

<b>Shenzhen, China</b>	<b>Shanghai, China</b>	<b>Beijing, China</b>	<b>Taipei, Taiwan</b>	<b>Singapore</b>	<b>New York, USA</b>
Rooms 1203-06, 12/F. Di Wang Commercial Centre 5002 Shennan Road East Luohu District, Shenzhen <b>T:</b> +86 755 8268 4480	Room 603, 6/F., Tower B Guangqi Culture Plaza 2899A Xietu Road Xuhui District, Shanghai <b>T:</b> +86 21 6439 4114	Room 303, 3/F. Interchina Commercial Budg. 33 Dengshikou Street Dongcheng District, Beijing <b>T:</b> +86 10 6210 1890	Room 303, 3/F. 142 Section 4 Chung Hsiao East Road Daan District, Taipei <b>T:</b> +886 2 2711 1324	138 Cecil Street #13-02 Cecil Court Singapore 069538 <b>T:</b> +65 6438 0116	202 Canal Street Suite 303, 3/F. New York <b>T:</b> +1 646 850 5888

## **Taiwan Company Registration Package #TWLLC5**

### **(For Residents or Company Registered in Places other than Mainland China)**

Unless otherwise stated, the Taiwan Company stated in this quotation referred to the Taiwan Limited Company incorporated in Taiwan under the Taiwan Company Act.

This package is suitable for individual or company registered in places other than Mainland China that intend to apply to register a limited company in Taiwan for the purpose of carrying out trading business.

#### **Summary**

Our service fees for the registration of Taiwan limited company is TWD 98,000. This package included the service fees, government registration fee, one-year local agent service and opening a Taiwan bank. This package does not include the registered address service and the notarization of documents.

For the purpose of registration of a company in Taiwan, client needs to provide an intended firm's name, the capital, identification document of the shareholders and the directors such as the passport, the company registration form and address proof, such as utility bill or address of registered office.

If the shareholder is an individual and comes to Taiwan in person, the whole registration process could be completed in around 4 weeks. If the shareholder is a juridical person, the registration of a Taiwan limited company takes about 4 to 6 weeks.

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

## Taiwan Limited Company Registration Package

### 1. Service Fee and Time of Billing

Our service fees, together with the official filing fees, for the registration of a Taiwan limited company are TWD 98,000. In particular, our fees cover the following services:

- (1) Registration and Related Services
  - I. Providing consultant service about incorporation and maintenance to client;
  - II. Providing suggestion about business scope to client;
  - III. Preliminary check of firm's intended name;
  - IV. Preparation of Taiwan limited company registration documents;
  - V. Fill in and prepare the application form.
- (2) Approval from MOEAIC  
Apply the 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  
We will assist the investor to open a preparatory account with a bank in Taiwan for the purpose of remitting the registered capital. Then, we will assist the investor to open a formal account for the daily operation of the company after it is duly registered. Please note that although you entrusted us to complete the bank account setup procedure, the director is still needed to go to the bank in person for the identity verification by the bank.
- (5) Import and Export Card  
If you intend to conduct import and/or export business in Taiwan, you are required to apply for Import and Export Card with Ministry 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 branch office 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.

(7) 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.

## 2. Optional Services

(1) Company registered address service

The limited 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 needs to be registered at the Taiwan taxation bureau, so the company that used Kaizen company address must entrust Kaizen to handle the accounting and book-keeping service, Kaizen will charge these for the half-year in advance, TWD 24,000 up (half year).

(2) Notarization of power of attorney

The registration of limited company by a foreigner must entrust a local agent to handle. The power of attorney letter should be notarized by the Taipei Economic and Cultural Office in Hong Kong. This package does not include this service but Kaizen could provide the service by acting an agent.

(3) 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

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, an additional 5% of Business Tax will be charged.

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 registration process would take about 4-6 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 (For company registration)	Kaizen/ Client	1 days
2	Notarization of company document	Client	5 days
3	Other documents	Client	Client's schedule
<b>Application for Registration</b>			
4	Perform proposed company name approval	Kaizen	2 days
5	Application for pre-registration approval	Kaizen	6 days
6	Engrave a stamp	Kaizen	2 days
7	Opening bank account – Preparatory account	Kaizen	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	5-10 days
13	Handle import and export business registration	Kaizen	1 days
<b>Total</b>			<b>4-6 weeks</b>

Note:

- (1) The estimated time is on the basis of 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 needed to be prepared by the client:

(1) Taiwan Company Intended Name

Please provide two to three Chinese branch office names. 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 Power of Attorney

The power of attorney that notarized by the local notary office, it is valid for one year.

(3) Identification Documents of the Director

A copy of the passport and address proof of the Taiwan Company director.

(4) Lease Agreement, Consent of Building and the Latest Housing Tax Bill

The lease agreement that the company address registered, a copy of house tax bill and the consent of the building owner.

(5) Capital of Taiwan Company

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 500,000 and above so that the company could operate well.

(6) Business Scope

A brief description of the principal business activities of the Taiwan Company, including the products to be imported/exported/traded or services to 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 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 maintenance requirements such as prepare an annual business report, updating books of accounts, auditing of financial statements, filing of business tax bimonthly and filing of profit-seeking enterprise income tax returns. The fees below show the annual maintenance costs for the Taiwan limited company.

Item	Description	Amount(TWD)
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)	48,000
4	Financial statements statutory audit (assuming a turnover of TWD30 million)	40,000
5	Tax computation and filing of profits tax return	8,000
6	Basic Payroll Service (per person)	2,500
7	Provision of Registered Office (second year and thereafter)	54,000
	<b>TOTAL</b>	<b>168,500/up</b>

*If you need any further assistance please kindly log in our official website [www.kaizencpa.com](http://www.kaizencpa.com) or contact our CPA via below information provided.*

*Email: [info@kaizencpa.com](mailto:info@kaizencpa.com), [enquiries@kaizencpa.com](mailto:enquiries@kaizencpa.com)*

*Tel: +852 2341 1444*

*WhatsApp/Line/WeChat: +852 6114 9414, +86 1521 9432 644*

*Skype: kaizencpa*