

獨資組織申請稅籍登記應附書件自行檢核表

Self-Assessment Checklist for Submitted Documents Regarding Sole Proprietorship 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
	商業登記案件 Business Registration	設籍課稅案件 Taxpayer Registration File Setup Cases			
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 Registration Detail Form (Supplementary documents, if required, should be submitted along with the application.)</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 a branch differs from that of the headquarters, an authorization letter should be attached.</p> <p>※ 稽徵機關得視需</p>	<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, 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, an authorization</p>	<p>() 營業人變更登記申請書 Application for Change of Business Entity Registration</p> <p>() 非商業登記案件加附負責人身分證影本、戶口名簿影本或其他有效證明文件 For non-business registration cases, please include photocopies of the responsible person's ID card, 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>

<p>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件正本 The tax authority may request the original national ID card, household certificate, or other valid supporting documents of the responsible person as necessary.</p>	<p>letter. () 法定代理人同意書 (限制行為能力人經法定代理人允許獨立營業者) (已婚者免附) Legal Representative Consent Form (For individuals with limited legal capacity allowed by their representative to operate independently.) (Exempted for married individuals) () 法定代理人身分證影、戶口名簿影本或其他有效證明文件 (法定代理人代為經營者) A photocopy of the legal representative's ID card, household certificate, or other valid supporting documents. (The legal representative acts as the operator.)</p>	<p>※非商業登記案件申請變更登記者，應加附下列文件 In cases of non-business registration, the following documents should also be attached for application of change registration: ◎因轉讓而申請變更登記者 ◎For Applicants Requesting a Change of Registration Due to Transfer: () 轉讓契約書副本 (請貼新臺幣 12 元印花稅)。 A copy of the transfer contract (please affix NT\$12 in stamp duty) () 如為營業概括承受者，應檢附對債權人為承受之通知影本或公告報紙。 In cases of a general assumption of business, please attach a photocopy of the notice to creditors of the assumption or a newspaper announcement. ◎繼承登記 ◎For Inheritance Registration: () 應加附被繼承人全戶戶口名簿影本及其他證明繼承文件。 Include a photocopy of the full household certificate of the decedent and other supporting documents proving the inheritance. ※ 商業登記案件，營業人對於已登記之事項向稽徵機關申請變更登記者，應於向商業登記主管機關辦妥變更登記之日起 15 日內為之。 In the case of business registration, if a business entity applies for changes to the registered details with the competent tax authority, the application for registration changes shall be submitted to the tax authority within 15 days from the date of completing the registration changes with the competent business registration authority.</p>
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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 (停業前已向商業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 completed the suspension registration with the competent business registration authority before suspending business; the tax authority will	() 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)

	<p>process it directly based on the suspension information provided by the registration authority. The same applies to resuming business.)</p>	<p>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。適用商業登記之營業人，應依規定先向商業登記主管機關申請歇業登記。</p> <p>If a business entity is dissolved, invalidated, transferred, or merged with another business entity and ceases to exist, it shall fill out the Application for Cancellation Registration within 15 days from the date of the occurrence of the facts, and apply to the competent taxing authority for cancellation of registration. Business entities subject to business registration should first apply for closure registration with the competent business registration authority as required.</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.