report of Matters Concerning Company Inauguration .....  | 77 |
| 9. Inaugural General Meeting Minutes .....  | 79 |
| 10. The Board of Directors Meeting Minutes .....  | 82 |
| 11. Inspection Report .....   | 83 |
| 12. Certificate of Inauguration Acceptance .....  | 84 |
| 13. Shareholder Ledger .....  | 85 |
| 14. Power of Attorney .....   | 86 |
| 15. Matters to be Confirmed Prior to Incorporation .....  | 87 |
| 16. Foreign Investment by Acquisition of Stocks (or Contribution) .....                             | 88 |
| 17. Registration of a Foreign-Invested Enterprise .....   | 89 |
| 18. Report of Incorporation & Application for Business Registration .....                           | 90 |

| Application for Incorporation Registration |   |              |                                      |               |
|--|---|--------------|--------------------------------------|---------------|
| Received                                   | (YYYYMMDD)  | Processed by | Confirmation of registration officer | Notices given |
|  | No.   |              |                                      |               |
| ① Purpose of registration                  | Establishment of a stock company  |              |                                      |               |
| ② Request for registration                 | We drew up the articles of incorporation and duly had them notarized (notary's certification is exempted for small-sized companies with total capital of less than KRW 1 billion), and acquired all of the stocks promoters issued at the time of incorporation and completed the procedures under Article 298 of the Commercial Act at the promoter's meeting on the _ day of ____, 20__, and hereby request that the following be registered: |              |                                      |               |
| ③ Application as headquarters/branch       | 1. Application as the headquarter<br>2. Application as a branch<br>3. Application as both the headquarters and branch   |              |                                      |               |
| Matters to be registered                   |   |              |                                      |               |
| ④ Name of business                         | ○○ Company Ltd.   |              |                                      |               |
| ⑤ Headquarters                             | ○○, ○○-ro, ○○-gu. Seoul   |              |                                      |               |
| ⑥ Method of public notice                  | Public notices to be carried in the ○○ Ilbo published in Seoul.   |              |                                      |               |
| ⑦ Price per share                          | KRW 10,000  |              |                                      |               |
| ⑧ Total number of shares to be issued      | KRW 20,000  |              |                                      |               |
| ⑨ Class and number of shares to be issued  | Total number of shares issued: 5,000 shares<br>Common shares: 3,000 shares<br>Class 1 preferred shares: 2,000 shares  |              |                                      |               |
| ⑩ Total capital amount                     | KRW 50,000,000  |              |                                      |               |

| Matters to be registered  |   |
|---|---|
| ⑪ Purpose   | 1. Housing construction business<br>1. Construction business using steel bar-reinforced concrete<br>1. Civil engineering construction business<br>1. Real estate lease business<br>1. Any other business ancillary to the foregoing |
| ⑫ Names of the directors and the auditor and their resident registration numbers  | Executive Director ○ ○ ○ (-)<br>Executive Director ○ ○ ○ (-)<br>Independent Director ○ ○ ○ (-)<br>Other Non-Standing Director (-)<br>Auditor ○ ○ ○ (-)<br>※ Foreigners: ○ ○ ○ (DOB: ), a citizen of ○ ○                             |
| ⑬ Name and address of the Representative Director   | Name: ○ ○ ○ (-)<br>Address:   |
| ⑭ Location of the branch  | ○ ○, ○ ○-dong, ○ ○-gu, ○ ○-si,<br>Gyeonggi-do (○ ○ Branch)  |
| ⑮ Period of duration or reason for dissolution  | N/A (or please note as stated in the articles of incorporation.)  |
| ⑯ Others (such as the provision of the in-house regulations concerning the need to obtain the Board of Directors' approval for transfer of shares of stock, or the name and the location of the stock transfer proxy) | N/A (or please note as stated in the articles of incorporation.)  |

- Notes to the applicant and space for affixing a revenue stamp for registration -

1. Please use another sheet of paper if the space provided on this page is insufficient.
1. Please state "N/A" where applicable.
1. Please affix the revenue stamp provided by the Supreme Court in the amount equal to the registration-related handling fee here.

| ⑰ The name of the registration office where the application was made /<br>Registration tax and handling fee   |                     |        |  |  |  |                              |
|---|---------------------|--------|--|--|--|------------------------------|
| Serial No.  | Registration office | Class. | Registration tax                                     | Education tax  | Total amount of tax to be paid               | Registration application fee |
|   |                     |        | ___won<br>(an amount equal to 0.4% of capital stock) | ___won<br>(an amount equal to 20% of registration tax)   | ___won<br>(registration tax + education tax) | _____won                     |
|   |                     |        |  |  |  |                              |
|   |                     |        |  |  |  |                              |
|   |                     |        |  |  |  |                              |
| Total   |                     |        |  |  |  |                              |
| ⑱ Tax base amount   |                     |        | _____ won / Capital stock amount: _____ won          |  |  |                              |
| ⑲ Documents to be attached  |                     |        |  |  |  |                              |
| 1. copies of the articles of incorporation<br>1. copies of documents verifying stock acquisition<br>1. copies of the stock subscription agreement<br>1. copies of written consent to matters concerning stock issuance<br>1. copies of the (notarized) inaugural general meeting minutes<br>1. copies of the (notarized) board of directors' meeting minutes<br>1. copies of the bank's securities subscription deposit certificate<br>1. copies of the certificate of transfer of assets<br>1. copies of an investigation report by a director, auditor or the audit committee<br>1. copies of the public notary's report on particulars of abnormal incorporation |                     |        |  | 1. copies of a written statement by a certified appraiser<br>1. copies of a report by an inspector<br>1. copies of a certificate of inauguration acceptance (including the seal impression certificate)<br>1. certified copies of resident registration<br>1. copies of the seal report<br>1. copies of the registration tax receipt<br>1. copies of the power of attorney (if applicable)<br>1. copies of the corporate seal card application<br><Others> |  |                              |
| Date : On the ___ day of , ___20__  |                     |        |  |  |  |                              |
| ⑳ Trade name of the applicant's business:   |                     |        |  |  |  |                              |
| Headquarters  |                     |        |  |  |  |                              |
| The name of the Representative Director: ___ (Seal) (Phone: )   |                     |        |  |  |  |                              |
| Address:  |                     |        |  |  |  |                              |
| Name of the proxy: ___ (Seal) (Phone: )   |                     |        |  |  |  |                              |
| Address:  |                     |        |  |  |  |                              |
| Submitted to the Registration Office of the ___ District Court  |                     |        |  |  |  |                              |

# Articles of Incorporation

## Chapter I General Provision

### Article 1 (Corporate Name)

The name of the Company shall be \_\_\_\_\_ in Korean and \_\_\_\_\_ in English  
(hereinafter referred to as “the Company”).

### Article 2 (Purposes)

The purposes of the Company are to conduct the following businesses:

1. Catering
2. Food production and processing
3. Brokerage concerning medical equipment and devices
4. Wholesale/retail of communication with added value and computer peripheral devices
5. Software development
6. Business ancillary to the foregoing 1 through 5.

### Article 3 (Head Office and Branches)

- ① The Head office of the Company shall be located in Seoul.
- ② The Company may have branches, business offices, local corporations either in or out of the country as required in accordance with the Board of Directors’ meeting.

### Article 4 (Method of Public Notices)

Public notices of the Company shall be given in the ○○○○ Newspaper published in Seoul.

## Chapter II Shares and Stock Certificates

### Article 5 (Total Number of Shares to be Issued)

The total number of shares of stock to be issued by the Company shall be 80,000 (eighty thousand).

**Article 6** (Value per Share)

Each share to be issued by the Company shall have a value of (5,000) won per share.

※ In accordance with Article 329, Paragraph 3 of the Commercial Act, the face value per share should be 100 won or more.

**Article 7** (Total Number of Shares to be Issued upon Incorporation)

The number of shares to be issued at the time of the Company's incorporation shall be 20,000 (Twenty Thousand).

**Article 8** (Types of Shares and Stock Certificates)

- ① All shares to be issued by the Company shall be registered common shares.
- ② The stock certificates of the Company shall be in the following 8 (eight) denominations: One-stock certificate, five-stock certificate, ten-stock certificate, fifty-stock certificate, one-hundred stock certificate, five-hundred-stock certificate, and one-thousand and ten-thousand-stock certificates, respectively.
- ③ Notwithstanding the foregoing Paragraphs ① and ②, the Company may issue shares with a different denomination by a resolution of the General Meeting of Shareholders.

