

Item	Guide for Approval of Business Operations of Motor Vehicle Maintenance
Legal Basis	<p>Article 39 of Regulation of the People's Republic of China on Road (Decree of the State Council, No. 666, February 6, 2016): Applications for business operations of road freight transport stations (fields), motor vehicle maintenance and motor vehicle driver training shall be filed to county-level road transportation authority with attached materials in accordance with Article 36, Article 37 and Article 38 of the Regulation. The county-level authority responsible for examining and approving the application shall decide on whether to approve it or not, and notify the applicants in writing within 15 workdays after accepting the application. Operators of road freight transport stations (fields), motor vehicle maintenance and motor vehicle driver training shall hold the license and go through relevant registration procedures in the administrative department for industry and commerce according to law.</p>
Implementation Authority	Zhengzhou Municipal Division of Motor Vehicle Maintenance and Assembly Management
Application Requirements or Application Materials	<ol style="list-style-type: none"> 1. Application Form of Certificate for Business Operation of Motor Vehicle Maintenance (other units shall not be required to confirm relevant facts by sealing on the application form); 2. ID card of the legal representative and its copies; 3. Business license for enterprise legal person; 4. Materials of operation sites (including factory and business reception room) and the size of parking area, certificate of land use right, certificate of land property right and their copies; 5. Summary sheet on technicians, documents in terms of education background, technical titles or vocational qualification certificates of relevant personnel and their copies; 6. Maintenance and testing equipment qualification certificate, measuring equipment qualification certificate and their copies; 7. Sound system for the management of motor vehicle maintenance, including quality control system, safety production management system, vehicle maintenance records management system, staff training system,

	<p>equipment management system and accessories management system;</p> <p>8. Measures available for environmental protection;</p> <p>9. Perfect emergency contingency plans available for maintenance of transport vehicles for dangerous goods, including reporting procedures, emergency command and treatment measures;</p> <p>Basis: Article 11 of Provisions on the Administration of Motor Vehicle Maintenance (Decree of Ministry of Transport of the People's Republic of China, No. 37, 2016) and Requirements for the Opening of Motor Vehicle Maintenance Business (GB/T 16739-2014).</p>
Procedures	Acceptance→Review→Conclusion
Guaranteed Duration	Seven workdays
Standard Fees	N/A
Office Location	<p>Comprehensive Service Center, Zhengzhou Area, China (Henan) Pilot Free Trade Zone (Southeastern Corner, Intersection of Jinshui Road and Xinyi Road, Zhengzhou)</p> <p>Service Hall, Zhengzhou Municipal Transportation Committee (No. 85, Hanghai Middle Road, Zhengzhou)</p>
Working Hours	09:00-12:00 13:00-17:00(summer and winter)
Contact Information	<p>Chief Representative: Wei Zhiguo, 0371-68753777</p> <p>Director of Approval Office: Guo Hongwei, 0371-68712674</p> <p>Approval Office: 0371-68712674</p>
Complaint Hotline	<p>Unit: 0371-12328</p> <p>Zhengzhou Reform Office of Administrative Examination and Approval System: 0371-67887372</p> <p>Zhengzhou Municipal Commission for Discipline Inspection: 0371-12388</p>