

**Taiwan Company Limited by Shares Registration Package  
(For Mainland China Company and Individual to Register a Taiwan  
Company Limited by Share in Taiwan)**

This package is suitable for residents or companies registered/resided in Mainland China which intend to apply to register a Taiwan company limited by shares.

This package includes all procedures required for the registration of a company limited by shares specifically including the business registration, local agent service and the bank opening service. After completed the procedure above, the Taiwan Company is ready to commence the business.

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## 1. Service Fees and Time of Billing

Our service fees for the registration of a company limited by shares in Taiwan is TWD 112,000. A summary is listed in Table 1 as below:

Table 1: Taiwan limited company by shares registration fees

| Item | Description  | Amount (TWD) |
|------|--|--------------|
| 1    | Our service fee                                      | 70,000       |
| 2    | Official registration fees                           | 2,000        |
| 3    | Local Agent Service                                  | 20,000       |
| 4    | Registered Office Service                            | Note 1       |
| 5    | Corporate bank account opening                       | 14,000       |
| 6    | Import and export registration (For trading company) | 4,000        |
| 7    | Disbursements  | 2,000        |
|      | Total  | 112,000 /up  |

Note:

### (1) Company registered address service

The company registered in Taiwan should have a physical address before the registration. The client could provide their own address in Taiwan, or if the client needs to use Kaizen company address for registration address, the company registered office service fee is TWD 54,000 per year. Since the address registered is also used for Taiwan taxation registration, if the client chooses Kaizen's registered address service, Kaizen must be assigned for handling the accounting service of the Taiwan company. 6 months of the accounting service fee will be charged in advance, which is TWD 30,000(up).

### (2) Translation Fee

The fee above does not include document translation fee. Taiwan official language is Traditional Chinese. For the document provided in Simplified Chinese, such as minute of meeting or power of attorney, it should be translated into Traditional Chinese.

### (3) Notarization of the shareholder identification document

The foreign company that acts as the investor (Shareholder) of the Taiwan Company, the identification document should notarize at the Notary Office in Mainland China where the company registered. This package does not include the fees for the notarization of document.

(4) If the shareholding structure of parent company is complicated, the additional fees may be incurred dependent on the actual situation.

## 2. Time of Billing and Payment Methods

Kaizen will start to process the registration of Taiwan Company once received the full payment by the investor. Kaizen would accept cash, bank transfer, cash remittance, and PayPal. If the investor decided to pay through PayPal, will need to add another 5% for the handling fee.

If the investor needs Kaizen to issue a uniform invoice, the investor will need to pay for the 5% business tax.

Once investor confirmed the order, Kaizen will provide an invoice and the payment instruction for the investor so that investor could arrange for payment.

## 3. Service Scope

### (1) Registration and Related Services

- (a) Providing consultant service about incorporation and maintenance to client;
- (b) Providing suggestion about business scope to client;
- (c) Preliminary check of firm's intended name;
- (d) Preparation of Taiwan company registration documents;
- (e) Fill in and prepare the application form.

### (2) Approval from MOEAIC

Application of foreign investment at the MOEAIC.

### (3) Capital Verification Report

After investor remits capital, the company should hire a certified public accountant for capital verification. Kaizen would arrange a certified public accountant in Taiwan to engage for capital verification.

### (4) Registered Office/Business Address

The company registered in Taiwan should have a physical address before the registration. The client could provide their own address in Taiwan, or if the client needs to use Kaizen company address for registration address, the company registered office service fee is TWD 54,000 per year.

### (5) Bank Account Opening

In the process of registering a Taiwan Company, the Taiwan Company needs to work the bank account in two phases. Firstly, by setting up a preparatory account, so that the capital contribution could be remitted by the investor. After receiving the approval letter from the Taiwan government, the investor could change the preparatory account into a formal account.

According to the policy of the bank, the director of the Taiwan Company will need to present in person to meet the bank for identity certification and conduct due diligence requirements.

Kaizen role is limited to provide assistance, including preparing bank account opening documents and making appointments with the bank. The bank has the right to decide whether to approve the client's account opening application, and whether the account opening is successful or not, Kaizen does not assume any responsibility. If the company registration cannot be carried out due to the failure of the bank account opening, Kaizen will refund half of the service fee, which is TWD 56,000.

(6) Import and Export Card

If your company intend to conduct import and/or export business in Taiwan, you are required to apply for Import and Export Card with Ministry of Economic Affairs. Kaizen will handle the application for Import and Export Card immediately after the company is duly registered.

(7) Local Agent Service

The establishment of a Taiwan Limited Company should have a local agent with the Taiwan identity card or owned an Alien Resident Certificate (ARC) to handle the registration and the registration change matter. This package included a one-year local agent service provided by Kaizen.

(8) Application for Tax Code

Apply the certificate of profit-seeking enterprise at the National Taxation Bureau, the certificate of tax registration is a tax ID issued by the authority. According to different types of industries, there are two types of tax registration certificate and local tax registration.

