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Taiwan Representative Office Registration Package #TWRO5 (For Companies Registered in Places other than Mainland China)

Unless otherwise stated, the Taiwan representative office stated in this quotation referred to the Taiwan representative office 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 register a representative office in Taiwan. For the company established in Mainland China or a foreign company held by a Mainland Chinese to apply for registration a representative office in Taiwan, please refer to the “Package for the Mainland China Company to register a Taiwan Representative Office”.

Summary

Our fees for the registration of a Taiwan representative office is TWD 52,000. This package included the service fees, government registration fee, and opening a Taiwan bank account. This package does not include the registered address service for the Taiwan representative office. Kaizen could provide the registered address service, but fees will be quoted separately.

For the purpose of registration of a Taiwan representative office, the client needs to provide an intended firm’s name, identification document of the litigious and non-litigious agent, such as passport, the company registration form and the proof of the address by providing utility bill, phone bill or proof of registered address.

The registration of Taiwan representative office takes about 3 to 4 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.

The representative office registered by the foreign company cannot conduct business activities the generate revenue. If an investor intends to engage in trading activities or providing services to customers, they should consider applying for the registration of limited company or branch office.

Taiwan Representative Office Registration Package

1. Service Fee and Time of Billing

Our service fees for the registration of a Taiwan representative office is TWD 52,000. In particular, our fees cover the following services:

- (1) Registration and Related Services
 - (i) Preparation for the business registration documents;
 - (ii) Application for registration certificate
 - (iii) Taiwan representative office certificate
 - (iv) Engrave a stamp

- (2) 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 need to go to the bank in person for the identity verification by the bank. After the procedure completed or after the document completely notarized, person in charge could come to Taiwan in person to open a formal account for the representative office.

- (3) Application for Tax Code

Apply the business registration certificate at the National Taxation Bureau, the taxation registration number is a taxation ID issued by the authority. After the representative office received the tax registration number, the registration procedure 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. 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) 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 whole registration process would take around 3-4 weeks. 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 in MOEA	Kaizen	10-12 days
5	Engrave a stamp	Kaizen	2 days
6	Taxation Registration	Kaizen	3 days
7	Opening bank account	Kaizen	5-10 days
Total			3 – 4 weeks

Note:

- (1) The estimated time frame is based on the assumption of a smooth application;
- (2) The estimated time is on the basis of high cooperation between Kaizen and the client;
- (3) The estimated time is based on the company does not require any special license.

5. Required Documents and Materials

- (1) Taiwan Representative Office Intended Name

Please provide two to three Chinese branch office name.

- (2) Identification Documents of the Investor

A latest identification documents of the investor or a copy of company business registration certificate or business license.

- (3) The Power of Attorney for the Litigious and Non-litigious Agent

A copy of power of attorney, the content is about the headquarter company entrust the litigious and non-litigious agent of Taiwan representative office to conduct the activity in Taiwan. 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, should provide a copy of identity card.

If the litigious and non-litigious agent is a foreigners, should provide a copy of the Alien Resident Card or passport with the address and signature.

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

Client can provide their own address in Taiwan or use Kaizen Taiwan address for the registration.

(6) Business Scope

A brief description of the principal business activities of the Taiwan Company.

6. Certificate and Documents Obtained after Registration

After the procedure completed, we will return the following documents to the client:

- (1) Approval letter of registration form issued by the Taiwan Government;
- (2) Registration form of foreign company;
- (3) Approval letter for the withholding unit business;
- (4) Company stamp and stamp of the director.

7. Annual Maintenance Fee

After the representative office is officially registered in Taiwan, it is required to comply with the maintenance requirements. The fees listed in the table below represent the minimum maintenance costs that the owner of a Taiwan company should budget for and are provide as a reference only.

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

If you need any further assistance please kindly log in our official website www.kaizencpa.com or contact our CPA via below information provided.

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