

○○商○○公司在臺辦事處工作計畫書
**Working Plan of A Representative Office in Taiwan of ○○
Nationality ○○ Company**

一、本公司簡介

Introduction of This Company

二、代表人在臺從事業務活動/年度工作目標

Business Activities / Yearly Working Objective in Taiwan

三、辦事處組織編制及人員規劃

Plan of Organization, System and Number of Personnel in Taiwan

四、辦事處經費運用計畫

Budget and Utilization Plan of a Representative Office

五、本年度預計(實際)接觸對象說明

Description of Anticipation (Actually) Objects to Contact This Year

(含指派之代表人在臺灣地區之業務活動為何，包括實際（或預計）在臺採購之商品項目及數額、在臺灣地區從事簽約、報價、議價、投標等業務活動情形（含接洽或預計）之往來廠商名稱。）

(including: Business Activities of a Designated Representative in Taiwan Area, for instance: Names and Number of Products to be Actually (or Expectedly) procured, and Contact Company Names (including to Contact or Expect) he/she will Sign Contracts, Quote, Bargain, Tender and do other Business Activities in Taiwan Area)

六、本公司所營事業符合「大陸地區人民來臺投資業別項目」說明

Description of Business Activities of This Company to conform to “Business Activities allowed to be invested by the People of the Mainland Area”

七、預期效益

Expected Benefit and Effect

八、其他說明事項

Other Items of Description

(包含指派之代表人學經歷資料，及是否具大陸地區黨、政、軍經歷等)

(including: Academic Qualifications and Working Experience of a Designated Representative and Whether he/she Has Any Political Party, Politics or Army experience in the Mainland Area or not)