

外國事業、機關團體、組織申請稅籍登記應附書件自行檢核表

Self-Assessment Checklist for Submitted Documents Regarding Tax Registration Application of Foreign Enterprises, Institutions, or Organizations

類別 名稱 Category Name	設立 Establishment	負責人變更 Change of Responsible Person	所在地變更 Change of Location	名稱、營業項目變更 Change of Name and Business Items
書件 名稱 Document	<p>() 營業人設立登記申請書 Application for Business Entity Establishment Registration</p> <p>() 負責人身分證影本、戶口名簿影本或其他有效證明文件 A photocopy of the responsible person's ID card and household certificate or other valid supporting documents</p> <p>() 代理人之代理委託書 (無代理人者免附) Power of Attorney for Agent (exempted if no agent is present)</p> <p>() 外國事業、機關、團體、組織經該國政府目的事業主管機關核准登記或許可成立之資格證明文件(應由當地政府機關、法院、我國駐當地使領館、辦事處或由該國駐我國使領館、辦事處辦理驗證或公(認)證或依我國公證法所為之公(認)證) Supporting documents certifying the qualification of foreign enterprises, institutions, organizations, or agencies established or approved by the competent government agency of that country for business purposes (They shall be authenticated or notarized by local government agencies, courts, our embassy or consulate in the foreign country, or the foreign country's embassy or consulate in our country, or certified or notarized in accordance with the Notary Act of our country.)</p> <p>※ 各式文件如係外文應附其中文譯本 ※ Chinese translations should be provided for documents in foreign languages.</p>	<p>() 營業人變更登記申請書 Application for Change of Business Entity Registration</p> <p>() 負責人身分證影本、戶口名簿影本或其他有效證明文件 A photocopy of the responsible person's ID card and household certificate or other valid supporting documents</p> <p>() 代理人之代理委託書、代理人身分證明文件 (無代理人者免附) Power of Attorney for Agent and the agent's identity document (exempted if no agent is present)</p>	<p>() 營業人變更登記申請書 Application for Change of Business Entity Registration</p>	<p>() 營業人變更登記申請書 Application for Change of Business Entity Registration</p>
<p>※營業人對於已登記之事項有變更，應於事實發生之日起 15 日內向稽徵機關申請變更登記；如有應向主管機關辦理變更登記者，應於辦妥變更登記之日起 15 日內為之。</p> <p>※If a business entity experiences any changes in its registered information, it shall apply for a change of registration with the tax authority within 15 days from the occurrence date. If the change necessitates registration with the competent authority, it shall be completed within 15 days from the completion date of the change of registration.</p>				

類別 名稱 Category Name	<p>停業、 復業 Suspension or Resumption</p>	<p>註銷 Cancellation</p>
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書件名稱 Document	<p>() 營業人停業、復業、展延停業申請書 Application for Business Entity Suspension, Resumption, or Extension of Suspension</p>	<p>() 營業人註銷登記申請書 Application for Business Entity Cancellation Registration</p> <p>() 統一發票購票證(核定使用統一發票者，送請主管稽徵機關截廢後得攜回保管) Uniform Invoice Purchase Certificate (If approved for using uniform invoices, it may be retrieved for safekeeping after being submitted to the competent tax authority for cutting up and voiding.)</p> <p>() 當期營業人銷售額與稅額申報書及營業稅繳款書影本或申報聯(自動報繳者) A photocopy of the current Declaration of Sales and Business Tax by a Business Entity and a photocopy of the Business Tax Payment Notice or a declaration copy (for automatic filing and payment.)</p>
	<p>※營業人暫停營業，應於停業前向主管稽徵機關申報核備；復業時，亦同。 If a business entity plans to suspend its operations, it is required to submit a declaration for approval to the competent tax authority before the suspension takes effect. The same procedure applies when resuming business operations.</p>	<p>※營業人解散、廢止、轉讓或與其他營業人合併而消滅者，應自事實發生之日起 15 日內，填具註銷登記申請書，向主管稽徵機關申請註銷登記；如有應向主管機關辦理註銷登記者，應於辦妥登記之日起 15 日內為之。 If a business entity is dissolved, invalidated, transferred, or merged with another business entity, resulting in its termination, the business entity shall complete the Application for Cancellation Registration within 15 days from the date of the event. Subsequently, the entity shall apply to the competent tax authority for the cancellation of registration. If the registration cancellation process should be conducted with the competent authority, it shall be completed within 15 days from the date of finalizing the registration.</p>

* 本表如有疑義，請逕向**稅籍**登記所在地各地區國稅局洽詢。

* If you have any inquiries or require clarification regarding this form, please reach out to the nearest local National Taxation Bureau at your tax registration location.