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**Taiwan Branch Office Registration Package #TWBO5HK**  
**(For Hong Kong Company)**

This package is suitable for Hong Kong registered company intending to apply to register a branch office in Taiwan for the purpose of carrying out trading business in Taiwan.

The package includes all procedures required for the purpose of registration of a branch office in Taiwan. Immediately after we hand over the registration documents to you, the branch office is ready to commence its business.

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

- (1) Registration and Related Services
  - (i) Name check and reservation
  - (ii) Preparation of memorandum & articles of the company and other incorporation documents
  - (iii) Professional & Filing Fees
  - (iv) Application for Business Certificate
  - (v) Application for Tax registration
  
- (2) Acting as Local Agent

A branch office in Taiwan is required by the Company Law to appoint a local agent. The local agent can either be a local Taiwanese or foreigner who resides at Taiwan with valid residence permit. This package already includes the provision of local agent for one year.

(3) Business Address/Registered Office

A company 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 a business address for one year.

(4) Bank Account Opening

We will assist you to open corporate bank account in Taiwan at the time of registration. Please note that the physical presence of the director of the Taiwan Company in bank meeting is required.

(5) Capital Verification

Immediately after the shareholder remits the registered capital to the bank account in Taiwan, we will arrange the capital verification.

(6) Documents Legalisation

The investor is required to arrange to have its identity documents/incorporation documents and Power of Attorney legalised by the Taiwan Embassy in the country where the investor is registered/resided. If the investor is a Hong Kong company/Hong Kong resident. We can assist you to arrange the legalisation of the above documents and our charge is 1,100. If the investor is another country, please note that the legalization fee is depending on which country.

(7) 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. Our charge for applying the license is USD 260. It will take around 2-3 working days to get the approval of the license.

## 2. Services Fees and Payment Terms

### (1) Service Fees

Summary of costs related to the registration of a branch in Taiwan:

Item	Description	Amount (NTD)
1	Our service fees	56,000
2	Legalisation fee	28,000
3	Official filing/registration fees (estimated)	2,000
4	Local Agent Service/ per annum	20,000
5	Registered Office Service/ per annum	48,000
6	Establishment of corporate account	14,000
7	Import and Export Registration	4,000
8	Disbursements	2,000
	<b>TOTAL</b>	<b>174,000</b>

#### Note:

##### (1) Translation Costs

Our service charge stated in table above does not cover translation costs for translating the documents of the parent company 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.

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

We currently only accept Hong Kong Dollar check, cash or TT and credit card through Paypal. Please click here for payment methods.

### 3. Procedures for Establishing a Branch 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. This package includes the provision of registered office.

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

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 and Power of Attorney appointing the branch manager legalised by the Taiwan Embassy in the country where the parent company is registered.

##### (d) 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 of the branch

### (a) Name Search and Reservation

The registration process of a branch 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 names of the Taiwan Branch office are available for registration, we then apply for the reservation of the preferred name

### (b) Examination and Approval

As for the timing of approval, Ministry of Economic Affairs is required to make its decision within 10 working days from receipt of all the documentation.

### (c) Opening bank account and capital verification

Once obtaining the approval from Ministry of Economic Affairs, the person in charge of the branch is required to visit Taiwan for the purpose of account opening.

Once the account is opened, the parent company need to deposit the capital into the bank account in the name of the branch according to Taiwan laws and regulations. After the payment, the bank will issue you remittances memo(買匯水單) and inward remittance notification. You are required to provide the same to us for arranging capital verification for you.

According the regulation, the branch shall employ an accounting firm registered in Taiwan to verify the capital and issue a capital verification report. The capital verification report shall be submitted to the Taiwan government for filing.

## (d) Application for Registration

Once all the documents listed in Section 2.1 are prepared, those documents are then submitted to Department of Commerce, MOEA for registration of the representative office.

## (e) Application for Tax Code

After that, the representative office is then required to apply for registration with the State Tax Bureau and apply for Tax Code.

#### 4. Estimated Time Frame

It is estimated that the whole registration process would take around 1.5 months. 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	Investor's schedule
2	Tenancy (Lease) Agreement (for the office to be used by the FICE)	Kaizen	Investor's schedule
3	Other documents	Investor	Investor's schedule
<b>Application for Registration</b>			
4	Perform Name available search	Kaizen	2
5	Application for Approval from Ministry Of Economic Affairs, R.O.C.	Kaizen	7
6	Application for Approval and Carving of Company Seals	Kaizen	2
7	Opening bank account – Preparatory Account	Kaizen	1
8	Capital Verification	Kaizen	5
9	Application for 外國公司認許表 from Ministry Of Economic Affairs, R.O.C.	Kaizen	7
10	Perform State Tax Registration(國稅局稅籍登記)	Kaizen	6
11	Opening bank account – Normal Account	Investor	5-10
			<b>1.5 months</b>

## **5. Required Documents and Materials**

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

- (1) A set of registration documents of the Hong Kong company, including the Certificate of Incorporation, Business Registration Certificate and latest Annual Return;
- (2) A copy of passport copy and address proof of the manager;
- (3) The Chinese name of the proposed branch;
- (4) The capital amount for operation of the branch;
- (5) A brief description of the principal business activities of the branch office.

## **6. Important Note**

The Company Act does not require a registered capital for the purpose of registration of a branch office in Taiwan. However, we suggest that the initial capital shall be set at an amount which is sufficient to cover the operating costs of the branch office for 3 to 6 months or before it starts generating income.