

外贸英语---外贸文书(4) PDF转换可能丢失图片或格式，建议  
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[https://www.100test.com/kao\\_ti2020/34/2021\\_2022\\_\\_E5\\_A4\\_96\\_E8\\_B4\\_B8\\_E8\\_8B\\_B1\\_E8\\_c28\\_34059.htm](https://www.100test.com/kao_ti2020/34/2021_2022__E5_A4_96_E8_B4_B8_E8_8B_B1_E8_c28_34059.htm) Opening Subsidiary

Companies 建立分公司1 )We are glad to inform you that we have recently opened a branch company for the sale of the garments at Shanghai.欣告在上海开设一家销售服装的分公司。 2 )I am writing to inform you that I have just established myself in this city as a commission agent.今告你我已在本市设立一家佣金代销商。 3) For the convenience of our customers, we have decided to open a new branch in Guangzhou, and have appointed Mr Cheng the manager.为方便客户，我方决定在广州开设新的分公司，并委任程先生为经理。 4) We are pleased to inform you that we have recently opened a branch establishment for the sale of the new products at Chengdu.为销售我公司的新产品，最近在成都设立分公司，特此奉告。 5) We are pleased to inform you that our business will be turned into a limited company on January 2nd.本公司于 1 月 2 日将改为股份有限公司，特此奉告。 6 ) We have the pleasure to inform you that we have entered into partnership with Ms Yang.我们已与杨女士合伙经营，特此奉告。 7) It is proposed that one ordinary share of the ABC Co., Ltd., shall exchange for one share of the XYZ Co., Ltd.现提议将以 ABC 股份有限公司普通股一股交换XYZ 股份有限公司一股。 8) We are now a private limited company and shall carry on the business to our mutual prosperity.现在我公司为私人有限公司，定为互相繁荣进行贸易往来。 9 ) I have the pleasure to announce that the

business of the firm will, from June 1st, be carried on by myself at the same address.自六月一号起本公司的业务将由本人自行主持，地址不变，特此函告。

**Establishment and Extension of Business**

**建立和扩大业务**

**Procurations Granted 授予代理权**

1) We have the pleasure to inform you that we have given the companys procuration to Mr.Gui.我公司已将代理签名权授与桂先生。

2) We inform you that we have authorized Mr.Cheng who has been with us for many years , to sign for our company per procuration.现特告为我公司服务多年的程先生已授权代理签名权。

3) I have the pleasure to inform you that Ms.Wang has been authorized to sign for the company by procuration.王女士已授予代理签名权，特此告知。

4) As the state of my health prevents me at present from giving personal attention to routine business, I have given my procuration to Ms.C.G.P, who assisted me for the past ten years to my perfect satisfaction.由于本人目前身体欠佳，不能亲自处理日常事务，特授权曾协助我 10 年之久的得力助手C.G.P先生代本人签名。

**Removal 迁址**

1) We inform you that we shall on October 1st, 1999 remove to a more convenient office at Heping street.兹定于1999年10月1日迁到更方便的和平街新址办公,特此通知。

2) We inform you that we have this day removed to Shijiazhuang , where all correspondence should be addressed in future.自即日起,已经迁至石家庄,日后来函请寄该址,特此奉告。

3) Owing to the expiration of our lease we have removed to the above address.由于租期届满,我公司已迁至上述地址办公。

4) Kindly change our companys address on your records from ..... to.....请贵公司从档案中将敝公司的地址由....改为...。

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