**Article 9** (Subscription Rights)

- ① A shareholder shall have subscription rights concerning new shares issued by the Company in proportion to his/her/its percentage of shares held.
- ② Notwithstanding the foregoing, the Company may allot new shares to those other than the existing shareholders as per the resolution of the General Meeting of Shareholders for the purpose of achieving management-related purposes such as the introduction of new technology and improvement of financial structure, in accordance with Article 418 (Terms of Preemptive Rights, Designation and Public Notice of Record Date for Allotment), Paragraph 2 of the Commercial Act.
- ③ The Board of Directors shall decide how to dispose of odd lots that may arise in the process of new stock allotment or shares of stock that may arise as a result of a shareholder's forfeiture or loss of subscription rights with its resolution.

**Article 10** (Capitalization of Surplus Reserves)

The Company may issue new shares following capitalization of all or part of its surplus reserves by a resolution of the Board of Directors. However, resolution of the General Meeting of Shareholders is necessary where there are special reasons such as management-related reasons of the Company.

**Article 11** (Issue Price of New Shares)

Concerning the Company's issuance of new shares, their price may be set either partially or wholly at a level equal to, or higher than, the face value of the stock as decided by the Board of Directors.

**Article 12** (Record Date of Dividend Payout of New Shares)

Concerning the Company's issuance of new shares on the occasion of a capital increase with/without consideration or stock dividend payment, they shall be deemed to have been issued at the end of the business year preceding the year in which the new shares were issued.

**Article 13** (Stock Transfer)

- ① In the event of an application for stock transfer, registration or cancellation of pledge of right, or indication or cancellation of trust assets, the applicant should sign a form provided by the Company and submit it along with the stock certificate. In the event that stocks are acquired for reasons other than transfer, a document stating the reason should also be submitted.
- ② The Company may have a stock transfer agent by a resolution of the Board of Directors, for the purpose of stock transfer, registration or cancellation of pledge of right, indication or cancellation of trust assets, etc.

**Article 14** (Transfer of Shares and Requirement for Setting up Against)

- ① The transfer of a share shall be accompanied by the relevant stock certificate unless the Company has not issued a stock certificate.
- ② The transfer of a share shall not be set up against the Company unless the name and the address of the acquirer are not entered on the shareholders' ledger.

**Article 15** (Report of Shareholders' Address, Name and Seal/Signature)

- ① A shareholder and registered pledgee (including his/her legal proxy, and the company representative in the case of a company) shall report his/her name, address and seal or signature to the Company.
- ② In the event that the party stated in the foregoing Paragraph ① resides in a foreign country, he/she shall designate a temporary address or a proxy in Korea through which he/she can receive the Company's notices, and report it to the Company.
- ③ A change in the matters stated in the foregoing Paragraphs ① and ② shall also be reported to the Company.

**Article 16** (Reissuance of Stock Certificate)

- ① To apply for reissuance of a stock certificate due to split or consolidation of shares, or loss, damage or mutilation of the certificate, the applicant shall sign an application for stock certificate reissuance and submit it together with the relevant stock certificate.
- ② A party who requests the reissuance of a stock certificate due to loss (including cases where the damage or mutilation of a stock certificate is so extreme that the stock certificate cannot be authenticated) shall attach the original copy or certified copy of court judgment of nullification of the stock certificate to the application for stock certificate reissuance and submit the documents.

**Article 17** (Closure of Shareholders Ledger and Record Date)

- ① No change shall be made in the contents of the shareholders' ledger in the period ranging from the day following the end date of each business year through to the end of the day on which the periodical General Meeting of Shareholders concerning the said business is held.
- ② Those listed on the shareholders' ledger as of the end date of a business year shall be the shareholders eligible to exercise their rights at the periodical General Meeting of Shareholders concerning the business year.
- ③ The Company may suspend alterations of the contents of the shareholders' ledger, if required for the convocation of an extraordinary General Meeting of Shareholders or for the determination of those

who can exercise their rights as dividend recipients, shareholders or registered pledgees by designating a period not exceeding three (3) months as per the resolution of the Board of Directors. The Company may designate shareholders or pledgees listed on the shareholders' ledger on a specified day as those eligible to exercise their rights.

- ④ Where the Company has designated a specific period or day as prescribed by the foregoing Paragraph ③, the Company shall put up the relevant public notice at least two (2) weeks prior to the beginning of such period or date.

**Article 18** (Rules for Managing Stock-Related Matters)

The details and procedures concerning the management of stocks, stock certificates, and stock certificate reissuance fee, etc. shall be determined by the rules for managing stock-related matters adopted by the resolution of the Board of Directors.

### Chapter III Corporate Bonds

**Article 19** (Issuance of Bonds)

- ① The Company may issue corporate bonds as per the resolution of the Board of Directors.
- ② The types of corporate bonds issued by the Company shall be the following three: ordinary bonds, convertible bonds (CBs), and bonds with warrants (BWs).

**Article 20** (Entrustment of Matters concerning Corporate Bond Offering)

The Company may select a business to entrust matters concerning corporate bond offering as per the resolution of the Board of Directors.

**Article 21** (Issuance of CBs)

- ① As prescribed by Article 513 (Issuance of Convertible Bonds) of the Commercial Act, the Company may issue CBs to persons other than existing shareholders of the Company in any of the following cases following a resolution of the Board of Directors:
1. Issuance by general public offering;
  2. Issuance in order to attract foreign direct investment due to a management-related need under the Foreign Investment Promotion Act;

3. Issuance to an affiliated business for technological transfer;
  4. Issuance to domestic financial institutions, corporations or individuals for urgent fund supply.
- ② The Board of Directors may determine that the CBs referred to in Paragraph ① may be issued on condition that conversion rights will be attached to only a portion of the CBs.
  - ③ The shares to be issued upon conversion shall be registered as common shares. The conversion price, which shall be equal to or more than the face value of the shares, shall be determined by the Board of Directors at the time of issuance of the CBs.
  - ④ The conversion period shall be from the day following the issuance date of the CBs to the day immediately preceding the redemption date thereof. However, the conversion period may be adjusted within the above period as per the resolution of the Board of Directors.
  - ⑤ For the purpose of any distribution of dividends or interest on shares issued upon conversion, Article 12 (Record Date of Dividend Payout of New Shares) hereof shall apply mutatis mutandis.
  - ⑥ Any matters concerning the issuance of CBs not covered by the foregoing Paragraphs ① through ⑤ shall be fixed as per the resolution of the Board of Directors.

#### **Article 22 (BWs)**

- ① The Company may issue BWs to persons other than the existing shareholders of the Company to the extent that the total face value of the bonds shall not exceed an amount equal to 4 (four) times the net asset value stated in the most recent balance sheet in any of the following cases:
  1. Issuance by general public offering;
  2. Issuance in order to attract foreign direct investment due to a management-related need under the Foreign Investment Promotion Act;
  3. Issuance to an affiliated business for technological transfer;
  4. Issuance to domestic financial institutions, corporations or individuals for urgent fundsupply.

- ② The Board of Directors may determine that the BWs referred to in Paragraph ① may be issued on condition that conversion rights will be attached to only a portion of the CBs.
- ③ The shares to be issued upon the exercise of subscription rights shall be registered common shares. The issue price, which shall be equal to or more than the face value of the shares, shall be determined by the Board of Directors at the time of issuance of the BWs.
- ④ The period for the exercise of subscription rights shall be from the day following the issuance date of the BWs to the day immediately preceding the redemption date thereof. However, the period for the exercise of subscription rights may be adjusted within the above period as per the resolution of the Board of Directors.
- ⑤ For the purpose of any distribution of dividends or interest on shares issued upon the exercise of subscription rights, Article 12 (Record Date of Dividend Payout of New Shares) hereof shall apply mutatis mutandis.
- ⑥ Any matters concerning the issuance of BWs not covered by the foregoing Paragraphs ① through ⑤ shall be fixed as per the resolution of the Board of Directors.

**Article 23** (Provisions Applied Mutatis Mutandis to the Issuance of Bonds)

Article 13 (Stock Transfer) and 15 (Report of Shareholders' Address, Name and Seal/Signature) shall apply mutatis mutandis in the case of issuance of bonds.

## **Chapter IV The General Meeting of Shareholders**

**Article 24** (Convocation of the General Meeting)

- ① The General meetings of the shareholders of the Company shall be of two types: Ordinary and Extraordinary.
- ② The ordinary General Meeting of Shareholders shall be held within three (3) months of the end of each business year, while the extraordinary General Meeting of Shareholders may be convened at any time when required.

