

Shanghai Subsidy Eligibility Memo

Company: Example Precision Manufacturing (Shanghai) Co., Ltd.
Profile: foreign-invested, Shanghai registered, 80 staff, RMB 60m revenue, 12 R&D staff, 6 patents/software copyrights.
Prepared: 2026 · **Language:** English

1. Snapshot

Programme	Fit	Why	Deadline
High-tech enterprise (HNTE)	High	R&D staff and IP meet the typical profile; 15% CIT	Annual batch
SRDI SME	Medium	Specialised manufacturer; revenue/R&D thresholds need checking	Annual batch
Innovation voucher	High	Testing and R&D design services are listed	Rolling
Employment subsidy	Medium	Recent graduate hires may qualify	Per policy year

2. Eligibility gaps

- R&D expense ledger must reconcile with audited financials.
- IP must be owned by the Shanghai entity, not the overseas parent.
- Contracts and invoices for voucher services must match the applicant entity.
- Check district-level top-ups separately.

3. Documents to prepare

- Business licence, articles, shareholder structure
- Audited financials (2–3 years), tax records
- R&D expense ledger and project documentation
- Patent/software copyright certificates
- Staff list, social insurance, R&D staff evidence
- Service contracts, invoices and deliverables (voucher)

4. 90-day action plan

When	Action
Days 1–30	Reconcile R&D ledger; confirm IP ownership; shortlist HNTE and voucher
Days 31–60	Prepare HNTE documents; run one voucher-eligible project

Days 61–90	Submit HNTE batch (if window open); file voucher claim; review district top-ups
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5. Sources

Shanghai Science and Technology Commission · Shanghai Economy and IT Commission · Shanghai Commerce Commission · Shanghai HR and Social Security Bureau · district portals. Every item links to the official Chinese notice in the full memo.

This is a sample. A real memo uses your company data, checks the current official notice, and lists the exact documents and deadlines. Information only; we do not submit applications or guarantee outcomes.