

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

受文者 Recipient：財政部 Ministry of Finance

主旨 Purpose：申請 To apply for 第 1 次請領 Issuance for the first time 撤銷原因消滅補發 Reissuance due to the reason for the revocation or cancellation of the original certificate has ceased to exist 遺失補發 Reissuance for lost certificate 換發記帳士證書 Replacement of the Certificate of Public Bookkeeper 英文版記帳士證書 The English Version of the Certificate of 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，詳註二）

The following documents are hereby inspected: (Please tick the attached items, see Note 2)

- （一）記帳士考試及格證書正本及影本各 1 份；記帳士考試及格證書為電子證書型式者，為其列印本 1 份。

The original and a photocopy of the certificate for passing the certified public bookkeepers examination; if the certificate for passing the certified public bookkeepers examination is of the electronic certificate type, the applicant shall attach a printout of the certificate.

- （二）履歷表 1 份。

相片浮貼處  
Photo sticker

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、外僑居留證或永久居留證影本。

A photocopy of the front and back of the identification card of the applicant (See example), a photocopy of the passport, Alien Resident Certificate, or Alien Permanent Resident Certificate of the foreign applicant.

- (四) 最近 1 年內 2 吋半身相片 2 張(詳註三)。

Two 2-inch photographs of the applicant taken within the year (Note 3).

- (五) 證書費新臺幣壹仟伍佰元整(詳註四)。

The amount of the certification fee payable is NT\$1,500 (Note 4).

- (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.

- (九) 中文版記帳士證書及有效護照影本各 1 份。

The Chinese Version of the Certificate of Public Bookkeeper and the valid passport of the applicant, with a photocopy of each.

### 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、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；屬請領英文版記帳士證書者，應檢附說明二、（四）、（五）及（九）之文件，並填寫英文姓名（以申請人有效護照所載之英文姓名填列）。

Those who apply for a Certificate of Public Bookkeeper for the first time should attach the documents of Description 2, (1) to (5); those who apply for a Certificate of 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; those who apply for a English Version of the Certificate of Public Bookkeeper should attach the documents in Description 2, (4) (5) and (9), and fill in the English name of the applicant's valid passport.

三、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.

四、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.

五、本申請書及相關文件請逕寄：財政部 540024 南投市中興路 667 號 5 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, 5th Floor, No. 667, Zhongxing Road, Nantou City, Nantou County 540024 (Please mark “Application for a Certified Public Bookkeeper certificate” on the envelope).**

六、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.**

七、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.

## 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