**Article 25** (Decision to Convene a General Meeting)

The General Meeting of Shareholders shall be convened by the Representative Director pursuant to a resolution of the Board of Directors unless otherwise stipulated in other regulations.

**Article 26** (Notice of Convocation of a General Meeting)

The written notice of the Convocation of a General Meeting of Shareholders stating the date, time, place and agenda thereof shall be sent to all shareholders 10 (ten) days prior to the date set for the General Meeting of Shareholders. The written notice may be replaced by an electronic document with all individual shareholders' consent.

※ As prescribed by Article 363 of the Commercial Act, a company with total assets of less than KRW 1 billion may send a notice to shareholders 10 (ten) days prior to the date set for the General Meeting of Shareholders, hold a General Meeting without a convocation process, and replace a resolution by a General Meeting with a written resolution, if there is a consent of all shareholders.

**Article 27** (Place of Convocation)

The General Meeting of Shareholders shall be held in the city where the headquarters is located or at another place close to it if required.

**Article 28** (Chair of the General Meeting of Shareholders)

The Representative Director shall serve as the Chair of the General Meeting of Shareholders.

**Article 29** (Chairman's Authority to Maintain Order)

- ① The Chairman of the general meeting of shareholders may order persons who intentionally speak or behave in an obstructive manner or who disrupt the proceedings of the meeting to stop or retract a speech or to leave the meeting.
- ② The Chairman of the general meeting of shareholders may also restrict the length and frequency of speeches made by the shareholders if it is deemed necessary for the smooth progress of the General Meeting of Shareholders.

**Article 30** (Exercise of Voting Rights)

- ① Each shareholder shall have one (1) voting right for each share he/she owns.
- ② A shareholder may exercise his/her vote through a proxy.
- ③ The proxy holder shall present to the Company documentary evidence (the power of attorney) of his/her authority to act as a proxy prior to the commencement of each General Meeting of Shareholders at which he/she acts as a proxy.
- ④ A shareholder may exercise his/her voting right in writing without being present at a General Meeting. In this case, the Company shall have a written form and the reference data required to help shareholders to exercise their voting rights included in the notice of a forthcoming meeting sent to individual shareholders.
- ⑤ A shareholder intending to exercise his/her voting right in writing as stated in the foregoing Paragraph ④ shall fill in the necessary form and submit it to the Company by the day preceding the day of a General Meeting.
- ⑥ Persons who have a special interest concerning the resolution of a General Meeting cannot exercise their voting rights.

**Article 31** (Method of Resolution)

Unless otherwise stipulated in the laws and these Articles of Incorporation, the passage of a resolution shall have the consent of a majority of shareholders present in terms of the voting rights and at least a quarter of the total number of shares of stock issued.

**Article 32** (Minutes of a General Meeting of Shareholders)

- ① The Chairman of the General Meeting of Shareholders shall record meeting minutes.
- ② The substance of the proceedings of the General Meeting of Shareholders and the results thereof shall be recorded in the minutes, and shall be preserved at the headquarters of the Company and made available to others, after being affixed with the name and seal impression or signature of the Chairman as well as the Directors present.

## Chapter V Directors and the Board of Directors

### Article 33 (Number of Directors)

The Company shall have at least 3 (three) Directors.

※ In accordance with Article 383 of the Commercial Act, the number of directors shall be three or more. However, in the case of a company with total capital of less than 1 billion won, the number of directors may be one or two.

### Article 34 (Election of Directors)

- ① The Director(s) of the Company shall be elected at the General Meeting of Shareholders.
- ② The election of the director(s) shall require the consent of a majority of shareholders present in terms of the voting rights and at least a quarter of the total number of shares of stock issued.
- ③ In the event that two (2) or more Directors are to be elected, the cumulative voting system provided for in the Commercial Act shall not be applicable.

### Article 35 (Terms of Directors)

The term of office of a Director shall be three (3) years; provided that, the term of office of a Director shall be extended up to the close of the ordinary General Meeting of Shareholders, if the term expires prior to the General Meeting convened in respect of the last account settlement period.

### Article 36 (Election of the Representative Director)

The Company may appoint one or more Representative Directors as per the resolution of the Board of Directors.

### Article 37 (Duties of the Representative Director)

The Representative Director shall represent the Company in its business in general and take charge of the general affairs of the Company. When there is more than one Representative Director, it shall be decided as per the resolution of the Board of Directors whether they will represent the Company individually or jointly.

**Article 38** (Duties of Directors)

- ① A Director shall assist the Representative Director and carry out the duties assigned to him/her by the Board of Directors.
- ② In the event of the absence or disability of the Representative Director or when the office is vacant, the Directors shall act in his/her place by order of seniority.

**Article 39** (Obligation of Directors)

- ① Directors shall carry out their duties in good faith under the relevant laws and the Articles of Incorporation.
- ② Directors shall not disclose to a third party any information pertaining to the Company during and after their service in the Company.

**Article 40** (Director's Obligation to Report)

Upon identifying any matter that will clearly inflict a loss or damage to the Company, a director shall immediately report the matter to the Auditor or the General Meeting of Shareholders if there is no Auditor.

**Article 41** (Board of Directors)

- ① The Company shall have a Board of Directors to make decisions on matters of importance to the Company.
- ② The Representative Director shall be the chairman of the Board of Directors.
- ③ When convoking a meeting of the Board of Directors, the Representative Director or a director assigned by the Board of Directors shall put up a notice at least 3 (three) days in advance. The procedure may be omitted when unanimously agreed upon by all the directors and the auditor.

**Article 42** (Resolution of the Board of Directors)

- ① The passage of a resolution of the Board of Directors shall require the presence of a majority of the Directors and the consent of a majority of those present.
- ② A Director who has a special interest concerning a matter being contemplated by the Board of Directors shall not be allowed to exercise his/her voting right on the matter.

**Article 43** (Meeting Minutes of the Board of Directors)

- ① The Company shall keep minutes concerning the meetings of the Board of Directors.
- ② The meeting minutes shall record the agenda and proceedings of a meeting of the Board of Directors, and those against the submitted agenda and the reasons for the objection. The minutes shall be signed by the auditor and directors present at the meeting.

**Article 44** (Directors' Remuneration and Severance Allowance)

Remuneration of the Directors shall be fixed by the resolution of the General Meeting of Shareholders.

## Chapter VI Auditors

**Article 45** (Auditors)

- ① The Company may have one or more Auditors.
- ② The election of an Auditor shall require affirmative votes by a majority of the voting rights of the shareholders present at the meeting and more than a quarter of the total number of stocks issued. However, when a shareholder's total number of shares held exceeds 3 (three) percent of the total number of shares issued with voting rights, such a shareholder shall not exercise the voting rights concerning the portion of shares exceeding 3 (three) percent in the election of an Auditor.

**Article 46** (The Term of Auditors)

The term of the auditor(s) shall be effective up to the end of the ordinary General Meeting of Shareholders concerning the last accounting settlement period within the 3 (three) years following his/her inauguration.

**Article 47** (Auditors' Duties)

- ① The Auditors shall carry out an inspection of the Company's accounting and other affairs ingeneral.
- ② The Auditors may express their opinion at a meeting of the Board of Directors.

- ③ The Auditors may ask for the convocation of an extraordinary General Meeting of Shareholders, by submitting a document stating the reason for and purpose of the meeting to the Board of Directors.
- ④ The Auditors may ask an affiliate company to submit a business report if required to carry out their duties. In such a case, the affiliate shall comply with the request. The Auditors may check the status of the affiliate's business operation or assets, if the affiliate company fails to comply with such a request in a timely fashion or if the Auditors find it necessary to check the contents of the report thus submitted.

**Article 48** (Audit Minutes)

- ① The Auditors shall draw up audit minutes.
- ② The Auditors shall record the details and results of their inspection activities on the minutes, which shall be signed by the Auditors who performed the inspection.

**Article 49** (Remuneration and Severance Allowance of Auditors)

The remuneration and severance allowance of the Auditors shall be determined by a resolution of the General Meeting of Shareholders.

## **Chapter VII Accounting**

**Article 50** (Business Year)

The Company's business year shall be from January 1 through December 31 of each year.

**Article 51** (Financial Statements and Annual Report)

- ① The Representative Director shall draw up the following documents, supplementary statements and the annual report and obtain the approval of the Board of Directors:
  - 1. Balance sheet
  - 2. Income statement
  - 3. Surplus appropriation statement or deficit disposition statement
- ② The Representative Director shall submit the documents stated in the foregoing Paragraph ① to the Auditors 4 (four) weeks prior to the commencement of the ordinary General Meeting of Shareholders.

