

## 使用電子發票承諾書

### Letter of Undertaking for the Use of Electronic Uniform Invoices

本公司(商號)\_\_\_\_\_願遵守「電子發票實施作業要點」及相關法令規範，同時承諾下列事項

The Company (Business Entity), \_\_\_\_\_, is willing to comply with the "Directions for the Implementation of Electronic Uniform Invoices Operations" and related laws and regulations, and also commit to the following:

一、依規定時限內將本公司（商號）總機構及其他固定營業場所之電子發票資訊(含開立、作廢、銷貨退回或折讓等)上傳至電子發票整合服務平台存證。

The Company (Business Entity) shall gather all electronic invoice data (including issuing, nullifying, and processing electronic certificates of "sales return, purchase return, or allowance," etc.) of the Company's Headquarters and other fixed places of business. Then, the Company shall upload those data as electronic evidence to the E-Invoice Platform within the prescribed time limit.

二、依規定格式將使用之本期字軌、起訖號碼及空白未使用之字軌號碼，於次期開始十日內傳輸至整合服務平台。

The Company (Business Entity) will transmit the beginning and ending numbers of the allocated, used, and unused (blank) alphanumeric code numbers of the electronic uniform invoices during the period filed with the prescribed format to the E-invoice Platform within ten days from the beginning of the next period.

三、遵守個人資料保護法並維護消費者隱私權，如違反相關法律致

第三人受有損害，本公司(商號)須自負一切法律責任，概與財政部無關。

The Company (Business Entity) will comply with the Personal Data Protection Act and protect consumer privacy. In case of violation of the relevant law causing damage to third parties, the Company (Business Entity) shall be responsible for all legal liability, which has nothing to do with the Ministry of Finance.

四、配合推廣電子發票相關措施(如捐贈方式及共通性載具種類新增等)，及相關電子發票作業之調整，並於財政部規定之期間內完成相關配合事項。

The Company (Business Entity) will cooperate to take measures related to the promotion of electronic uniform invoices (such as the increase of donation methods and common carrier types) and the adjustments to the electronic uniform invoices operation and complete the related cooperation matters within the period stipulated by the Ministry of Finance.

五、於申請所列資料及附件均屬實，絕無虛偽匿飾，如有變更將主動函報主管稽徵機關備查。

The Company (Business Entity) promises that the information and annex(es) listed in the application are faithful and there is no falsification or concealment. If there is any change, the Company (Business Entity) will take the initiative to report the change to the competent taxing authority in writing for reference.

以上承諾事項，如未確實遵守辦理，本公司(商號)願負完全之法律責任，特立此承諾書為憑。

If the Company (Business Entity) does not comply with the above commitments, the Company (Business Entity) is willing to take full

legal responsibility and hereby issues this letter of undertaking as proof.

此致

To

財政部\_\_\_\_國稅局\_\_\_\_分局/稽徵所/服務處  
\_\_\_\_ Branch/Office/Service Station, National Taxation Bureau of \_\_\_\_\_,  
Ministry of Finance

營業人名稱(蓋章)

Business entity (Seal)

營業人統一編號

Business Administration Number

負責人姓名(蓋章)

Responsible person (Seal)

中 華 民 國                      年                      月                      日  
Republic of China era \_\_\_\_\_ (year)- \_\_\_\_\_ (month)- \_\_\_\_\_ (day)  
(ex. 2022-05-03 = R.O.C.111-05-03)