

附件六：加值服務中心申請擔任/定期複審/申請復權申請書、服務計畫書及承諾書

Annex 6: Value-Adding Center Application for Appointment/Periodic Review Application/Reinstatement for Appointment, Service Plan, and Letter of Undertaking

<input type="checkbox"/> 申請擔任 <input type="checkbox"/> 定期複審 <input type="checkbox"/> 申請復權 <input type="checkbox"/> Application for Appointment <input type="checkbox"/> Periodic Review Application <input type="checkbox"/> Reinstatement for Appointment	
<b>加值服務中心 申請書</b> <b>Value-Adding Center</b>	
受理機關 Accepting authority	財政部_____國稅局_____分局（稽徵所、服務處） _____Branch (Office or Service Station), National Taxation Bureau of _____, Ministry of Finance
申請日期 Application date	中華民國_____年_____月_____日 Republic of China era ____ (year)- ____ (month)- ____ (day) (ex. 2022-05-03 = R.O.C.111-05-03)
檢附資料 Information attached	<ol style="list-style-type: none"> <li>1. 電子發票系統檢測通過文件。 Documents demonstrating that the electronic uniform invoice system has passed the system testing.</li> <li>2. 電子發票服務計畫書（如書表6-1）及承諾書（如書表6-2）。 An Electronic Uniform Invoices Services Plan (as Document 6-1) and A Letter of Undertaking (as Document 6-2).</li> <li>3. 電子發票證明聯及銷貨退回、進貨退出或折讓證明單樣張。 The sample of the certification copy of electronic uniform invoices and the electronic certificate of sales return, purchase return, or allowances.</li> <li>4. 以憑證使用電子發票者，已依規定申請憑證之證明。 Copies of certificates for application according to the regulations, for those who use electronic uniform invoices based on the certificates.</li> <li>5. 電子發票系統之資訊安全管理制度符合CNS27001國家標準或ISO27001國際標準驗證之證明文件。 Certificate that the information security management system of the electronic uniform invoice system conforms to the CNS27001 national standard or ISO27001 international standard.</li> </ol>

	6. 其他 (請註明) Other (please specify) _____。		
申請人 Applicant	營業人名稱 Business entity name		公司章Company's seal
	統一編號 Business Administration Number		
	稅籍編號 Tax Serial Number		
	營業地址 Business address		
	負責人 Responsible person		
	身分證統一編號 ID Card No.		
聯絡方式 Contact information	聯絡人姓名 Contact person		負責人章 Seal of the responsible person
	聯絡人電話 Telephone		
	傳真號碼(可免填) Fax (optional)		
	手機號碼(可免填) Cell phone (optional)		
	通訊地址 Contact address		
事務所 (可免填) Firm (optional)	事務所名稱 Firm name		負責人章 Seal of the responsible person
	統一編號/身分證統一編 號 Business Administration Number /ID Card No.		
	承辦人Case officer		
	事務所電話 Firm Telephone		
依據 Legal basis	依「電子發票實施作業要點」辦理。 Handled in accordance with the "Directions for the Implementation of Electronic Uniform Invoices Operations."		
申請日期 Application date	中華民國_____年_____月_____日 Republic of China era _____ (year)- _____ (month)- _____ (day) (ex. 2022-05-03 = R.O.C.111-05-03)		

## 書表6-1

## 加值服務中心電子發票服務計畫書

### Document 6-1 **Electronic Uniform Invoice Service Plan of Value-Adding Center**

#### 一、資格能力說明

##### 1. Qualifications and capabilities

(如現行經營業務種類與規模、建置電子發票系統或執行其他資訊業務服務之實績、服務類型(B2B或B2C)、過去開立或接收電子發票之數量與比例、有無積欠已確定之營業稅、營利事業所得稅及其罰鍰之紀錄等 e.g., the type and scale of current business, the actual performance of electronic uniform invoice system established or other information services executed, the object type of invoice issuing (B2B or B2C), the quantity and proportion of electronic uniform invoices issued or received in the past, whether the center has confirmed business tax debts, profit-seeking enterprise income tax debts, and penalties in arrears, etc.)

#### 二、作業流程說明

##### 2. Operating procedures

(含預防營業人重複或錯誤開立、漏未上傳等作業程序，當發現營業人開立電子發票異常，通知營業人改善之等作業程序 Including procedures to prevent business entities from duplicating or incorrect issuing or missing uploading invoice data and to notify the business entities of improvement for any irregularities in the issuance of electronic uniform invoices found.)

#### 三、設備概況說明

##### 3. Equipment overview

四、未於期限內通過稽徵機關複審、自行終止服務或經稽徵機關停權時，通知委任營業人及完成受委任期間之電子發票相關檔案紀錄返還等作業程序。

4. In case of failure to pass the review by the taxation authority within the deadline, service terminated by itself, or service suspended by the taxation authority, we will take the operation procedures described below to notify the appointing business entities to complete the returning of the electronic uniform invoice related file records during the period appointed, etc.

#### 五、其他事項

##### 5. Other matters

書表6-2

## 加值服務中心承諾書

### Document 6-2 Letter of Undertaking by the Value-Adding Center

茲保證（聲明）本公司（行號）電子發票系統之設計與作業程序，均符合「電子發票實施作業要點」之規定，並承諾下列事項：

We hereby assure (declare) that the design and operation procedures of the Company's (Business Entity's) electronic uniform invoice system are in accordance with the provisions under Directions for the Implementation of Electronic Uniform Invoices Operations and covenant the following:

一、配合財政部或其指定之人員所進行之電子發票系統實地訪視及抽測作業。

1. We will cooperate with the on-site visits and sampling tests of the electronic uniform invoice system conducted by the Ministry of Finance or its designated personnel.

二、維持電子發票系統之資訊安全管理制度符合CNS27001國家標準或ISO27001國際標準之驗證有效性，對處理、傳輸或交換之電子發票資料，善盡注意義務並確實依相關法律規定遵守保密規定。

2. We will maintain the information security management system of the electronic uniform invoice system in compliance with the verification validity of CNS27001 national standard or ISO27001 international standard, exercise due diligence in handling, transmitting, or exchanging electronic invoice information, and scrupulously comply with the provisions on confidentiality under relevant laws and regulations.

如有不符前述保證（聲明）之情事、違反上開要點或其他法律規定者，同意取消加值服務中心之資格，絕無異議。

If there is any discrepancy with the statements mentioned above, violation of the points mentioned above, or other legal requirements, we agree to cancel the qualification of the value-adding center without any objection.

此致

To

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

聲明人 (蓋章Seal)  
Declarant name

統一編號  
Business Administration Number

負責人 (蓋章Seal)  
Responsible person

身分證統一編號  
ID Card No.

營業地址  
Business address

聯絡人  
Contact person

聯絡電話  
Contact telephone

中華民國 年 月 日  
Republic of China era \_\_\_\_\_ (year)- \_\_\_\_\_ (month)- \_\_\_\_\_ (day)  
(ex. 2022-05-03 = R.O.C.111-05-03)