

广州市中级人民法院

涉外民事诉讼指南

Guides for Foreign, Hong Kong,
Macanese, and/or Taiwanese Lawsuits



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1.原告(外国人、港澳台公民)起诉时应出示本人身份证件(如护照、通行证等)和身份证件复印件;如委托他人代理诉讼的,应当出示经过公证或认证的授权委托书,以及委托代理人的身份证明文件等。

2.凡从中华人民共和国领域外寄交的授权委托书和证据材料,或境外形成的证据,均应当经所在国公证机关证明并认证,或者履行中华人民共和国与该所在国订立的有关条约中规定的证明手续后,才具有效力。

3.凡从香港、澳门、台湾寄交的授权委托书和证据材料,或在香港、澳门、台湾地区形成的证据,相关公证手续参照上述条款。

4.起诉状、授权委托书和证据材料的文字是外文时,必须附有中文译本。如对方当事人是外国人,提交的上述材料必须附有对方当事人所在国的官方语言译本。相关的翻译文件应当由具有官方授予资质的翻译机构进行。

1. A plaintiff (foreigner, citizen of Hong Kong, Macao, or Taiwan) submitting a complaint in person shall present his/her identification (e.g. passport, permit, etc.) as well as a duplicate of his/her identification. In case the plaintiff authorizes another person to submit a complaint, he/she shall produce a notarized and verified power of attorney document, as well as an identification document of the authorized party, etc.

2. Where the plaintiff submits a complaint with letter of attorney and material evidence received by mail from outside of China, or material evidence is gathered outside of China, the complaint, letter of attorney, and material evidence shall be notarized by a local notary agency and verified. Alternatively, the plaintiff shall handle the certification formalities as set forth in the relevant treaty concluded between China and the country where the material evidence was gathered.

3. Where the plaintiff submits a complaint with letter of attorney and material evidence by mail from Hong Kong, Macao, or Taiwan, or the material evidence is from Hong Kong, Macao, or Taiwan, relevant notarization formalities shall be followed.

4. Where the complaint, material evidence, and/or letter of attorney are prepared in a language other than Chinese, a Chinese version shall be submitted; should any materials be served to a foreign party, a version of these materials shall be provided in the official language of the country where the recipient is located. The translation shall be executed by an officially qualified translation agency.