- ③ The Auditors shall submit their audit report to the Representative Director within 3 (three) weeks of their receipt of the documents stated in the foregoing Paragraph ①.
- ④ The Representative Director shall keep the documents stated in the foregoing Paragraph ① and the audit report in a proper place at the Headquarters for 5 (five) years, and shall also keep photocopies thereof in a proper place at the branch offices for 3 (three) years from one week before the commencement of the ordinary General Meeting of Shareholders.
- ⑤ The Representative Director shall submit the documents stated in the foregoing Paragraph ① to the ordinary General Meeting of Shareholders for approval and also submit the annual report to the ordinary General Meeting of Shareholders.
- ⑥ After obtaining the General Meeting of Shareholders' approval as stated in the foregoing Paragraph ⑤, the Representative Director shall put the balance sheet, along with an independent Auditor's opinion, on public notice without delay.

**Article 52** (Disposal of Retained Earnings)

The Company shall dispose of its retained earnings before appropriations as of the end of each business year for the following:

1. Legal reserve
2. Other statutory reserve
3. Dividends
4. Voluntary reserves
5. Other surplus appropriations

**Article 53** (Dividend Payout)

- ① The Company may make its dividend payout in either cash or stock.
- ② The dividend payout stated in the foregoing Paragraph ① shall be made to those shareholders listed on the shareholder ledger or to pledgees registered as of the end of each account settlement period.
- ③ In the case of stock dividends, if the Company has issued several classes of shares, a different class of shares from the class the shareholders currently hold may be allotted by a resolution of the General Meeting of Shareholders.

- ④ The Company may carry out the interim dividend payout in accordance with Article 463-3 (Interim Dividend) of the Commercial Act.
- ⑤ No interest shall accrue concerning the dividend payout.

**Article 54** (Elimination of Dividend Rights)

- ① Dividend rights shall be eliminated, if the rights are not exercised for 5 (five) consecutive years.
- ② Upon the expiry of the prescription of dividends stated in the foregoing Paragraph ①, such dividends shall be returned to the Company.

## **Chapter VIII Others**

**Article 55** (Corporate Counselor and Advisor)

The Company may have a Corporate Counselor or Advisor as per the resolution of the General Meeting of Shareholders.

**Article 56** (Regulations and Rules)

The Company may enact regulations and rules concerning the general operation of the Company's business as per the resolution of the Board of Directors.

**Article 57** (Matters not Covered by the Articles of Incorporation)

Any matters not covered by this Articles of Incorporation shall follow the resolution of the General Meeting of Shareholders and the relevant laws, including the Commercial Act.

## Additional rules

### **Article 1** (Date of Enforcement)

This Articles of Incorporation shall take effect on the day of notarization (or on the \_\_ day of\_\_\_\_\_, 2017).

※ In the event of incorporation by promotion, it shall take effect from the moment it is sealed or signed by all promoters in accordance with Article 289 (Preparation of Articles of Incorporation, Matters Absolutely Required to be Entered in Articles of Incorporation), Paragraph 1 of the Commercial Act.

### **Article 2** (Initial Business Year)

The Company's initial business year shall be from the date of incorporation through December 31 of the same year.

### **Article 3** (Name, Resident Registration Number and Address of the Promoters)

The full name, resident registration number and address of the promoters for the establishment of the company are set forth at the end hereof:

※ This Articles of Incorporation only provides an example of the basic provisions to be included in an Articles of Incorporation. Therefore, matters other than those required to be stated in an Articles of Incorporation as prescribed by Article 289 Paragraph 1 of the Commercial Act may be omitted or included as needed.

※ Article 289 (Preparation of the Articles of Incorporation, Matters Absolutely Required to be Entered in an Articles of Incorporation), Paragraph 1 of the Commercial Act states that: Promoters shall prepare the articles of incorporation and enter the following matters in the articles of incorporation, and each of them shall write his/her name and affix his/her seal, or affix his/her signature.

1. Objectives
2. Trade name
3. Total number of shares to be issued
4. Par value per share where par value shares are issued
5. Total number of shares to be issued at the time of incorporation
6. Location of the head office
7. The name, resident registration number and address of each promoter

For the establishment of ○○○ Company Ltd., the Articles of Incorporations shall be prepared, and all the promoters shall affix their names and seals herein below:

Date: On the \_\_\_\_ day of , 20\_\_

Promoter ○○○ (Signature)

Resident registration number: (-)

Address:

Promoter ○○○ (Signature)

Resident registration number: (-)

Address:

Promoter ○○○ (Signature)

Resident registration number: (-)

Address:

※ For those of foreign origin:

Promoter ○○○ from (country) (Signature)

Date of birth:

Address:

| <b>Stock Receipt Certificate</b>  |                      |
|---|----------------------|
| Name of the company   | ○○○ Company Ltd.     |
| Number of received shares   | _____Shares          |
| Total amount  | The sum of _____ won |
| Par value per share   | The sum of _____ won |
| <p>To: ○○○ Company Ltd.</p><br><p>I, the undersigned, as a promoter of ○○○ Company Ltd., hereby confirm that I have received the above shares.</p><br><p>Date: On the ____ day of , 20</p><br><p>Name: ○○○</p><br><p>Address:</p> |                      |

| <b>Stock Subscription Agreement</b>  |   |
|--|---|
| Name of the company  | ○ ○ ○ Company Ltd.  |
| Class and number of shares of stock for subscription   | _____ shares of registered common stock   |
| Par value per share  | The sum of _____ won  |
| Total amount of shares   | The sum of _____ won  |
| <p>To: ○ ○ ○ Company Ltd.</p> <p>I, the undersigned, hereby offer to subscribe to the shares stated above, accepting your company's Articles of Incorporation and what is stated on this form.</p> <p>Date: On the ____ day of _____, 20____</p> <p>Name: ○ ○ ○<br/>Address:</p> |   |
| Notarized date of the Articles of Incorporation & Name of Notary   | On the ____ day of _____, 20____ by _____   |
| Purpose  | <ol style="list-style-type: none"> <li>1.</li> <li>2.</li> <li>3.</li> <li>4. Operation of business ancillary to the foregoing</li> </ol> |

|   |  |
|---|--|
| Name of the company   | ○○○ Company Ltd.   |
| Location of the headquarters  |  |
| Total number of shares to be issued by the company                                  | _____Shares  |
| Par value per share   | The sum of _____ won   |
| Class and number of shares to be issued by the company at the time of incorporation | _____ shares of registered common stock  |
| Method of public notice adopted by the company                                      | To be carried in the oo Ilbo published in xxxx, Korea  |
| Promoters' names, resident registration numbers and addresses                       | Promoter ○○○ (Signed)<br>Resident registration number: (-)<br>Address:<br>Promoter ○○○ (Signed)<br>Resident registration number: (-)<br>Address:<br>Promoter ○○○ (Signed)<br>Resident registration number: (-)<br>Address: |
| Class and number of shares underwritten by each promoter                            | ○○○: _____shares of registered common stock  |
| Date of payment of shares   | On the ____ day of _____, 20__   |
| Place of payment of shares  | △△ Bank, ○○○Branch   |

## Letter of Consent to Matters of Stock Issuance

To: ○ ○ ○ Company Ltd.

All undersigned promoters consented to the following matters concerning shares to be issued at the time of incorporation:

1. Class and number of shares: shares of registered common stock
2. Issue price of shares: 5,000 won per share
3. Number and amount of shares issued at a price above the face value: N/A

Date: On the \_\_\_\_ day of , 20\_\_

Promoter ○ ○ ○

Promoter ○ ○ ○

Promoter ○ ○ ○

## Securities Subscription Deposit Certificate

To: the representative of the promoters, ○ ○ ○ Company Ltd

Amount: The sum of \_\_\_\_\_ won (₩ )

We hereby certify that we have received the sum stated above as a securities deposit concerning △△ shares (par value per share: ) issued at the time of the incorporation of your company on the \_\_\_day of , 20\_\_\_ and are safekeeping the said sum.

Date: On the \_\_\_day of , 20\_\_\_

○ ○ Bank

**Letter of Consent to a Reduction of the Notice Period for the  
Inaugural General Meeting**

We, the undersigned, as subscribers for the shares of ○ ○ ○ Company Ltd. hereby consent to the reduction of the notice period for the convocation of the inaugural general meeting held as follows under the company's articles of incorporation and Article 363 of the Commercial Act, and to the handling of agenda items as in a meeting whose notice of convocation is served within the sufficient notice period.

