

政府 商業登記申請書

government Business Registration Application Form

申請日期：□□□年□□月□□日

收件類別：□本人□委託（應填具代理人資料）

Application date: □□□(y)□□(m)□□(d)

Acceptance type:

From applicant

Commissioned (agent information must be filled out)

統一編號： Uniform invoice number: <input type="checkbox"/> 已有稅籍登記之營業人統一編號： <input type="checkbox"/> Already has Business Administration Number for taxation registration :		預查編號： Reservation no.:	代理人： Agent: 聯絡電話： Contact tel.:
聯絡電話 Contact tel.	市話： Local Tel:	傳真電話： Fax:	<input type="checkbox"/> 有僑外投資人 <input type="checkbox"/> Including Overseas Chinese/foreign investors <input type="checkbox"/> 有大陸地區投資人 <input type="checkbox"/> Including Mainland China investors
	手機： Mobile:	電子信箱： E-mail:	
領件方式： Pick-up method: <input type="checkbox"/> 自領 <input type="checkbox"/> Accept in person <input type="checkbox"/> 郵寄 <input type="checkbox"/> Postal delivery <input type="checkbox"/> 電子送達 <input type="checkbox"/> Electronic service		郵寄地址： Mailing address <input type="checkbox"/> 商業所在地 <input type="checkbox"/> Place of business <input type="checkbox"/> 代理人地址 <input type="checkbox"/> Agent's address	

申請事項 Application items	商業設立 / 變更 Business establishment/ change					資本額 Amount of capital			<input type="checkbox"/> 負責人/ <input type="checkbox"/> 合夥人/ <input type="checkbox"/> 經理人 <input type="checkbox"/> responsible person/ <input type="checkbox"/> Partner/ <input type="checkbox"/> Manage			
	設立 Establishment	名稱 變更 Name change	所營業 務變更 Change of business items	所在地 變更 Change of business address	所在地 門牌 整改編 Address doorplate correction	增資 變更 Increase in capital	減資 變更 Reduction in capital	出資 額變 更 Change capital contributions	委任 變更 解任 Appointment/ change/ dismissal	改名 Name change	住(居) 所變更 Address change	住(居) 所門牌 整改編 Address doorplate correction
	商業設立 / 變更 Business establishment/ change					商業狀態 Business status			其他事項 Other items			
	外縣市 遷入 Move in from another city or county	營業 合併 Business merger	轉讓 登記 Transfer registration	組織 變更 Change in organization	法定代 理人代 理經營 登記 Registration of operation by legal agent	停業 Suspension of business	復業 Re-sumption of business	歇業 Termination of business	統一編 號變更 Change of uniform invoice	更正 Correction	繼承 Inheritance	其他 Other
其他事項之理由 Reasons for other items												

基本資料 Basic information	商業名稱 Business name					
	所在地 Address	郵遞區號 Postal code	縣市 County/ municipality	鄉鎮市區 City/town/ township/ district	村里 Village/ borough	路街巷弄號樓室 Street address, floor, room number
	資本額 Capital	元 (NT\$)		組織種類 Organization	<input type="checkbox"/> 獨資 <input type="checkbox"/> Sole proprietorship	<input type="checkbox"/> 合夥 <input type="checkbox"/> Partnership
負責人 responsible person	姓名 Name				身分證文件字號 Personal identification number	
	住(居)所 Address	郵遞區號 Postal code	縣市 County/ municipality	鄉鎮市區 City/town/ township/ district	村里 Village/ borough	路街巷弄號樓室 Street address, floor, room number

停業期間 Period of suspension of business	自 年 月 日 起 至 年 月 日 止 停業 Suspension of business from __/__/__ to __/__/__
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停業理由 Reason for suspension of business	
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復業日期 Business resumption date	自 年 月 日 起 復業 Resumption of business from __/__/__
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歇業日期 Business termination date	自 年 月 日 起 歇業 Termination of business from __/__/__
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代理人 Agent		聯絡電話 Contact tel.	
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※核准日期：□□□年□□月□□日 ※收文號：□□□□□□□□□□□□
Approval date: □□□(y)□□(m)□□(d) Acceptance no.: □□□□□□□□□□□□

