

附表 Supplemental Table

七、外國公司申請辦事處登記應附送書表一覽表

7. A general table of documents to be submitted for registration of representative’s office of a foreign company

單位：份 unit: in copy

附送書表 documents to be submitted	申請書 application form	其他機關核准函影本 (無則免送) photocopy of permit from other authority (exempted if inapplicable)	法人資格證明文件影本 photocopy of documentary evidence proving the due incorporation and existence	(改派)在中華民國境內 代表人授權書影本(註 6) photocopy of authorization letter for (reappointment of) representative in ROC territory (Note 6)	在中華民國境內代表人 身分證明文件影本(註 2) photocopy of ID document of representative in ROC territory (Note 2)	建物所有權人同意書影 本及所有權證明文件影 本(註 4) photocopies of building owner’s written consent and documentary evidence of ownership (Note 4)	外國公司辦事處設立 (變更)登記表(註 5) Representative office of Foreign Company Registration(change) Form (Note 5)
登記事項 Registration							
1.設立辦事處 establishment of representative’s office	1	1	1	1	1	1	2
2.改派在中華民國境內代表人 reappointment of representative in ROC territory	1	1		1	1		2
3.本公司所在地變更 changes in location of head office	1						2
4.本公司所營事業變更 change of business scope of head office	1						2
5.本公司名稱 changes in name of head office	1	1	1				2
6.辦事處所在地變更 changes in location of representative’s office	1	1				1	2
7.在中華民國境內代表人姓名、地 址變更 changes in name/address of representative in ROC territory	1				1		2
8.廢止登記 nullification	1	1					

備註：1、委託會計師或律師代理者，應另檢附委託書一份。

Note: A written proxy shall be submitted if application for registration is entrusted to an accountant or attorney.

2、在中華民國境內代表人為中華民國國籍者應檢附國民身分證影本;若係外國人應檢附居留證影本或護照影本加載地址並簽名或蓋章。

If the representative in ROC is with ROC nationality, a photocopy of ID card shall be submitted; if with foreign nationality, photocopies of alien resident certificate or passport shall be submitted along with signature or seal.

3、驗(公、認)證有效期限為自驗(公、認)證日起算計一年。

The validity of certification/notarization/authentication shall be one year starting the date of certification/notarization/authentication.

4、登記所在地之建物所有權人出具之同意書，應載明同意提供使用之公司名稱；建物為公司所自有者或檢附租賃契約影本，免附同意書;外國公司申請新設分公司或辦事處登記者，建物所有權人同意書影本及所有權證明文件影本，得於核准登記日次日起三十日內補送。

A written consent issued by the owner of the building where the company located shall state therein the name of the company the owner consents to provide the use with; exempted from such written consent if the company owns the building or a photocopy of lease contract of the building is submitted. For registration application of branch office or representative’s office establishment, photocopies of such written consent and documentary evidence of ownership can be submitted within 30 days starting the next day of the application approval.

5、外國公司辦事處設立(變更)登記表應使用主管機關所定之格式辦理。

Representative office of Foreign Company Registration(change) Form to be used shall be in the format set by the competent authority.

6、(改派)在中華民國境內代表人授權書，必要時主管機關得要求須經驗(公、認)證。

Authorization letter for (reappointment of) representative in ROC territory (Note 6)

7、主管機關認為必要時，得要求公司檢附工作計畫書。

The competent authority may request for work plan when necessary.