Hour/Date: 1:00 PM on the \_\_\_\_day of , 20\_\_

Place:

- Agenda: 1. Report on matters concerning the company's incorporation
2. Approval of the articles of incorporation
  3. Election of directors/auditors
  4. Report on the inspection of matters stipulated by the Commercial Act, Article 298
  5. Decision on the location of the headquarters

Date: On the \_\_\_\_day of , 20\_\_

Share subscriber ○ ○ ○

Share subscriber ○ ○ ○

Share subscriber ○ ○ ○

## Report of Matters Concerning Company Inauguration

We, the undersigned, hereby report matters concerning the inauguration of

○ ○ ○ Company Ltd, as its promoters, as follows:

1. We set the purpose of the company as follows:

- 1)
- 2)
- 3)
- 4) Business ancillary to the foregoing

We have also set up a plan for the incorporation of a stock company whose total number of shares to be issued comes to  $\triangle\triangle\triangle$ , and whose number of shares issued at the time of the incorporation is  $\triangle\triangle\triangle$  (par value per share:  $\triangle\triangle$  won/capital stock:  $\triangle\triangle\triangle$ ).

2. We have appointed ○ ○ ○ as the representative of the promoters concerning any matters to be settled by the time the company is established.

3. All the promoters gathered together on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_ and drew up the Articles of Incorporation. The Articles of Incorporation was notarized on the same date.

4. On the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, the promoters underwrote  $\triangle$  shares out of the  $\triangle\triangle$  shares issued at the time of the company's incorporation. Concerning the remaining  $\triangle$  shares, we drew up the stock subscription agreement and started the procedure for offering the shares.

5. Prior to the offering of the shares stated in the foregoing 4, all the promoters agreed to the par value per share of  $\triangle\triangle$  won. With ○ ○ ○'s subscription for the remaining shares on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, the subscription for the total number of shares ( $\triangle\triangle\triangle$  shares) issued at the time of the company's incorporation has been completed.

6. Concerning the subscription for shares stated in the foregoing, the amount was deposited at ○ ○ Bank, ○ ○ Branch on the \_\_\_ day of \_\_\_\_\_, 20\_\_.
- The amount shall be kept at the said branch of the bank in the name of the company, as verified by the bank-issued securities subscription deposit certificate.
7. No individual has offered for in-kind investment to the company and the Articles of Incorporation does not stipulate reasons to make an application to the court for the election of an inspector under the Commercial Act, Article 290. Thus, there is no need to follow a procedure in this regard.
8. As the subscription for the total number of shares issued at the time of the company's incorporation and the payment of shares have been completed as stated in the foregoing, we, the promoters of ○ ○ ○ Company Ltd, decided to incorporate the company at the earliest possible moment, and thus found it necessary to reduce the notice period stipulated in the relevant law with the unanimous consent of the underwriters/share subscribers concerning the convocation of the inaugural general meeting.

Date: On the \_\_\_ day of \_\_\_\_\_, 20\_\_

○ ○ ○ Company Ltd.

Promoter ○ ○ ○

Promoter ○ ○ ○

Promoter ○ ○ ○

## Inaugural General Meeting Minutes

The Inaugural General Meeting was held as follows:

Hour/date: AM on the \_\_\_ day of \_\_\_\_\_, 20\_\_

Location: 123 OO-dong, OO-gu, OO-si

- Total number of shares underwritten/subscribed for: \_\_\_ shares
- Total number of share subscribers/underwriters: \_\_\_ persons
- Total number of share subscribers/underwriters present at this meeting:  
\_\_\_ persons
- Total number of shares owned by the subscribers/underwriters present at this meeting: \_\_\_ shares

The Promoters' Representative, ○ ○ ○, reported that the meeting was being held in accordance with the relevant laws, with the presence of a quorum stipulated by the Commercial Act, Article 309. At his/her suggestion regarding the selection of the Chair, the share subscribers/underwriters present unanimously elected the Representative Promoter ○ ○ ○ as the temporary Chair of the meeting.

Whereupon, ○ ○ ○ accepted the appointment, rose to the podium, announced the commencement of the meeting, and suggested that the following agenda items be deliberated.

**Item No.1** of the agenda: Report on matters concerning the company's inauguration

The Promoters' Representative, ○ ○ ○, explained the developments leading up to the meeting in detail as stated in the report attached hereto and the share subscribers/underwriters present unanimously approved it.

**Item No.2:** Approval of the Articles of Incorporation

The temporary Chair read the Articles of Incorporation, added explanations, and asked the share subscribers/underwriters present to express their opinion thereof. The share subscribers/underwriters unanimously approved the Articles of Incorporation.

**Item No.3:** Election of Directors and Auditors

At the temporary Chair's request, the share subscribers/underwriters present unanimously elected the following persons as the Directors and the Auditor:

Director ○ ○ ○

Director ○ ○ ○

Auditor ○ ○ ○

The three appointees accepted their inauguration as the Directors and the Auditor. Then, the share subscribers/underwriters present unanimously elected the Director as the Chair at the suggestion of the temporary Chair, and he/she accepted the appointment. The newly elected Chair continued to proceed with the meeting.

**Item No.4:** Report on the investigation under the Commercial Act, Article 313

The Chair explained that the Directors and the Auditor should submit a report after investigating the matters stipulated in the Commercial Act, Article 313. The Chair also explained that Directors and Auditors who served as promoters were not permitted to take part in such investigation, and asked Directors and Auditors who were not included in the list of promoters to investigate and report the matters stipulated in the Commercial Act, Article 313. Then, Auditor ○ ○ ○ submitted a report on the investigation as stated in the Attachment hereto. The share subscribers/underwriters present unanimously approved the investigation report after a review.

**Item No.5:** Location of the headquarters

The Chair explained the plan to establish the headquarters at the following location and the share subscribers/underwriters present unanimously approved the plan.

Location of the headquarters: 123 OO-dong, OO-gu, OO-si

After completing deliberation on the agenda items submitted in the meeting, the Chair announced the closing of the meeting at AM/PM.

In witness whereof, the meeting minutes were drawn up and signed by the Chair and the Directors.

Date: On the \_\_\_ day of \_\_\_\_\_, 20\_\_

○ ○ ○ Company Ltd.

Chair/Director ○ ○ ○

Director ○ ○ ○

Director ○ ○ ○

## The Board of Directors Meeting Minutes

Hour/date: AM on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_

Location: 123 OO-dong, OO-gu, OO-si

The procedure for convocation of the meeting was omitted with the unanimous consent of the Directors under Article 390, Paragraph 3 of the Commercial Act and a meeting of the Board of Directors was held to deliberate the following agenda item.

Total number of Directors in office: ○ persons

Number of Directors present: ○ persons

Total number of Auditors in office: ○ persons

Number of Auditors present: ○ persons

Director ○ ○ ○ was elected as the temporary Chair

Agenda: Election of the Representative Director

Upon the temporary Chair's request for the election of the Representative Director under the Articles of Incorporation, the Directors present elected the following person after a due process of consultation:

Representative Director ○ ○ ○

As deliberation of the agenda was completed, the temporary Chair announced the closing of the meeting.

In witness whereof, the meeting minutes were drawn up and signed by the Chair and the Directors present.

Date: On the \_\_\_ day of \_\_\_\_\_, 20\_\_\_

○ ○ ○ Company Ltd.

Chairman/Representative Director ○ ○ ○

Director ○ ○ ○

Auditor ○ ○ ○

## Inspection Report

To: ○ ○ ○ Company Ltd.

As those elected as the company's Directors and the Auditor at the inaugural general meeting held on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_, we hereby submit our report on the inspection of the following matters stipulated in Article 313 of the Commercial Act.

1. Accuracy of subscription for the total number of shares issued at the time of the company's incorporation.

The total number of shares to be issued by the company shall be  $\Delta\Delta$  shares and the number of shares issued at the time of the company's incorporation comes to  $\Delta\Delta$  shares (par value per share:  $\Delta\Delta$  won). The details of the subscriptions are as follows:

Number of shares underwritten by promoters:  $\Delta\Delta$  shares

- Underwriting was completed on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

Number of shares subscribed for:  $\Delta\Delta$  shares

- Subscription was completed on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_.

