

請領（補發、換發）記帳士證書申請書
Application Form for The Issuance(Reissue, Replacement)
of Certificate of Certified Public Bookkeeper

受文者 Recipient：財政部 Ministry of Finance

主 旨 Purpose：申請核發記帳士證書。

To apply for the issuance of Certificate of Certified Public
Bookkeeper.

說 明 Description：

一、依記帳士法第 5 條暨記帳士證書核發辦法規定辦理。

Handled in accordance with Article 5 of the Certified Public Bookkeepers
Act and Rules Governing Issuance of Certificate of Public Bookkeeper.

二、茲檢具下列文件：（請勾選檢附項目）

The following documents are hereby inspected: (Please tick the attached
items)

（一）記帳士考試及格證書正本及影本各 1 份。

The original and a photocopy of the certificate for passing the
certified public bookkeepers examination.

（二）履歷表 1 份。

A curriculum vitae of the applicant.

（三）國民身分證正反面影本 1 份。（如範例）

（外國人為護照影本）

A photocopy of the front and back of the
identification card of the applicant. (See
example)

(Foreign applicants: a photocopy of the passport)

（四）最近 1 年內 2 吋半身相片 2 張(詳註二)。

相片浮貼處
Photo sticker

Two 2-inch photographs of the applicant taken within the year
(Note 2).

- (五) 證書費新臺幣壹仟伍佰元整(詳註五)。

The amount of the certification fee payable is NT\$1,500 (Note 5).

- (六) 原撤銷或廢止原因消滅之證明文件。

Documentary evidence that the reason for the revocation or
cancellation of the original certificate has ceased to exist.

- (七) 記帳士證書遺失或滅失登報 3 天聲明作廢之整張報紙。

The whole page of the newspaper in which the notice of
nullification of certificate of public bookkeeper due to loss or
destruction thereof is published for three (3) days.

- (八) 污損、破損或更名前之記帳士證書。

The stained, damaged or pre-name Certified Public bookkeeper's
certificate.

三、聲明事項 Disclaimer：

- (一) 申請人確無記帳士法第 4 條第 1 項各款不得充任記帳士情事。

**The applicant does not have the conditions under Subparagraph 1,
Article 4 of the Certified Public Bookkeepers Act that he/she shall
not act as a certified public bookkeeper.**

- (二) 申請人所填資料及附繳文件均為真實，如有不實願負法律責任。

**The information filled in by the applicant and the attached
documents are all true; if there is any untrue statement, the
applicant accepts the legal responsibility.**

申請人 Applicant： (請務必簽名或用印 Signature or seal)

申請日期 Date of Application： 年 Year 月 Month 日 Day

身分證統一編號 ID No. : □□□□□□□□□□

註 Note :

- 一、記帳士法第 5 條規定：「請領記帳士證書，應填具申請書，並檢同證明資格文件，向主管機關申請核發之。前項請領證書之資格、條件、應檢附文件、證書發給、換發、補發與其他應遵行事項之辦法，由主管機關定之。」

Article 5 of the Certified Public Bookkeepers Act stipulates: “In applying for a certificate of certified public bookkeeper, a completed application form along with supporting documents shall be submitted to the competent authorities for its review and issuance of a public bookkeeper certificate. Regulations governing the qualification requirements and conditions, supporting documents required, and the procedures for the issuance of a certificate and the replacement of a certificate shall be prescribed by the competent authorities.”

- 二、相片背面請書寫姓名，1 張浮貼於申請書，另 1 張逕貼於履歷表。

Please write your name on the back of the photo, and stick one on the application form, and one on the curriculum vitae.

- 三、本申請書及相關文件，除記帳士考試及格證書正本於校驗後發還外，餘均由財政部留存。

This application form and related documents, except the certificate for passing the certified public bookkeepers examination, which will be returned to the applicant after verification thereof, will be retained by the Ministry of Finance.

- 四、屬第 1 次請領記帳士證書者，應檢附說明二、（一）至（五）之文件；屬依記帳士法第 4 條第 2 項規定請領記帳士證書者，應檢附說明二、（一）至（六）之文件；屬原證書遺失申請補發者，應檢附說明二、（三）至（五）及（七）之文件；屬原證書污（破）損申請換發者，應檢附說明二、（三）至（五）及（八）之文件。

Those who apply for a Certificate of Certificated Public Bookkeeper for the first time should attach the documents of Description 2, (1) to (5); those who apply for a Certificate of Certificated Public Bookkeeper in accordance with Item 2, Article 4 of the Certified Public Bookkeepers Act should attach the documents in Description 2, (1) to (6); if the original certificate is lost and the application is for reissuance, the documents in Description 2, (3) to (5) and (7) should be attached; if the original certificate is stained (damaged) and the application is for renewal, the documents in Description 2, (3) to (5) and (8) should be attached.

五、證書費新臺幣 1,500 元，得選擇以「財政部賦稅署」為抬頭之郵政匯票繳交或透過 e-Bill 全國繳費網(<https://ebill.ba.org.tw/>)(或以手機下載「ebill 全國繳費網 APP」及「台灣行動支付 APP」)→政府機關相關費用→國庫款項費用繳費。

The amount of the certification fee payable is NT\$1,500, and you can choose to pay by postal money order payable to “Taxation Administration, Ministry of Finance” or through the e-Bill National Payment Network (<https://ebill.ba.org.tw/>) (or by mobile phone. Download “ebill National Payment Network APP” and “Taiwan Mobile Payment APP”) → Related government agency fees → Payment of treasury fees.

六、本申請書及相關文件請逕寄：財政部 54045 南投縣南投市中興新村虎山路 3 號 4 樓（信封上請註明「請領記帳士證書申請案件」）。

Please send this application form and related documents directly to: Ministry of Finance, 4th Floor, No. 3, Hushan Road, Zhongxing New Village, Nantou City, Nantou County 54045 (Please mark “Application for a Certified Public Bookkeeper certificate” on the envelope).

七、依記帳士證書核發辦法，核發證書應於 15 天內核發，必要時得延長 15 天。

According to the Rules Governing Issuance of Certificate of Public Bookkeeper, the certificate should be issued within 15 days, and it can be extended for 15 days if necessary.

範例 Example

身分證正反面影本請以 A4 紙單面影印，並請影印清晰，謝謝！

Please make a photocopy of the front and back of the identification card of the applicant on one side of A4 paper, and ensure that the photocopy is clearly legible, thank you!

身分證正面影本
ID card front copy

身分證反面影本
ID card back copy