

**Taiwan Company Registration Package**  
**(For Companies Registered in Mainland China / Foreign Companies Own by Mainland Chinese)**

Unless otherwise stated, the Taiwan company stated in this quotation referred to a limited liability company formed and incorporated in Taiwan under the Taiwan Company Act.

This package is suitable for company registered in Mainland China or foreign company own by Mainland Chinese, which intending to register a Taiwan company.

**Summary**

Our package fee for the registration of a limited liability company in Taiwan is TWD 112,000. This package fee covers our professional registration service, government official registration fee, one-year local agent service and opening a corporate bank account in Taiwan. This package does not include the registered address service and the notarization of documents. Kaizen can provide the mentioned 2 services with additional fees. If the shareholding structure of parent company is complicated, the additional fees may be incurred dependent on the actual situation.

For the registration of a Taiwan representative office, the client needs to provide an intended office name, amount of capital, identification document of the shareholders (members) and directors, such as passport (for individuals shareholder) and certificate of incorporation (legal entity shareholder), and the address proof of the abovementioned parties, such as utility bills, phone bill or registered address, etc.

The registration of a Taiwan limited company takes about 6-8 months.

If the business to be carried out by the Taiwan Company in Taiwan requires extra license or permit, we can help apply for such license or permit and our fees will be quoted upon request.

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## Taiwan Limited Company Registration Package

### 1. Services and Fees

Our service fee for the registration of a limited liability company in Taiwan with TWD 5 million paid-up capital is TWD 112,000. In particular, our fees cover the following services:

#### (1) Preparation and Completion of the Registration

- (a) Providing consultant service about incorporation and maintenance to client;
- (b) Providing suggestion about business scope to client;
- (c) Preliminary check of intended company name and seek for approval;
- (d) Preparation of Taiwan limited company registration documents;
- (e) Preparation of company registration application form and documents.

#### (2) Approval from MOEAIC

Application for agreement for the foreign investment from the Investment Commission of the Ministry of Economic Affairs in Taiwan.

#### (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) 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 one third of the service fee, which is TWD 38,000.

#### (5) Import and Export Registration

If you 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.

#### (6) Local Agent Service

The establishment of a Taiwan Limited Company should have a Taiwan practiced lawyer or accountant as their local agent to handle the registration and the registration change matter. This package included a one-year local agent service provided by Kaizen.

(7) Application for Tax ID

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

2. Optional Services

(1) Business Address Service

A Taiwan company is required to have a physical address in Taiwan as its business address at all time. Kaizen can provide a street address for the purpose of registration of your Taiwan company. Our fee for providing the business address 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) Notarization of Power of Attorney

The establishment of a Taiwan Limited Company should have a Taiwan practiced lawyer or accountant as their local agent to handle the registration. The power of attorney should be notarized by the local public notary office, court, or embassy of Taiwan in your country. This package does not include the notarization service. Kaizen could provide the attesting service. Our fees for the legalization will be quoted upon request.

(3) Translation Fee

Our fees stated above do not include document translation fee. Taiwan's official language is Chinese and therefore all registration documents must be in Chinese. If any documents provided by the client is in English, such as meeting minutes and appointment letter, these documents shall be translated into Chinese. Or if the client requires an English version of the registration documents, Kaizen could provide the translation service and our fees will be quoted upon review of the documents to be translated.

### 3. Time of Billing and Payment Methods

We require full payment in advance. We currently accept cash, TT and PayPal. If pay by PayPal, an additional handling charge of 5% of our service fee will be charged.

If Taiwan uniform invoice is required, an additional 5% of Business Tax will be charged and collected.

Upon receipt of your order, we will issue an invoice and send our bank information together to you through email for your settlement.