2. Accuracy of payment for subscribed/underwritten shares

Concerning the subscription to shares issued by the company at the time of its incorporation, the amount was deposited at OO Bank, OO Branch on the \_\_\_ day of \_\_\_\_\_, 20\_\_\_ and is currently being kept by it in the name of the company, as verified by the bank-issued securities subscription deposit certificate.

3. In-kind investment and others

No individual has offered for in-kind investment to the company and the Articles of Incorporation does not stipulate reasons to make an application to the court for the election of an inspector under the Commercial Act, Article 290. Thus, there is no need to follow a procedure in this regard.

Date: On the \_\_\_ day of \_\_\_\_\_, 20\_\_\_

Inspector ○ ○ ○

## Certificate of Inauguration Acceptance

To: ○ ○ ○ Company Ltd.

I, the undersigned, hereby agree to my inauguration as the \_\_\_\_\_ of  
your company.

Date: On the \_\_\_ day of \_\_\_\_\_, 20\_\_

Name:

Address:

### Shareholder Ledger

Name of the company: ○○○ Company Ltd.

As of the \_\_\_ day of \_\_\_\_\_, 20\_\_

| Shareholder's name     | Number of sharesb owned | Resident registration number | Address and e-mail address |
|------------------------|-------------------------|------------------------------|----------------------------|
| ○○○                    | 10,000                  |                              |                            |
| ○○○                    | 3,000                   |                              |                            |
| ○○○                    | 7,000                   |                              |                            |
|                        |                         |                              |                            |
|                        |                         |                              |                            |
|                        |                         |                              |                            |
|                        |                         |                              |                            |
| Total number of shares |                         | Par value per share          | Capital stock              |
| 20,000 shares          |                         | 5,000 won                    | 100,000,000 won            |

We hereby certify that the above shareholder ledger is identical to the original shareholder ledger kept at the company headquarters.

Date: On the \_\_\_ day of \_\_\_\_\_, 20\_\_

Representative Director :

○○○ Company Ltd.

1234-1 Seocho-dong, Seocho-gu, Seoul

## Power of Attorney

Name of the entrusted:

Address:

I, the undersigned, hereby appoint the abovementioned person to act as my proxy concerning the following matters:

1. Application for registration of the incorporation of ○ ○ ○ Company Ltd.
2. Notarization of the registration-related documents, including the Articles of Incorporation, the minutes of the inaugural general meeting, the minutes of the board of directors' meeting, the certificate of inauguration acceptance, etc.
3. Other documents concerning the abovementioned application for registration

This notarized document shall remain valid from \_\_\_\_\_ until \_\_\_\_\_.

Date: On the \_\_\_\_ day of , 20\_\_

The Entruster

Name:

Address:

### Matters to be Confirmed Prior to Incorporation

※ Please note that the following information shall be delivered first for the establishment of a corporation:

1. Name of the corporation: Company Ltd.
2. Address:
3. Purpose of business  
(This information is required for cross-referencing purposes.):
4. Capital stock at the time of incorporation:
5. Par value per share: won
6. Method of public notice: To be published in one of the business dailies published in Seoul.
7. Accounting settlement day: End of (March/June/September/December)
8. The name, resident registration number and address of the directors (including the representative director) and the auditors (or DOB in the event of a foreigner):  
Representative Director:  
Directors:  
Auditors:
9. Share status: (Number of shares held by the promoters and shareholders/ amount/%)

Promoter/shareholder: \_\_\_\_\_ shares/₩ \_\_\_\_\_/ \_\_\_\_\_%

Promoter/shareholder: \_\_\_\_\_ shares/₩ \_\_\_\_\_/ \_\_\_\_\_%

Promoter/shareholder: \_\_\_\_\_ shares/₩ \_\_\_\_\_/ \_\_\_\_\_%

Promoter/shareholder: \_\_\_\_\_ shares/₩ \_\_\_\_\_/ \_\_\_\_\_%

■ Enforcement Rules of the Foreign Investment Promotion Act [Form No.1]

## Foreign Investment by Acquisition of Stocks (or Contribution) [ ] Notification Form [ ] Application for Authorization

\* Please fill out this entire form except for the black boxes and mark  in [ ] when applicable.

(Page 1)

|                   |                 |                    |                    |  |
|-------------------|-----------------|--------------------|--------------------|--|
| Number of Receipt | Date of Receipt | Date of Completion | Term of Completion | Notification: Immediate Authorization: 15 days |
|-------------------|-----------------|--------------------|--------------------|--|

|  |  |   |  |  |           |
|--|--|---|--|--|-----------|
| <b>Foreign Investor</b>  | ① Name   |   | ④ Nationality  |  |           |
|  | ③ Address  |   | (Phone Number: )   |  |           |
| <b>Foreign-Invested Enterprise<br/>(Stock-Issuing Enterprise)</b>  | ④ Name   |   | (Korean)   | ⑤ Business Registration No.<br>(Headquarter)   |           |
|  |  |   | (English)  |  |           |
|  | Headquarter  |   | (Phone Number: )   |  |           |
|  | ③ Address  |   | Factory(Place of Business)   | (Phone Number: )   |           |
|  |  |   | Location of Investment(only for acquisition of Newly Issued Stock) | (Phone Number: )   |           |
| ⑦ Business of intent/ Present business   |  |   |  |  |           |
| * Sub-Class of KSDIC(Korea Standard Industry Code)   |  |   |  |  |           |
| ⑧ Capital (Contribution)   |  | before acquisition(contribution)  | won  | after acquisition(contribution)  |           |
|  |  |   |  | won  |           |
| ⑨ Seller of Stocks or Shares (only for acquisition of outstanding stocks)  |  | Name (Phone Number: )   |  |  |           |
| ⑩ Amount of foreign investment and ratio thereof   |  | Acquisition Price: won (USD) %  |  |  |           |
| ⑪ Type of Investment   | <input type="checkbox"/> Corporation<br><input type="checkbox"/> (newly issued, <input type="checkbox"/> outstanding)<br><input type="checkbox"/> Establishing Private Enterprise<br><input type="checkbox"/> Contribution to Non-Profit Corporation |   | ⑫ Purpose of Investment  | <input type="checkbox"/> Establishing Factory<br><input type="checkbox"/> Establishing Place of Business<br><input type="checkbox"/> Merger or Acquisition |           |
|  | ⑬ Object of Investment   |   |  | Cash Amount  | won (USD) |
|  |  | <input type="checkbox"/> Stock, <input type="checkbox"/> Real Estate, <input type="checkbox"/> Bond,<br><input type="checkbox"/> Industrial Property Rights | Capital Goods  | won (USD)  |           |
|  |  |   | Other  | won (USD)  |           |
| ⑭ Details of Stock or Shares to be Acquired  | Type   | Par Value per Stock(Share)(B)   | Acquisition Price per Stock(Share)(C)                              |  |           |
|  | Quantity(A)  | Total Par Value of All Stocks(A×B)  | Total Acquisition Price(A×C)                                       |  |           |
| ⑮ Basis of Acquisition(only for Article 5, Paragraph 2, Item from 2 to 6, of the Foreign Investment Promotion Act)   |  |   |  |  |           |
| <input type="checkbox"/> Convertible Bonds, <input type="checkbox"/> Preemptive Rights, <input type="checkbox"/> Bond Issue, <input type="checkbox"/> Dividend, <input type="checkbox"/> Purchase/inheritance /Beques/Gift,<br><input type="checkbox"/> Merger/Comprehensive exchange or transfer of stocks/Division, <input type="checkbox"/> Other |  |   |  |  |           |
| ⑯ Amount and Percentage of Foreign Investment After Acquisition  |  | Acquisition Price : won(USD)  |  | %  |           |
|  |  | Par Value of All Stocks: won  |  |  |           |
| ⑰ Number of Jobs to be Created   |  |   |  |  |           |

The above notification is made in accordance with the regulations stipulated in [ ] Article 5, Paragraph 1 and 2 / [ ] Article 6, Paragraph 2, of the Foreign Investment Promotion Act.

Applicant  
(or Power of Attorney)

Year    Month    Day  
(Signature or Seal)  
(Phone Number: )

**For the Delegated Authority**

For the Applicant  
Notification No.

[ ] The above notification is confirmed. [ ] The above is authorized. (Condition: )

Year    Month    Day

Ministry of Trade, Industry and Energy(or Delegated Authority)



210mm×297mm(White Paper 80g/m<sup>2</sup>)

■ Enforcement Rules of the Foreign Investment Promotion Act [Form No.17]

## Registration of a Foreign-Invested Enterprise [ ]Registration [ ]Change of Information

※ Please fill out the entire form except for the black boxes and mark ✓ in [ ] when applicable.

