

公司組織申請稅籍登記應附書件自行檢核表

Self-Assessment Checklist of Submitted Documents Regarding Company's Tax Registration Application

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、組織、資本額變更 Change of Name, Business Items, Organization, or Registered Capital	停業、 復業 Suspension or Resumption	註銷 Cancellation
書件 名稱 Document	<p>() 營業人設立事項表(有應補送文件時,併同補送文件檢附) Business Entity Establishment Registration Form (If supplementary documents are required, they should be submitted along with this form.)</p> <p>() 屬分公司者,分公司負責人與總公司不同時,應加附授權書 If the responsible person of the branch company differs from that of the headquarters, please include an authorization letter.</p> <p>※ 稽徵機關得視需要向營業人要求提示負責人國民身分證、戶口名簿或其他有效證明文</p>	<p>() 營業人變更登記申請書 Application for Change of Business Entity Registration</p> <p>() 屬分公司者,分公司負責人與總公司不同時,應加附授權書 If the responsible person of the branch company 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>	<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 (停業前已向公司登記主管機關辦妥停業登記者,免填,將由稽徵機關逕依登記機關提供停業資料辦理;復業亦同) (Exempted for those who have previously completed suspension registration with the competent company registration authority before the business</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 (For those approved to use uniform invoices, the certificate may be retrieved for safekeeping after submitting it to the competent taxing authority to be cut up and voided.)</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。適用公司登記之營業人,應依規定先向公司登記主管機關申請解散登記。 If a business entity is dissolved, invalidated, transferred, or merged with another business entity</p>

	<p>件正本。 The tax authority may request the original copy of the responsible person's national ID card, household registration certificate, or other valid supporting documents, as necessary.</p>	<p>※ 公司組織之營業人對於已登記之事項向稽徵機關申請變更登記者，應於辦妥公司變更登記之日起 15 日內為之。 If a business entity within a company applies for a change of registration for matters that are already registered with the tax authority, the request shall be submitted within 15 days from the date of completing the company's registration change.</p>	<p>suspension. The tax authority will process it directly based on the suspension information provided by the registration authority. The same procedure applies to business resumption.)</p>	<p>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. Business entities subject to company registration should first apply for dissolution registration with the competent company registration authority.</p>
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* 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.