### 4. Estimated Time Frame

The whole process for the registration of a company in Taiwan would normally take about 6-8 months. 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 (For company registration)	Kaizen/ Client	1 days
2	Notarization of company document	Client	Client's schedule
3	Other documents	Client	Client's schedule
<b>Application for Registration</b>			
4	Proposed company name approval	Kaizen	2 days
5	Application for pre-registration approval	Kaizen	80-120 days
6	Engrave a stamp	Kaizen	2 days
7	Opening bank account – Preparatory account	Kaizen/ Client	1 days
8	Handling the capital verification report	Kaizen	5 days
9	Submit the company registration document	Kaizen	6 days
10	Submit the taxation registration document	Kaizen	5 days
11	Handle the uniform invoice certificate	Kaizen	6 days
12	Opening bank account - Normal Account	Kaizen/ Client	5-10 days
13	Handle import and export business registration	Kaizen	1 days
<b>Total</b>			<b>6-8 months (Exclude the time of account opening)</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

The following documents and materials need to prepare by client:

### (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) Identification Documents of Investor

The identification documents of the shareholder should be notarized by the China Notary Association (investor's identification documents, such as passport and certificate of incorporation shall be notarized by the notary association where the investor residence or the place of incorporation.) The notarized document is valid for 1 year, with seal on the edges of all sheets of the document with part of the impression on each of the sheets. Kaizen can handle the notarization for our client. If the investment is through a Hong Kong company, incorporation documents and significant controller register of the Hong Kong company, notarized by the Taipei Economic and Cultural Office, Hong Kong, shall be provided.

### (3) Notarization of the Power of Attorney

The period of validity of power of attorney which is notarized by China public notary office is one year. The notarized documents will be embossed stamp. Kaizen is able to help client to proceed the related procedure of notarization.

### (4) Identification Documents of the Director

A copy of the passport (or identity card for Taiwan citizen) and address proof (utility bill or bank statement) of the Taiwan company director.

### (5) Lease Agreement, Building Usage Consent Letter and the Latest Housing Tax Bill

An original copy of the lease agreement of the office premise to be used by the Taiwan company, a copy of house tax bill and the consent of use issued by the landlord. Documents is exempted if Kaizen registered address service is selected.

### (6) Registered Capital

There is no limit on the capital registered in Taiwan, but Kaizen suggests that investor should remit a capital which can sustain at least 6 months operation or TWD3,000,000. If the company expenses are over expectation, then the parent company shall inject capital again with capital verification report by CPA, which may generate extra cost.

### (7) Business Plan

The content shall include the business plan and financial plan of the Taiwan company. Kaizen will provide template for reference.

(8) Investor Background and Business Scope Statement

If the investor is a legal entity, a completed company organization chart shall be provided, with all final beneficiary owner or natural person shareholder with 25% of share shall be disclosed. The organization chart shall include:

- (a) The company names of all levels
- (b) Names of individual, legal entity, organization, and institute in the Mainland China
- (c) Proportion of Share
- (d) Items or projects which are determined by the Mainland Chinese
- (e) Illustration on the background and scope of operation

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 the person in charge;
- (6) Uniform tax invoice certificate and business IC card;
- (7) Import and export registration.

## 7. Annual Maintenance Fee

After a company is officially registered in Taiwan, it is required to comply with the Taiwan laws imposed to companies. For example, according to the Taiwan Company Act, company must prepare an annual business report and financial statement and seeks for financial audit with certified public accountant. According to the Taiwan Tax Act, company must file for business tax every 2 months and corporate income tax return every year. Please refer to the following table for better understanding of the yearly maintenance fee of a Taiwan company:

Item	Description	Amount (TWD)	Remarks
1	Preparation of business report (Annually)	10,000	
2	Declaration of person in charge and shareholder (Annually)	6,000	
3	Updating books of accounts (assuming annual turnover of TWD10 million)	60,000	
4	Financial statements statutory audit (assuming a turnover of TWD30 million)	20,000	
5	Tax computation and filing of profits tax return	10,000	
6	Basic Payroll Service (per person)	2,500	Per pax
7	Provision of Registered Office (second year and thereafter)	54,000	
	<b>TOTAL</b>	<b>162,500/up</b>	

## 8. Notice

Although there are no special requirements for the working capital of a foreign company invested to the Taiwan company, we still suggest the client to set an amount that is sufficient to cover the preparation and initial operating costs. Moreover, if the investor would like to apply for working permit through the Taiwan company, then we suggest the capital shall be set equivalent to USD 200,000.

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

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