(page 1)

|                |                 |                    |                    |         |
|----------------|-----------------|--------------------|--------------------|---------|
| Receipt Number | Date of Receipt | Date of Completion | Term of Completion | One day |
|----------------|-----------------|--------------------|--------------------|---------|

|  |                                      |   |             |                                     |   |  |
|--|--------------------------------------|---|-------------|-------------------------------------|---|--|
| <b>Foreign Investor</b>  | ① Name                               |   |             | ② Nationality                       |   |  |
|  | SPC                                  | [ ] Yes [ ] No  | UPS of SPC  | Name                                | (Nationality: )                           |  |
| <b>Foreign-Invested Enterprise</b>                             | ③ Name                               |   |             | ④ Business Registration No.         |   |  |
|  | (Korean)                             |   |             |                                     |   |  |
|  | (English)                            |   |             |                                     |   |  |
|  | (*) SPC [ ] Yes [ ] No               |   |             |                                     |   |  |
|  | ⑤ Address                            |   |             |                                     |   |  |
|  | Headquarters                         |   |             | (Phone Number: .FAX: )              |   |  |
|  | Main factory(Main Place of Business) |   |             | (Phone Number: .FAX: )              |   |  |
| Homepage(website)  |                                      |   | E-mail      |                                     |   |  |
| ⑥ Type of Business Previously Registered (Authorized)          |                                      |   |             |                                     |   |  |
| ⑦ Capital (Contribution Amount)                                |                                      |   |             |                                     |   |  |
| ⑧ Amount of Foreign Investment and Ratio Thereof               |                                      | Acquisition Price :            won (*USD            )   |             |                                     |   |  |
|  |                                      | Par Value of Stocks:            won   |             | %                                   |   |  |
| ⑨ Number of Regular Workers                                    |                                      | Existing number(if previously registered)   |             | Expected number(after registration) |   |  |
| ⑩ Reason(s) for Change of Information (if there is any change) |                                      | [ ] Changes of Amount or Percentage of Foreign Investment   |             |                                     |   |  |
|  |                                      | [ ] Changes of the Name or Nationality of Foreign Investor  |             |                                     |   |  |
|  |                                      | [ ] Changes of the Name or Address or Type of Business  |             |                                     |   |  |
|  |                                      | [ ] Changes of Others   |             |                                     |   |  |
|  |                                      | ※ Change of Information in details  |             |                                     |   |  |
| ⑪ Transfer or Reduction of Stocks or Shares (if applicable)    |                                      | Transferor (Reductor)   | None        |                                     | Nationality                               |  |
|  |                                      | Transferee (if transferee is a foreign national)  | Name        |                                     | Nationality                               |  |
|  |                                      | Details of Stocks or Shares to be Transferred(Reduced)  | Type        | Par Value per Stock(B)              | Transfer or Reduction Price per Stock (C) |  |
|  |                                      |   | Quantity(A) | Total Par Value of Stocks(AxB)      | Total Amount Transferred or Reduced(AxC)  |  |
| ⑫ Reasons for Cancellation of Registration (if applicable)     |                                      | [ ] all of the foreign investor's stocks have transferred to domestic investor or reduced<br>[ ] corporation amalgamated, [ ] business closure/ liquidation,<br>[ ] others (            ) |             |                                     |   |  |

The above notification is made in accordance with the regulations stipulated in Article 21, Paragraph 1 and 2, of the Foreign Investment Promotion Act.

|                        |                             |
|------------------------|-----------------------------|
|                        | <b>Year    Month    Day</b> |
| Applicant              | (Signature or Seal)         |
| (or Power of Attorney) | (Phone Number:            ) |

For the Delegated Authority

210mmx297mm(White paper 80g/m<sup>2</sup>)

Enforcement Rules of the Value Added Tax Act [Form No.73]

(Front side)

|             |   |   |
|-------------|---|---|
| Receipt No. | <input type="checkbox"/> <b>Report of incorporation and application for business registration</b><br><input type="checkbox"/> <b>Report of a local place of business (of a foreign-based corporation)</b> | Specified time for processing   |
|             |   | 5 days<br>(Time spent on supplementation of the submittal is not included.) |

What is stated in your application for the registration of a business will be used as material for realizing the goal of substantially-based taxation and efficient management of registration of a business. Please fill in the information requested below based on the facts and be sure to put your signature or seal where required.

1. Relevant information to be provided by the applicant

|  |   |                   |
|--|---|-------------------|
| Name of the corporation (or organization)        | Approved corporation's proper No. (or business registration No. used at the time of business closure) |                   |
| Representative                                   | Resident registration No.   | -                 |
| Location of the place of business (organization) |   |                   |
| Location of the representative office            | The representative office's registration No.  |                   |
| Phone No.  | (Place of business) (Cell phone)  | E-mail address    |
|  |   | @                 |
|  | Do you agree to receive the national tax-related information provided by the National Tax Service?    | Yes ( )<br>No ( ) |

2. Status of the corporation

|  |                      |                           |   |   |
|--|----------------------|---------------------------|---|---|
| Corporation registration No.                                 | Capital stock        | won                       | Period of business engagement             | ~   |
| Nature of the corporation (Please put "o" where applicable.) |                      |                           |   |   |
| A domestic corporation                                       |                      |                           | A foreign-based corporation               |   |
| Ordinary/profit  | Profit/foreign-based | Non-profit                | National/local                            | The headquarters' business registration No. |
|  |                      |                           | An organization regarded as a corporation | A branch (a local place of business)        |
|  |                      |                           | An authorized corporation                 | Other                                       |
|  |                      |                           |   | A liaison office                            |
|  |                      |                           |   | Other                                       |
|  |                      |                           | Yes                                       | No  |
| Whether it is Association Corporation                        |                      |                           |   |   |
| Yes  | No                   | A public-good corporation |   |   |
|  |                      | Applicability             | Type of business                          | Relevant ministry                           |
|  |                      | Yes                       | No  | Existence of contribute assets              |
|  |                      |                           |   | Yes   |
|  |                      |                           |   | No  |
|  |                      |                           |   | Foreign/foreign-based corporation           |
|  |                      |                           |   | Nationality                                 |
|  |                      |                           |   | Investment ratio                            |

3. Information on the foreign-based corporation and the officer in charge of general operation

|  |   |                                |                       |          |
|--|---|--------------------------------|-----------------------|----------|
| Foreign-based corporation              |   |                                |                       |          |
| Headquarters                           | Name of business                                      | Representative                 | Date of establishment | Location |
|  |   |                                |                       |          |
| Officer in charge of general operation |   |                                |                       |          |
| Name (Name of business)                | Resident registration No. (Business registration No.) | Address (Location of business) | Phone No.             |          |
|  |   |                                |                       |          |

4. Status of place of business

|   |                       |                              |                |                            |                                   |  |   |                     |              |                               |        |
|---|-----------------------|------------------------------|----------------|----------------------------|-----------------------------------|--|---|---------------------|--------------|-------------------------------|--------|
| Type of business  |                       |                              |                |                            |                                   |  |   |                     |              | Date of business commencement |        |
| Main type of business   | Main line of business | Business classification code |                | Type of Ancillary business | Ancillary line of business        | Classification code for ancillary business               |   |                     |              | 2010                          |        |
|   |                       |                              |                |                            |                                   |  |   |                     |              |                               |        |
| Place of business   |                       | Drawings attached            |                |                            | Location of the place of business |  |   |                     |              |                               |        |
| Self-owned  | Leased                | Yes                          | No             | Name (Corporation name)    | Business registration No.         | Resident registration No. (Corporation registration No.) |   | Phone No.           |              |                               |        |
| m <sup>2</sup>  | m <sup>2</sup>        |                              |                |                            |                                   |  |   |                     |              |                               |        |
| Lease contract period   |                       | (Lease) security deposit     |                |                            | Monthly rent (VAT included)       |  |   |                     |              |                               |        |
| 2010 ~ 2010   |                       | won                          |                |                            | Won                               |  |   |                     |              |                               |        |
| Individual consumption tax  |                       |                              | Liquor license |                            | VAT-imposed business              |  | Whether it is a business requiring authorization/approval |                     |              |                               |        |
| Manu-<br>facture  | Sales                 | Place                        | Amusement      | No.                        | License applied                   | Yes  | No  | Report              | Registration | Authorization /approval       | Others |
|   |                       |                              |                |                            | Yes                               | No   |   |                     |              |                               |        |
| Basic financial status as of the day of registration of establishment |                       |                              |                |                            |                                   |  |   |                     |              |                               |        |
| Total assets  | Current assets        | Fixed assets                 |                | Total liabilities          | Current liabilities               | Fixed liabilities  |   | Number of employees |              |                               |        |
| won   | won                   | won                          |                | won                        | won                               | won  |   | persons             |              |                               |        |

