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**Taiwan Representative Office Registration Package #TWRO5HK  
(For Hong Kong Company)**

This package is suitable for Hong Kong registered company which intends to apply to register a representative office (RO) in Taiwan for the purpose of carrying out general supporting and customer liaison activities.

The package includes all procedures required for the purpose of registration of a representative office in Taiwan. Immediately after we hand over the registration documents to you, the representative office is up and running.

**1. Taiwan Representative Office Registration Package – Scope of Services**

- (1) Registration and Related Services
  - (i) Name check and reservation
  - (ii) Preparation of registration application documents;
  - (iii) Application for Registration Certificate
  - (iv) Carving of chops
  
- (2) Registered Office

A representative office must maintain a business address in Taiwan where the correspondence from Taiwan Government can be served and business is carried out. This package already includes the provision of a business address for a period of one year for the purpose of the registration of the representative office.

(3) Bank Account Opening

We will assist the investor to open a preparatory account with a bank in Taiwan for the purpose of remitting the operating funds immediately after the RO is duly registered.

(4) Legalisation of Identity Documents

Kaizen will handle the legalisation of investor's identity documents, Power of Attorney for appointment of representative, as required by the prevailing company laws and regulation for the purpose of registration of RO in Taiwan.

## 2. Services Fees and Payment Term

(1) Service Fees and Costs

A summary of costs related to the registration of a limited liability company in Taiwan is listed in the table below:

Item	Description	Amount (NTD)
1	Our service fees	48,000
2	Legalisation fee	26,000
3	Official filing/registration fees (estimated)	2,000
4	Registered Office Service/ per annum	48,000
5	Establishment of corporate account	10,000
6	Disbursements	2,000
	<b>TOTAL</b>	<b>136,000</b>

**Note:**

Our service charge stated in table above does not cover translation costs for translating registration related documents from English to Chinese, if required. We could arrange the translation on your behalf and the translation cost will be billed separately.

(2) Time of Billing and Payment Methods

Upon receipt of your order, we will issue an invoice to you 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 Taiwan official tax invoice is required, an extra 5% of Business Tax will be charged.

**3. Procedures for Establishing a RO in Taiwan**

**(1) Preliminary**

(a) Lease of Office Space

Firstly, the parent company will have to enter into a tenancy agreement in relation to the office space to be used by the branch office. The office must be located in a commercial building.

(b) Legalisation of Identity Documents of the parent company

The parent company is also required to arrange to have the identity documents, such as Certificate of incorporation and Articles of incorporation and bylaws (including all amendments to-date) of the parent company legalised by the Taiwan Embassy in the country where the parent company is registered

(c) Minutes of Board Meeting

The investor should prepare a minutes of board meeting or written resolution authorising the registration of the RO in Taiwan.

- (d) Legalization of Board Minutes, Power of Attorney for Appointment of the litigious and non-litigious agent

The parent company is also required to issue and have the Board Minutes, Power of Attorney appointing the company's litigious and non-litigious agent legalised by the Taiwan Embassy in the country where the parent company is registered.

- (e) Other Documentation

The parent company at the same time needs to prepare other documents, such as photocopy of passports and address proof of the Agent and Manager.

## **(2) Application for Registration**

- (a) Name Search and Reservation

The registration process of a company starts with name availability search. We will perform a name availability search with the Ministry of Economic Affairs, R.O.C and confirm with you their availability.

Should the search indicate that the preferred company names are available for registration, we then apply for the reservation of the preferred name

- (b) Application for Representative Office Registration Certificate

An application for registration is then submitted to the Ministry of Economic Affairs.

- (c) Carving of Company Chop

Upon approval as stated in (b) above, Kaizen will arrange the carving of company chop which is required for opening of bank account.

(d) Opening bank account

Once after the registration certificate, the person in charge of the Taiwan RO is required to visit Taiwan for the purpose of preparatory bank account opening.

(e) Application for Tax Code

After that, Kaizen will handle the application tax registration for the Taiwan RO with the State Tax Bureau and apply for Tax Code. It should be noted that the Director/Person in Charge of the Taiwan company should visit the State Tax Authority for identification verification.

#### 4. Estimated Time Frame

It is estimated that the whole registration process would take around 3-4 weeks. The table below shows the estimated time frame for each of the steps for the registration process.

Step	Description	Who is Responsible	Working Days
<b>Preliminary</b>			
1	Legalisation of Incorporation Documents	Kaizen	5
2	Tenancy (Lease) Agreement (for the office to be used by the FICE)	Kaizen	1
3	Other documents	Investor	Investor's schedule
<b>Application for Registration</b>			
4	Perform name available search	Kaizen	1
5	Application for Registration with the Ministry Of Economic Affairs, R.O.C.	Kaizen	10-12
6	Carving of Company Seals	Kaizen	2
7	Opening bank account	Kaizen	1
10	Perform State Tax Registration	Kaizen	6
			<b>4-6 weeks</b>

Note:

- (1) The estimated time frame listed in the table above is based on the assumption of a smooth application;
- (2) The estimated time frame does not take into consideration the need for application for special permit or licence.

## 5. Required Documents and Materials

The following documents and materials needed to be prepared by the application before submitting an application for registration:

### (1) Legalised Identification Documents

A set of legalised (by Taiwan Embassy or Consulate in the country where the applicant company is registered) incorporation documents (Certificate of Incorporation and Business Registration Certificate and Register of Director and Register of Members) of the investor. For a company registered in Hong Kong, the incorporation documents shall be notarized by the notary public in Hong Kong and then legalized by Taipei Economic and Cultural Representative Office.

### (2) Legalised Power of Attorney

A set of legalized (by Taiwan Embassy or Consulate in the country where the applicant company is registered) Power of Attorney for appointing Litigious and non-litigious agent. For a company registered in Hong Kong, the Power of Attorney shall be notarized by the notary public in Hong Kong and then legalized by Taipei Economic and Cultural Representative Office.

### (3) Lease Agreement (房屋租赁合同书)

2 sets of original Lease Agreement of the office premise to be used by the RO; the lease term should not be less than 12 months. Please note that the Lease Agreement shall be signed by the representative.

(4) Letter of Consent issued by the Landlord (房屋使用权同意书)

The letter of consent should be issued and signed by the owner of the property. The letter should state clearly the owner allow the RO to use its address as registered address.

(5) Property Duty- pay Tax Receipt

A copy of the Property Duty- pay tax receipt (房屋完稅稅單) or photocopy of the property ownership certificate of the premise

(6) Brief Description of Business Activities

A brief summary of the operations and business of the investor, such as the principal business activities, registered address, contact phone number, name of the applicant company; the address and contact number of the managing director of the applicant company.

(7) Identification Documents of Agents

A copy of passport and address proof of the Litigious and non-litigious agent (诉讼及非诉讼代表人授权书).

## 6. Important Note

A representative office is not allowed to engage in revenue generating business activities. If the investor intends to carry out direct business activities in Taiwan, he should consider setting up a limited company or a branch office.