#### 4. Estimated Time Frame

The whole registration process would take about 14-16 weeks. The table below shows the estimated time frame for each of the steps for the registration process.

| Item                                | Description                                    | Responsible Party | Working Days                           |
|-------------------------------------|--|-------------------|--|
| <b>Preliminary</b>                  |  |                   |  |
| 1                                   | Lease agreement of office                      | Kaizen / Client   | 1                                      |
| 2                                   | Notarization of registered documents           | Client            | Depends on Actual Situation            |
| 3                                   | Other documents                                | Client            | Client's schedule                      |
| <b>Application for Registration</b> |  |                   |  |
| 4                                   | Perform proposed company name approval         | Kaizen            | 2                                      |
| 5                                   | Application for pre-registration approval      | Kaizen            | 25-60<br>(Depends on Actual Situation) |
| 6                                   | Engrave a stamp                                | Kaizen            | 2                                      |
| 7                                   | Opening bank account – Preparatory account     | Kaizen / Client   | 1                                      |
| 8                                   | Handling the capital verification report       | Kaizen            | 5                                      |
| 9                                   | Submit the company registration document       | Kaizen            | 6                                      |
| 10                                  | Submit the taxation registration document      | Kaizen            | 5                                      |
| 11                                  | Handle the uniform invoice certificate         | Kaizen            | 6                                      |
| 12                                  | Opening bank account - Normal Account          | Kaizen / Client   | 5-10                                   |
| 13                                  | Handle import and export business registration | Kaizen            | 1                                      |
| <b>Total</b>                        |  |                   | <b>14 – 16 weeks</b>                   |

Note:

- (1) The estimated time is based on high cooperation between Kaizen and the client.
- (2) The estimated time is based on the company does not require any special license.

## 5. Required Documents and Materials

(1) Taiwan Company Intended Name

Please provide two to three proposed company names in Chinese. Client is required to provide one English company name to open the company bank account, which is for client to remit the capital from overseas.

(2) Notarization of the shareholder identification document

The identification document is notarized by the notary office in the Mainland China (The identification document of shareholder such as the passport or the company registration document). The notarization document is valid for one year and shall seal on the perforation. For the Hong Kong Company shareholder, the company registration document such as certificate of incorporation and significant controller register shall be provided.

(3) Notarization of the power of attorney

The power of attorney that notarized by the notary office in Mainland China. The notarization document is valid for one year and shall seal on the perforation. This package does not include the notarization service.

(4) Identification document and address proof of the directors

A copy of the passport and the address proof of the directors.

(5) The lease agreement, consent of the building owner and the housing tax bill

The lease agreement that the company address registered (The tenant should be the name of the Taiwan limited company), a copy of house tax bill and the consent of the building owner.

(6) The capital registered

The company registered in Taiwan do not have any regulation on the capital registered, but Kaizen suggests that investor should remit a capital for TWD 3,000,000 and above so that the company could operate well.

(7) Main Business Scope

The business scope of the proposed Taiwan company. It is necessary to specify the services to be provided or the products to be imported and/or exported. The business projects invested by the Mainland China Investor to Taiwan must be in full compliance with the positive listed.

(8) Business plan of the company

The business plan content should include the Taiwan investor business plan and the relevant financial plan, Kaizen could provide sample for reference.

(9) The background of investor and the business activity

If the investor is the juridical person, shareholding structure and organization chart shall be provided, and the organization chart shall disclose the final beneficiary owner which holds the shares of company more than 25%. Besides, the following information shall be provided:

- (a) The name of the company at each level;
- (b) The name of resident, juridical person, groups or other institution from Mainland China;
- (c) The proportion of shareholdings;
- (d) The control capabilities project;
- (e) The background and the business scope.

If the investor is a natural person, the resume and the passport copy of the natural person shall be provided.

## 6. Certificates and Documents to be Returned to Client

After the procedure completed, we will return the following documents to the client:

- (1) The articles of incorporation;
- (2) Approval letter issued by the Ministry of Economic Affairs;
- (3) Business registration form;
- (4) Approval letter issued by the Taxation Bureau of Taiwan;
- (5) The stamp of the company and the stamp of person in charge;
- (6) Uniform invoice certificate and business IC card;
- (7) The import and export card.

## 7. Important Note

- (1) The Taiwan Company limited by shares has to be funded by at least 2 shareholders and shall appointed 1 director and 1 supervisor. If the shareholder is a legal person and holds 100% of the shares, then 1 director shall be appointed. There is no nationality restriction for the shareholder, director and supervisor, except for Mainland Chinese.
- (2) Taiwan Company Act do not have any regulation on the capital registered, but investor should indicate the capital in the articles of incorporation, after capital remitted, company shall hire a Certified Public Accountant to verify the capital. Kaizen would suggest investor to set the capital for at least TWD 3,000,000, so that company is able to support the preliminary of company and the cost for the first few months.
- (3) If the company registered requires any special license, the fees will be adjusted accordingly.

*If you wish to obtain more information or assistance, please visit the official website of Kaizen CPA Limited a [www.kaizencpa.tw](http://www.kaizencpa.tw) or contact us through the following and talk to our professionals:*

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