商業印章 Seal of bussiness	負責人印章 Seal of responsible person

◎貴商業實際經營業務之營業場所應符合都計、建管、消防等法令規定，違反者，應受上開法令之處罰。請填載內政部訂定之「營業場所土地使用分區管制與建築管理規定查詢表」(表格可向地方政府都計、建管單位、或「營業場所預查服務櫃檯」索取)，向營業場所所在地政府之都計、建管單位申請查詢，實際營業之場所是否符合土地使用分區管制與建築管理規定。
◎ The business premises in which you conduct your actual business services must comply with urban planning, building management, and fire safety laws and regulations, and any violations shall be punished in accordance with such relevant laws and regulations. Please fill out and submit a "Business Premise Land Use Zoning Control and Building Management Regulation Query Form" determined by the Ministry of the Interior (this form can be obtained from the local government urban planning or building management unit, or from a business premise reservation service counter) to the local government urban planning or building management unit in charge of your place of business when applying for checking whether the actual business premises meet land use zoning control and building management regulations.

※公務記載蓋章欄 Official business record seal field	※流水號 ※Serial number

工商憑證 併案申請 MOEA CA application	<input type="checkbox"/> 是 <input type="checkbox"/> Yes	E-mail			簡訊回覆 Text message response	行動電話號碼 Cell phone number						
	<input type="checkbox"/> 否 <input type="checkbox"/> No											
預定開業日期：□□□年□□月□□日 Scheduled business starting date: □□□(y)□□(m)□□(d)												
營業 場所 Business premises	郵遞區號 Postal code	縣市 City/ county	鄉鎮市區 City/ town/ township/ district	村里 Village/ borough	路 街 巷 弄 號 樓 室 Street address, floor, room number	查詢 編號 Query no.						

- 註一：為配合電腦作業，請打字或電腦列印填寫清楚，數字部分請採用阿拉伯數字，並請勿折疊、挖補、浮貼或塗改。
- 註二：申請事項無涉第 2 頁之事項者，可免附申請書第 2 頁。
- 註三：住（居）所欄位，本國人民之住所依戶籍登記地址為準；本國人民無住所、外國人、華僑及大陸地區人民則以居所登記。
- 註四：※各欄如核准日期、收文號、公務記載蓋章欄、流水號等，申請人請勿填寫。；「#」符號為自由填寫欄位，主要所營業務前請打「✓」
- 註五：為便利商業或其代理人知悉電子公文已傳送至下載平台，申請「電子送達」請必填寫聯絡電話手機及電子信箱（至多填列 3 組）；如未於電子公文傳送至下載平台後 5 個工作日內下載者，則改以紙本公文郵寄送達。
- Note 1: In order to ensure clarity and facilitate computer processing, please type or print out using a computer; please use Arabic numerals for all numbers, and please do not fold, cut and mend, use tape, erase, or modify.
- Note 2: Page 2 of the application form application is not required when the application does not concern any of the items on page 2.
- Note 3: With regard to address fields, the household registration address should be used in the case of ROC citizens, and the residential address should be used in the case of ROC citizens without registered domiciles, foreigners, overseas Chinese, and residents of the China area.
- Note 4: ※Please do not write in fields including the approval date, acceptance number, official business record seal, and serial number fields; the symbol "#" indicates optional fields, please make a "✓" mark in front of major business items.
- Note 5: To inform the business or its agent that electronic official documents have been transmitted to the downloading platform. If you choose the "electronic service" for pick-up, please fill in with the contact telephone number(required for mobile phone) and E-mail, at most 3 phone numbers and E-mails. If the business or its agent fails to download such electronic documents within five working days after the electronic documents have been transmitted to the electronic official document downloading platform, the official documents will be delivered by mail.