

Taiwan Representative Office Registration Package
(For Companies Registered in Mainland China / Foreign Companies Own by
Mainland Chinese)
Registration Procedures and Quotation

Unless otherwise stated, the Taiwan representative office stated in this quotation referred to the Taiwan representative office incorporated by foreign companies or companies registered in Mainland China, 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 representative office.

Summary

Our fee for the registration of a Taiwan representative office is TWD 80,000. This package included the service fees, government registration fee, agent fee and opening a Taiwan bank account for the representative office. This package does not include the registered address service for the Taiwan representative office.

For the registration of a Taiwan representative office, the client needs to provide an intended office name, amount of working capital, identification document of the parent company, company representative (director) and manager, such as passport (director or manager) and certificate of incorporation (legal entity shareholder), and the article of association and register of members, etc, of the parent company.

The registration of Taiwan representative office takes about 12 to 18 weeks.

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

The representative office registered by the foreign company cannot conduct business activities that generate revenue. If investors intend to engage in trading activities or providing services to customers, they should consider the registration of a limited company or a branch.

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Taiwan Representative Office Registration Package

1. Service Fee and Time of Billing

Our service fee for the registration of a Taiwan representative office is TWD 80,000. The fee includes Kaizen service fee and government application fee. Details as follows:

(1) Preparation and Completion of the Registration

- (a) Preparation of all registration documents, such as registration forms, meeting minutes, power of attorney of the litigious and non-litigious agent, etc;
- (b) Kaizen service fee and government application fee;
- (c) Application and collection of the representative office registration certificate;
- (d) Engrave stamps.

(2) Bank Account Opening

After the registration of Taiwan Representative Office, client shall open a bank account for the Taiwan Representative Office to allow the remittance of working capital from the parent company, in order to support the daily operation of the office. According to bank policy, the director of the office must visit the bank in person to fulfill the need of identity certification and KYC. Kaizen's role is limited to providing assistance, including preparing bank account opening documents and making appointments with the bank. The bank has the right to decide whether to approve the application, and whether it is successful or not, Kaizen has no responsibility to it. After the representative office is officially registered, the director could come to Taiwan up to his schedule and open the bank account in person.

(3) Application for Tax ID Number

Tax ID number is similar to an ID Card issued by the Taiwan National Taxation Bureau. It shall be obtained through the application of profit-making business registration to the Bureau. Once the tax ID number is acquired, the registration is completed.

2. Optional Services

(1) Company registered address service

The representative office 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 one year.

(2) Translation Fee

The fee above does not include document translation fee. Taiwan official language is Chinese. For the document provided in English, such as minute of meeting or power of attorney, it should be translated into Chinese, or client needs an English version of registration document for reference, Kaizen could provide a related translation service, specific prices are subject to the actual situation.

3. Time of Billing and Payment Methods

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

We require full payment in advance. We currently only accept Hong Kong Dollar check, cash or TT and credit card through PayPal. If pay by PayPal, an additional 5% of service fee will be charged.

If Taiwan uniform invoice is required, a Business Tax at 5% of the invoiced amount will be charged and collected.

4. Estimated Time Frame

The registration process would take around 12-18 weeks generally. The table below shows the estimated time frame for the registration process:

Item	Description	Responsible Party	Working Days
Preliminary			
1	Lease Agreement (For company registration)	Kaizen/Client	1 days
2	Investor sign for the power of attorney	Client	Client's schedule
3	Other documents	Client	Client's schedule
Application for Registration			
4	Business Registration to MOEA	Kaizen	25-60 days (According to the processing time of MOEA)
5	Engrave a stamp	Kaizen	2 days
6	Taxation Registration	Kaizen	5 days
7	Opening bank account	Kaizen/Client	5-10 days
Total			12-18 weeks

Note:

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

5. Required Documents and Materials

(1) Notarized Legal Business Practising Certificate of the Mainland China Company

If it is a Mainland China company, company registration documents and article of association should be issued by the responsible government authority and notarized by the local Notary Association. 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. This part depends on where the company is established, Kaizen can handle the notarization if it is not located in remote area.

(2) Minutes of the Shareholders' or Directors' Meeting

Meeting minutes or written resolutions on deciding the registration of Taiwan representative office in the shareholders' or directors' meeting. The minutes or resolution should be notarized by the local Notary Association. The notarized document is valid for 1 year. This package includes the preparation of the meeting minutes or the resolution.

(3) Power of Attorney of Taiwan Designated Litigious and Non-litigious Agent

An original copy of the power of attorney, the content shall state clearly that the parent company entrust the litigious and non-litigious agent of Taiwan representative office to conduct business activities in Taiwan. The power of attorney should be notarized by the local Notary Association and valid for 1 year. This registration package includes the preparation of the power of attorney.

(4) The Identification Document for the Litigious and Non-litigious Agent

If the litigious and non-litigious agent is a Taiwanese, a copy of the identity card shall be provided. If the litigious and non-litigious agent is a foreigner, a copy of foreign ID card, Alien Resident Card or passport shall be provided, with the address, signature and stamp on them.

(5) A Copy of the Lease Agreement of the Office or other related documents

Please provide 2 photocopies of the lease agreement (lease period should be over a year, which should be signed by the parent company or the litigious and non-litigious agent).

(6) Original copy of the Building Usage Consent Letter and Photocopy of Paid Housing Tax Bill or Ownership Certificate

The building usage consent letter should mark clearly the name of the representative office and issued by the owner of the building. The latest housing tax bill shall be provided.

(7) Business Plan

The business plan should include introduction of the company, annual business targets, organization and employee structure of the RO, plan on working capital usage, etc. Kaizen will provide relative templates to our clients.

6. Certificate and Documents Obtained after Registration

Upon the completion of registration, Kaizen will return the following documents to the client:

- (1) Approval Letter of Foreign Company Filing
- (2) Form of Foreign Company Filing
- (3) Business Approval Form of the Withholding Unit – Taxation
- (4) Company Stamp and Agent Stamp (Wooden)

7. Annual Maintenance Fee

After the representative office is officially registered in Taiwan, it is required to comply with the maintenance requirements. The maintenance fees of a Taiwan representative office have been listed as below for reference:

Item	Description	Amount (TWD)	Note
1	Book-keeping fee	24,000	
2	File withholding tax of the company	4,000	
3	Basic payroll service	2,500	Per pax
4	Provision of Registered Office (second year and thereafter)	54,000	
	Total:	84,500 up	

8. Notice

The parent company of the Taiwan representative office registered by Companies Registered in Mainland China / Foreign Companies Own by Mainland Chinese, shall meet the following:

- (1) Established for more than 3 years
- (2) Minimum paid-up capital of more than TWD 6 million
- (3) The scope of business shall meet at least one of the approved investment items for the Mainland Chinese

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

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