

# 外國公司辦事處（變更）登記申請書

## Application for Registration (Change) of Foreign Company Representative Office

1. 申請事項 (請勾選) Purpose of application (Please check)		<input type="checkbox"/> 辦事處登記 registration of representative office <input type="checkbox"/> 變更登記 change registration <input type="checkbox"/> 其他 Others			
2. 申請事項說明 Description of application purpose					
3. 補正文號 Corrected Ref. No.					
4.	申請人 Applicant	公司統一編號 Unified Business No.			在中華民國境內代表人印鑑 Certified seal of representative in the Republic Of China
	外國公司 中文名稱 Chinese Name of Foreign Company	(股份)有限公司 商 司 Ltd.Co.(or company limited by shares)			
	姓名 Name				
	在中華民國境內代表人 Representative in the Republic Of China	是否已擁有中華民國就業金卡： Whether the representative is Taiwan Employment Gold Card holder :  <input type="checkbox"/> 是 (請附證明文件) <input type="checkbox"/> 否 Yes (Certificate of Taiwan Employment Gold Card)      No			
	辦事處所在地 Location of representative office				
5.	代理人 Agent	姓名 Name	會計師或律師 CPA or lawyer		代理人印鑑 Certified seal of agent
	地址 Address				
	委託事項 Assignment	本公司登記案委託前開會計師（律師）代理文件收受事宜 The above CPA / lawyer is assigned to receive documents with regards to the registration of the Company.			
6. 領取方式 (填數字) Receiving manner (please enter the number)		1. 郵寄。2. 自取 (逾期一星期轉郵寄)。3. 電子送達。 1.Mail. 2.Pick-up in person ( will be posted if not picked up within one week ) 3. Electronic service.			
7.	聯絡人 Contact	姓名 Name		電話 Tel	
		E-mail		手機 Mobile	
	聯絡人 2 Contact 2	姓名 Name		電話 Tel	
		E-mail		手機 Mobile	
	聯絡人 3 Contact 3	姓名 Name		電話 Tel	
				手機 Mobile	

	E-mail		傳真 Fax	
<p>備註 Note:</p> <p>註 1、申請「電子送達」請填寫聯絡人姓名、E-mail 及電話(手機必填)，最多三組。  Note 1. For the application of "electronic service", please fill in with the contact person's name, E-mail and telephone number (required for mobile phone), at most 3 persons.</p> <p>註 2、若收件人五日未下載電子公文，則改採用郵寄送達。  Note 2: If the recipient fails to download such electronic documents within five days, it will be delivered by mail.</p> <p>註 3、外國特定專業人才擬在我國從事專業工作者，得逕向內政部移民署申請核發具工作許可、居留簽證、外僑居留證及重入國許可四證合一之就業金卡。在中華民國境內代表人持有就業金卡者，將優先辦理公司設立(變更)登記。  Note 3: A foreign special professional who plans to engage in professional work in the State may apply directly to the NIA for a four-in-one Employment Gold Card that combines work permit, resident visa, Alien Resident Certificate and re-entry permit. If the representative is Taiwan Employment Gold Card holder, the foreign company will acquire a prioritized position in applying for establishment or change Registration of Foreign Company Representative Office.</p>				
8.	申請日期 Application Date	年 YYYY	月 MM	日 DD

\*大陸地區人民、法人、團體、其他機構直接或間接持有 貴公司股份或出資額逾百分之三十或對 貴公司具有控制能力時，應請向本部申請登記。

If a person, or a legal entity, or an organization/institution from the mainland area directly or indirectly holds over 30% of the shares/capital in your company, or has the right to control your company, please registration the case to this office.