

其他組織申請稅籍登記應附書件自行檢核表

Self-Assessment Checklist for Submitted Documents Regarding Other Organization 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、營業項目變更 Change of Name and Business Items
書件 名稱 Docu ment	<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>() 主管機關核准成立之證照影本 A photocopy of the certificate of establishment approved by the competent authority</p> <p>() 組織章程 Articles of Incorporation</p> <p>() 分支機構負責人與總機構不同時，應加附授權書。 In case the responsible person of the branch differs from that of the headquarters, an authorization letter should be attached.</p>	<p>() 營業人變更登記申請書 Application for Change of Business Entity Registration</p> <p>() 主管機關核准變更登記之證明文件 The certificate of approval for changes in registration issued by the competent authority</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>() 主管機關核准變更登記之證明文件 The certificate of approval for changes in registration issued by the competent authority</p>	<p>() 營業人變更登記申請書 Application for Change of Business Entity Registration</p> <p>() 主管機關核准變更登記之證明文件 (營業項目變更者免附) The certificate of approval for changes in registration issued by the competent authority (exempt for changes in business items.)</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 there is a change in the registered details, the business entity shall apply for change of registration with the tax authority within 15 days from the date of the change. If the change necessitates registration with the competent authority, it shall be completed within 15 days from the date of the change of registration.</p>				

類別 名稱 Category Name	停業、 復業 Suspension or Resumption	註銷 Cancellation
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。 The business entity, when temporarily suspending operation, shall report and register with the competent tax authority prior to the suspension. The same applies when resuming 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 (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 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 cancellation registration shall be conducted with the competent authority, it shall be completed within 15 days from the date of completing 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.