

附表 Supplemental Table

六、外國公司申請分公司登記應附送書表一覽表

6. A general table of documents to be submitted for registration of branch office of a foreign company

單位：份 unit: in copy

附送書表 documents to be submitted 登記事項 Registration	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	合併之證明 文件影本(須 經驗(公、認 證)(註4) photocopy of certified/notarized /authenticated documentary evidence of merger	在中華民國境內營運資 金之匯入匯款通知書影 本、買匯水單影本(盈 餘轉增資時免附) photocopies of inward remittance advice of funds for operations in ROC territory and foreign exchange bought memo (exempted for capitalization of legal reserve)	(改派)在中華民 國境內指定之 負責人授權書 影本(註10) Photocopy of authorization letter for (reappointment of) a designated responsible person in ROC territory	(改派)分公司 經理人授權 書影本 Photocopy of authorization letter for (reappointment of) managerial personnel of branch office	在中華民國 境內指定之 負責人身分 證明文件影 本(註2) Photocopy of ID document of designated responsible person in ROC territory (Note 2)	分公司經理 人身分證明 文件影本(註3) photocopies of ID certificates of branch office managerial personnel (Note 3)	建物所有權人 同意書影本及 所有權證明文 件影本(註7) photocopies of building owner's written consent and documentary evidence of ownership (Note 7)	會計師營業 所用資金查 核報告書(註9) audit report of funds exclusively for operation of business issued by certified public accountant (Note 9)	外國公司 (變更)登記 表(註8) Foreign Company Registratio n(change) Form (Note 8)	外國公司分 公司設立(變 更)登記表(註8) Branch of Foreign Company Registration(chang e) Form (Note 8)
1.首次設立在臺分公司 establishment of branch office in ROC for the first time	1	1	1		1	1	1	1	1	1	1	2	2
2.改派在中華民國境內負責 人 reappointment of responsible person in ROC territory	1	1				1		1				2	
3.在中華民國境內之負責人 姓名、地址變更 changes in name/address of responsible person in ROC territory	1							1				2	
4.增加在中華民國境內營業 所用資金 increase of funds for operation of business in ROC territory	1	1			1						1	2	
5.減少在中華民國境內營業 所用資金 decrease of funds for operation of business in ROC territory	1	1									1	2	
6.在中華民國境內所營事業 變更 change of business scope in ROC territory	1	1										2	
7.本公司所在地變更 change in location of head office	1											2	
8.本公司董事名單變更 changes in director list of head office	1											2	
9.本公司名稱(中、英文) Names of head office (in Chinese and English)	1	1	1(英文名稱 變更時) for changes in English name									2	2
10.因境外合併公司外文名稱 變更 changes in company name because of offshore merger	1	1	1	1								2	2

11.增設在臺分公司 addition of new branch office in ROC	1	1					1		1	1			2	
12.分公司經理人變更 changes in managerial personnel of branch office	1	1					1		1				2	
13.分公司經理人姓名、地址變更 changes in names/addresses of managerial personnel of branch office	1								1				2	
14.分公司名稱變更 changes in branch office name	1												2	
15.分公司所在地變更 change in location of branch office	1	1								1			2	
16.分公司廢止(繼續營業) nullification of branch office (continue to transact business)	1	1												
17.停業 business discontinuation	1													
18.復業 business recommencement	1													
19.延展開業 extension of business commencement date	1													
20.分公司廢止(無意繼續營業) nullification of branch office (having no intention to continue transacting business)	1	1												
21.辦事處轉換為分公司 transformation of representative's office to branch office	1	1			1	1	1	1	1	1	1(與辦事處相同地址則免附) exempted if no alteration to address	1	2	2

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、在中華民國境內指定之負責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 designated responsible person 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、分公司經理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 managerial personnel of branch office 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.

4、合併之證明文件如為本公司所在地之政府機關出具之文件，得免經驗(公、認)證。

Exempted from certification/notarization/authentication, if the documentary evidence of merger is issued by a government agency in the locality of the company,

5、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.

6、公司申請首次設立在臺分公司登記、名稱及所營業變更、辦事處轉換為分公司者，應於申請書件上載明「公司名稱及所營業登記預查申請表」核准文號。

For applications for registration of branch office incorporation in ROC for the first time, changes in company name and business scope, transformation of representative's office to branch office, approval Ref. No. in the document of "Application for Company Name and Business Scope Reservation" shall be stated in the application form.

7、公司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.

8、外國公司(變更)登記表、分公司設立(變更)登記表應使用主管機關所定之格式辦理。

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

9、公司法第三百七十七條第一項準用第七條第一項規定：「公司申請設立登記之資本額，應經會計師查核簽證；公司應於申請設立登記時或設立登記後三十日內，檢送經會計師查核簽證之文件。」，於申請首次設立在臺分公司登記案件，會計師營業所用資金查核報告書得於首次設立在臺分公司登記後三十日內補送。

As prescribed in Paragraph 1, Article 377 of Company Act, provisions in Paragraph 1, Article 7 shall apply mutatis mutandis to a foreign company establishing branch office in ROC: "The capital amount of a company applying for registration of incorporation shall be audited by an independent certified public accountant; such company shall attach an auditing certificate from an independent certified public accountant when applying for registration of incorporation or within 30 days after the registration of incorporation." For applications for registration of branch office incorporation in ROC for the first time, the audit report of funds exclusively for its operation of business issued by an independent certified public accountant can be submitted within 30 days after the registration of branch office incorporation in ROC for the first time.

10、(改派)在中華民國境內指定之負責人授權書，必要時主管機關得要求須經驗(公、認)證。

Authorization letter for (reappointment of) a designated responsible person in ROC territory may require certification/notarization/authentication if it is deemed necessary by the competent authority.