

公司所屬門市部、營業所等申請**稅籍**登記應附書件自行檢核表

Self-Assessment Checklist for Submitted Documents Regarding Application for Tax Registration of the Company's Subsidiary Outlets, Branches, and Similar Entities

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>() 分支機構負責人與總機構不同時，應加附授權書 If the responsible person of the branch differs from that of the headquarters, please include an authorization letter.</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>() 分支機構負責人與總機構不同時，應加附授權書 If the responsible person of the branch differs from that of the headquarters, please include an authorization letter.</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>

類別 名稱 Category Name	停業、 復業 Suspension or Resumption	註銷 Cancellation
書件 名稱 Document	() 營業人停業、復業、展延停業申請書 Application for Business Entity Suspension, Resumption, or Extension of Suspension	() 營業人註銷登記申請書 Application for Business Entity Cancellation Registration () 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.) () 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)

* 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.