

# What documents should a foreign investor prepare when establishing a corporation?

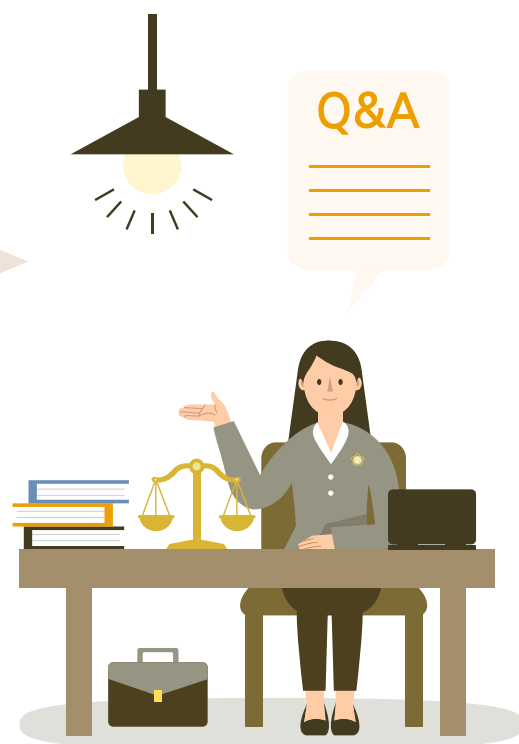
*Every month, Invest KOREA provides answers to some frequently asked questions submitted by foreign-invested companies in Korea and potential investors.*

## Q.

**What documents should a foreign investor prepare when establishing a corporation?**

## A.

Documents a foreign investor should prepare in his/her country vary depending on whether the investor is an individual or a corporation. The document requirements for foreign investors from Japan or Taiwan are the same as those for a Korea national or corporation. In addition, some of the documents required should be apostilled or notarized by a public notary and subsequently by the Korean consulate located in the home country of the foreign investor in case of a non-signatory nation of the Apostille Convention.



### <Documents Required for Individual Investors>

|   |  |
|---|--|
| Application for registration of corporate seal impression   | Affix the personal seal or signature of the representative director on the application of registration of corporate seal impression and have it notarized (notarization required for countries without a seal certification system)  |
| A certificate of acceptance of inauguration /a certificate of seal impression                             | For all individuals to be inaugurated as executive officers of the corporation to be established:<br>1. Korea/Japan/Taiwan: put the personal seal on a certificate of inauguration acceptance and attach a certificate of seal impression.<br>2. Other countries without a seal certification system: sign a certificate of inauguration acceptance and have it notarized. |
| A certificate of resident register (abstract) or a certificate of address (for a representative director) | Attach the following documents to a certificate of inauguration acceptance:<br>1. Korea/Japan/Taiwan: a certificate of resident register (abstract) or a resident registration card<br>2. Other countries: proof of address from the relevant country and a notarized certificate of address (not required for nonrepresentative directors and auditors)                   |
| A power of attorney   | When delegating foreign investment notification, etc. to an agent<br>1. Japan/Taiwan: put the seal on the power of attorney and attach a certificate of seal impression<br>2. Other countries without a seal certification system: put the signature on the power of attorney and have it notarized.   |
| A copy of passport  | For all foreigners   |

### <Documents Required for Corporate Investors>

|   |  |
|---|--|
| A certified copy of corporate registration (an investor corporation)                                      | 1. Japanese/Taiwanese corporations: a certified copy of corporate registration<br>2. Other countries: a certificate of corporation from the relevant country or a notarized certificate that proves the existence of business  |
| Application for registration of corporate seal impression (for the newly-founded corporation)             | Affix the personal seal or signature of the representative director on the application for registration of corporate seal impression and have it notarized (notarization required for countries without a seal certification system.)  |
| A certificate of acceptance of inauguration/a certificate of seal impression                              | For all individuals to be inaugurated as executive officers of the corporation to be established<br>1. Korea/Japan/Taiwan : put the personal seal on a certificate of inauguration acceptance and attach a certificate of seal impression.<br>2. Other countries without a seal certification system: sign a certificate of inauguration acceptance and have it notarized. |
| A certificate of resident register (abstract) or a certificate of address (for a representative director) | Attach the following documents to a certificate of inauguration acceptance<br>1. Korea/Japan/Taiwan: a certificate of resident register (abstract) or a resident registration card.<br>2. Other countries: proof of address from the relevant country and a notarized certificate of address (not required for onrepresentative directors and auditors)                    |
| A power of attorney   | When delegating a foreign investment report to an agent<br>1. Japan/Taiwan: put the corporate seal on the power of attorney and attach a certificate of corporate seal impression<br>2. Other countries without a seal certification system: put the signature of the representative director of an investor corporation on the power of attorney and have it notarized.   |
| Copy of passport  | For all foreigners   |

For further inquiries, please contact the Investment Consulting Center

Call



+82-1600-7119

or Visit



[www.investkorea.org](http://www.investkorea.org)