**Checklist of Property (Evidence) Preservation Materials**

( ) Shen Guo Zhong She Wai Shou No. [ ]

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | No. | Material Name | Copies | Pages per Copy | Original or Copy | Submitted ( √ ) |
| Assistance in Preservation Related Materials | 1 | Request for Property Preservation |  |  | Original |  |
| 2 | Asset Clues |  |  | Original |  |
| 3 | Letter to the XX People's Court on the Request for Property (Evidence) Preservation by the Parties Involved | 1 | 1 | Original | √ |
| 4 | Arbitration Case Acceptance Notice | 1 | 1 | Original | √ |
| 5 | Request for Arbitration |  |  | Original |  |
| Applicant's Qualification Certificate | 6 | (Natural Person) Valid Identification Document (Resident Identity Card, Shenzhen Residence Permit, Household Registration Book, Passport, or Mainland Travel Permit for Residents in Hong Kong SAR, Macao SAR, and Taiwan Region, notarization by the notary department, certification, or face-to-face signing at the SCIA, which requires the signature confirmation of the witness at the SCIA. |  |  |  |  |
| 7 | (Legal Person, Other Organizations) Business License and Industrial and proof of search of the entity in the business registry (within the last 10 days), for foreign-related or Hong Kong SAR, Macao SAR, Taiwan subjects, above materials need to be notarized and certified by a notary department. |  |  |  |  |
| 8 | (Legal Person, Other Organizations) Organization Code Certificate or Inquiry Certificate |  |  |  |  |
| 9 | (Legal Person, Other Organizations) Certificate of Identity of Legal Representative, Director or Person in Charge |  |  | Original |  |
| 10 | (Legal Person, Other Organizations) Valid Identification Certificate, Director of Legal Representative or Person in Charge |  |  |  |  |
| Authorization Related Materials | 11 | Power of Attorney (should specify authorization rights; for foreign-related or Hong Kong SAR, Macao SAR, Taiwan subjects, submit a notarized, certified power of attorney) |  |  | Original |  |
| 12 | Proof of Agent Identity (Lawyer's Practicing Certificate, Certificate of Apprentice Lawyers, or other valid identification) |  |  |  |  |
| 13 | Law Firm Letter |  |  | Original |  |
| Respondent's Qualification Certificate | 14 | (Natural Person) Valid Identification Document (Resident Identity Card, Shenzhen Residence Permit, Household Registration Book, Passport, Mainland Travel Permit for Residents in Hong Kong SAR, Macao SAR, and Taiwan Region) |  |  |  |  |
| 15 | (Legal Person, Other Organizations) proof of search of the entity in the business registry (within the last 10 days) |  |  |  |  |
| Evidence Materials | 16 | Arbitration Agreement or Contracts, Agreements, Other Written Evidence Documents (including other evidence materials) |  |  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | 17 | Evidence Materials of Property Clues | Housing (Submit property information query form 7 days prior to the application, provide property owner's name, property certificate number or pre-sale online signing certificate number, property location and other information) |  |  |  |  |
| Vehicles (Submit vehicle information query form 7 days prior to the application, provide license plate number/vehicle registration management agency, vehicle name and other information) |
| Equity (Provide specific company name, organization code and registration institution, contribution amount, equity share and other information) |
| Banking (Provide bank branch (specific to branch or sub-branch), account holder, account number, currency and other information) |
| Securities (Provide corresponding account information and trading venue or securities company name and address) |
| Other (to be reviewed by the presiding judge at court) |
| Delivery Address Confirmation Letter  &  Integrity Commitment Letter | 18 | Applicant's Delivery Address Confirmation Letter | |  |  |  |  |
| 19 | Applicant's Confirmation of Respondent's Delivery Address Letter | |  |  |  |  |
| 20 | Party's Integrity Arbitration, Litigation Commitment Letter | |  |  |  |  |
| Guarantee Materials | 21 | Any insurance policy, letter of guarantee issued by the insurance company after examination or the independent letter of guarantee provided by the financial institution and its branches approved by the financial supervision department with independent debt repayment ability | |  |  |  |  |

Applicant:

Submitter: Contact Number:

Recipient: Receipt Time: