



## An Affidavit Letter for Lost or Destroyed of the License Permit

Declarant \_\_\_\_\_ the responsible person : \_\_\_\_\_, This  
company or business has obtained the import license Permit TAI-TSAI-KU-ZIH-Di No.□□□□  
□□□□□□ on the date (Day, Month, Year) □□, □□, □□□□, , due to the license permit  
is lost or destroyed,has submitted this application form for changes(reissuance), and I shall take all  
legal responsibilities if any part of this declaration is found falsified or not true.

to

The Ministry of Finance

Declarant's Name: \_\_\_\_\_ (Company or business seal)

Name of the responsible person : \_\_\_\_\_ ( Responsible person seal )

Passport Number of 

|  |  |  |  |  |  |  |  |  |  |
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|--|--|--|--|--|--|--|--|--|--|

Declarant :

Declarant's Telephone Number:

|                                    |
|------------------------------------|
| A copy of the passport, front side |
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|                                   |
|-----------------------------------|
| A copy of the passport, back side |
|-----------------------------------|

Date:

## Instructions for Form Filling:

1. About the name of importer: The registered name of company or business shall be filled in. In addition, to apply for a bilingual license permit, the same English name of the importer as registered in the Export/Import Basic Registration Data by the Bureau of Foreign Trade, Ministry of Economic Affairs shall be filled in on the form and a copy of the photo page of that passport stamped with both the company or the business seal and the responsible person's seal shall be attached with the application.

2. Instructions for payment modes:

### 2.1 Payment mode 1:

Please utilize the Payment System for Tobacco and Alcohol Business on the website of the National Treasury Administration, Ministry of Finance, to print out the said bills and choose one of the following methods to finish the payment: (For details, please refer to the attention on the back side of the bill.)

2.1.1 No processing fee is required if a payment with its bill is paid at a counter of any branch of the Bank of Taiwan.

2.1.2 No processing fee is required if a payment with its bill is realized at a counter of any national treasury agent bank.

2.1.3 The processing fee is NT\$8 if a payment less than NT\$20,000 is paid with the bill at a convenience store including 7-ELEVEN, Family Mart, OK Mart, and Hi-Life.

2.1.4 The processing fee is NT\$15 if a payment is paid with its bill at any post office.

2.1.5 A payment paid through transfer with automatic teller machines, online banks, or online ATMs shall be subject to a processing fee stipulated by the responsible financial institutions.

2.1.6 A payment paid through a computer-linked e-bill transfer with an IC ATM card is subject to a processing fee of NT\$10.

2.1.7 A payment paid by withdrawing the amount from a current (savings) deposit is subject to a processing fee of NT\$10.

2.1.8 No processing fee is required if a payment is paid by scanning the Taiwan Pay QR Code on the bill.

### 2.2 Payment mode 2:

Payments paid via inter-bank remittance in a post office or institution is subject to a processing fee stipulated by the fee standards of the post office or financial institution. A remittance form shall be completed with information including the applicant's name.

#### **Beneficiary Bank: Department of the Treasury, Central Bank (Bank Code: 0000022)**

| Beneficiary Name | Beneficiary A/C (14 digits) |
|------------------|-----------------------------|
| NTA LIC FEE      | 05171001020003              |

Notes:

1. Please either choose the item "national (public) treasury bank remittance" on the remittance form, or add the wording "national (public) treasury bank remittance" on the form.

2. The remittance is subject to a processing fee stipulated by the responsible financial institution.

3. Receiver's address:

3.1 Address of the Ministry of Finance: 1, Ln. 142, Sec. 6, Roosevelt Road, Taipei City 116055, Taiwan (R.O.C.).

3.2 By personal delivery, the application shall be brought to the same address as the above one.

3.3 To apply for changes or reissuance of the tobacco and alcohol import license permit may

submit a completed application form and its attachments electronically. Please scan the current paper-based application form and its attachments to electronic PDF files and upload them onto the website “Online application system for the license permit of the tobacco/alcohol producer/importer” of the National Treasury Administration, Ministry of Finance. The above-mentioned application is completed without submitting the paper-based documents again.

4. Please feel free to contact us at 02-23228000 ext.7465~7471, if any questions arise while filling out this application form.