210mm×297mm[Newsprint Paper 54 g/m<sup>2</sup> (Recycled Paper)]

(Reverse side)

5. Matters to be noted in the application for the registration of a business or for conducting a business

- A. In the event that you allow another person or entity to use your name (or the name of the corporation) in the registration of a business, you should be able to explain the taxes imposed on the business or the tax-related materials. Please note that a default in the payment of an imposed tax may result in measures being taken against you, such as the seizure or auctioning off of your property, notification of the default to financial institutions, and the imposition of restrictions relating to passport issuance or departure from the country.
- B. A domestic corporation should keep the ledger of shareholders (employees) available in a proper place. The ledger shall reflect the as-is situation as it should be submitted at the time of application for the registration of a business and the reporting of corporate tax. The lease of it to others may be subject to the imposition of capital gains tax or gift tax.
- C. The registration of a business may be cancelled if the business fails to start business operation or to report VAT or corporate tax until after the lapse of 6 (six) months with no justifiable reason or relocates its place of business arbitrarily, making it difficult to check whether it is actually engaged in the stipulated business.
- D. In the event of issuance or receipt of a tax invoice without a real transaction, the corporation, its representative or related people involved in such an act may be subject to imprisonment of not more than 3 years or a fine equal to twice the supply price plus the VAT amount under the Punishment of Tax Evaders Act, Article 11-2.
- E. Subscription to, and use of, a credit card, must be done in your own name. The use of a credit card for a purpose other than business-related payment is subject to imprisonment of not more than 3 years or a fine not exceeding 20 million won under the Specialized Credit Financial Business Act, Article 70, Paragraph 2.

In the event of applying for the registration of a business by a proxy, please fill in the following:

|                                   |           |                               |  |
|-----------------------------------|-----------|-------------------------------|--|
| Personal information on the proxy | Name      | Resident registration No.     |  |
|                                   | Address   |                               |  |
|                                   | Phone No. | Relationship to the applicant |  |

- Only for registration of a business
- For both registration of a business and the "date of confirmation"
- For registration of a business as a person who has received tax "date of confirmation (date of confirmation No.: )"

To: the head of the XXX District Tax Office

I, the undersigned, hereby report the establishment of a corporation and a place of a local business and apply for registration of the business and the date of confirmation, as I have checked the conformity between the content of this application and the content of the real business under the Corporate Tax Act, Articles 109 and 111, its Enforcement Decree, Articles 132 through 134, its Enforcement Regulations, Article 82, Paragraph 3, Subparagraph 11, and the Commercial Building Lease Protection Act, Article 5, Paragraph 2.

Date: \_\_\_\_\_, 2010  
Applicant: \_\_\_\_\_ (Signed or sealed)  
The above-stated proxy: \_\_\_\_\_ (Signed or sealed)

|                           |  |  |
|---------------------------|--|--|
| Documents to be submitted | Documents to be submitted at the time of application   | Matters to be checked by the official in charge (documents that should be submitted by the applicant if he/she does not agree with the official in charge) |
|                           | <ol style="list-style-type: none"> <li>1. A copy of the Articles of Incorporation</li> <li>2. A copy of the lease contract (in the event that the place of business is leased)</li> <li>3. A copy of the drawing(s) concerning the relevant area (in the event of leasing part of a commercial building protected under the Commercial Building Lease Protection Act)</li> <li>4. A copy of the list of shareholders or investors</li> <li>5. A copy of the business approval/registration/report certificate (if applicable) or the establishment approval certificate (in the event of a non-profit corporation)</li> <li>6. A copy of the list of in-kind investment (if applicable)</li> <li>7. A copy of the letter of explanation about the fund source (in the event of engagement in a restricted, wholesale/retail and taxable amusement business effective from July 2008)</li> <li>8. A copy of the document concerning registration of the headquarters (in the event of a foreign-based corporation)</li> <li>9. A copy of the document verifying the content of the business in the domestic place of business (in the event of a foreign-based corporation and when the relevant facts cannot be checked by the relevant official)</li> </ol> | A copy of the corporation registration (including a branch)  |

I, the undersigned, agree that, in connection with the processing of this matter, the official in charge conducts a check of the "matters to be checked by the official in charge" as stated above by means of the system designed for the joint use of administrative information in accordance with the Electronic Government Act, Article 21, Paragraph 1.

The applicant: \_\_\_\_\_ (Signed or sealed)

\* Note: In the event of the lease of a place of business, please make sure that the location of the business in the lease contract conforms to the relevant official record, including the building management register, to be protected by the Commercial Building Lease Protection Act.

(e.g.: Room 0000, 2<sup>nd</sup> Fl., 00 Building, 0000, 00-dong, 00-si)

KOTRA자료 25-014

## 2025 Guide to Establishing a Business in Korea

---

|                     |  |
|---------------------|--|
| <b>Published in</b> | Jan. 2025  |
| <b>Publisher</b>    | Kang Kyung-sung                                      |
| <b>Published by</b> | KOTRA  |
| <b>Design</b>       | REDRHINO Communication                               |
| <b>Address</b>      | (06792) 13, Heolleung-ro, Seocho-gu, Seoul           |
| <b>Telephone</b>    | +82-1600-7119  |
| <b>Website</b>      | <a href="http://www.kotra.or.kr">www.kotra.or.kr</a> |
| <b>ISSN</b>         | 3058-8383  |

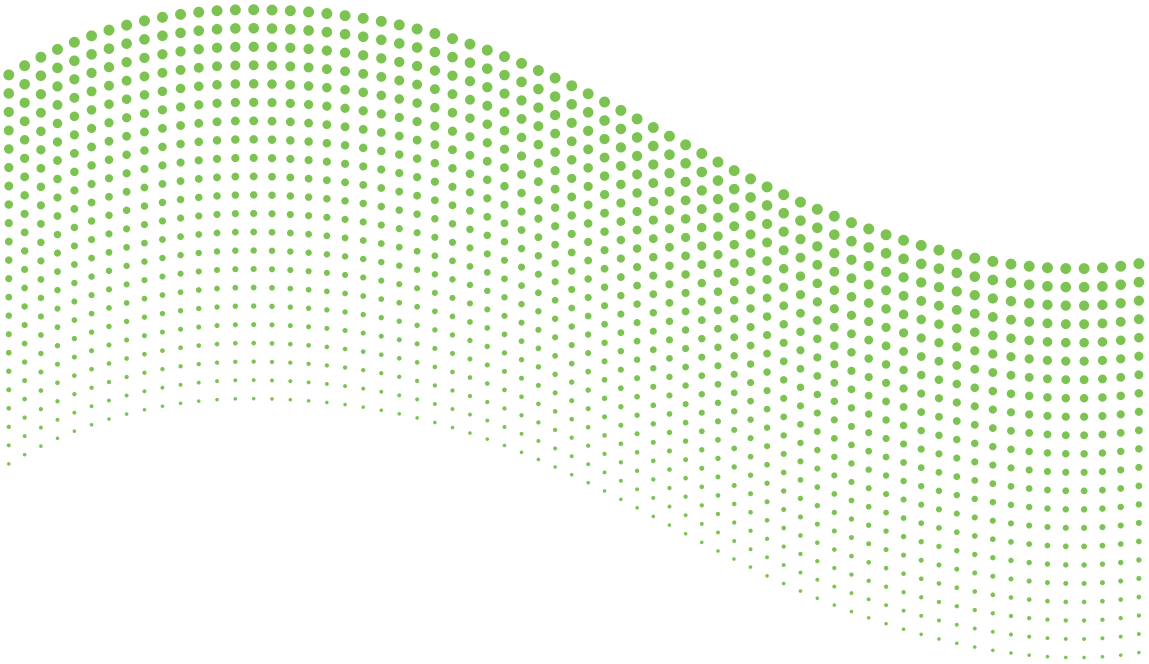
---

Copyright ©2025 by KOTRA. All rights reserved.

No part of this book may be reproduced in any form or by any electronic or mechanical means, including information storage and retrieval systems, without permission in writing from the publisher, except by a reviewer, who may quote brief passages in a review.



20  
25



**kotra**

Korea Trade-Investment  
Promotion Agency

ISSN 3058-8383