

(Please read carefully the Instructions for Form Filing before filling out this application form.)

## Application for Changing Matters of a Tobacco and Alcohol Import License Permit

This company (or business) has been approved and granted with the Establishment Permit TAI-TSAI-KU-ZIH-Di No. □□□□□□□□□□ on the date (Day, Month, Year) □□, □□, □□□□, and/or has obtained the Establishment Permit TAI-TSAI-KU-YAN-JIOU-JIN-ZIH-Di No. □□□□□□□□□□ on the date (Day, Month, Year) □□, □□, □□□□, due to the approved matters being changed, pursuant to Article 19 of the Tobacco and Alcohol Administration Act, and has submitted this application form attached with the required documents for

- Changes and/or
  - Reissuance of a license permit, to
- The Ministry of Finance

Date:

<b>Changed items</b> Please check one(s)	<b>Before Change</b>	<b>Post Change</b>
<input type="checkbox"/> <b>Name of company</b>		
<input type="checkbox"/> <b>Import classification</b>	<input type="checkbox"/> Tobacco <input type="checkbox"/> Alcohol <input type="checkbox"/> Un-denatured ethyl alcohol <input type="checkbox"/> Other ethyl alcohol products that can be used for the production or preparation of alcoholic beverages	<input type="checkbox"/> Tobacco <input type="checkbox"/> Alcohol <input type="checkbox"/> Un-denatured ethyl alcohol <input type="checkbox"/> Other ethyl alcohol products that can be used for the production or preparation of alcoholic beverages
<input type="checkbox"/> <b>Head office address</b>		
	Telephone number:	Telephone number:
<input type="checkbox"/> <b>Responsible person</b>		
<b>Name</b>		
<b>Personal ID. No.</b>		
<b>Telephone number</b>		
<b>Registered household address</b>		

<b>Attachments</b> (Pls. check any relevant items as required)	<input type="checkbox"/> A copy of the payment receipt (original receipt shall be submitted if the payment is done at any one of the national treasury agent banks.)
	<input type="checkbox"/> A copy of the personal identification document of the new responsible person (stamped with both the company seal and of the responsible person)
	<input type="checkbox"/> A declaration (declared by the new responsible person, in case of changing responsible person)
	<input type="checkbox"/> Original License Permit (An affidavit letter shall be provided if the original license permit is lost or destroyed.)
	<input type="checkbox"/> Import proposal of un-denatured ethyl alcohol (shall be submitted if applying for this import)
<b>Attached payment receipts</b>	<input type="checkbox"/> License fee NT \$ _____ paid by _____, on _____ ( Day, Month, Year)
	<input type="checkbox"/> Permit fee NT \$ _____ paid by _____, on _____ ( Day, Month, Year)
<b>Applicant</b>	<b>Company name:</b> _____ (Company seal)
	<b>Name of responsible person:</b> _____ (Responsible person seal)
	※ It shall be filled in and stamped with both the names and seals of the incumbent and the new responsible persons in case of changing the responsible person.
	<b>Name of contact person:</b> _____
	<b>Telephone number:</b> _____
<b>Mobile phone:</b> _____	
<b>Email :</b> _____ @ _____	
<b>Means of distribution</b>	<input type="checkbox"/> By post <input type="checkbox"/> Pick up in person (A power of attorney shall be provided with the application for a permit if the replying documents need to be sent to that authorized person.)

## DECLARATION

I, \_\_\_\_\_ (Name of Declarant), as the responsible person of the company \_\_\_\_\_ (Name of Declarant's Company), herewith declare that I fully understand Article 17 of the Tobacco and Alcohol Administration Act (hereinafter as the Act) and do not have any of the facts stipulated in this Article and I shall take all legal responsibilities if any part of this declaration is found falsified or not true.

Declarant's Name: \_\_\_\_\_

Passport Number of Declarant: \_\_\_\_\_

Declarant's Residing Address: \_\_\_\_\_

Declarant's Telephone Number: \_\_\_\_\_

To

Ministry of Finance

Signature of Declarant: \_\_\_\_\_

Date: Day \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

### **Note: Article 17 of the Act**

Under any of the following circumstances, an application for an establishment permit for a tobacco or alcohol importer shall be rejected by the central competent authority if:

1. The applicant or the responsible person is a minor, a person who is adjudicated a ward or under assistance, or is bankrupt.
2. The applicant or the responsible person is found to have violated the provisions of Article 45, Paragraphs 1 or 2; Article 46; Article 47, Paragraphs 2, 3, or 4; Article 48, Paragraph 1, where the disqualified alcohol is the disqualified alcohol of Article 7, Paragraph 2; or Article 48, Paragraph 2, prior to the disposition or judgment having become final and unappealable.
3. The applicant or the responsible person has violated Article 45, Paragraphs 1 or 2; Article 46; Article 47, Paragraphs 2, 3, or 4; Article 48, Paragraph 1, where the disqualified alcohol is the disqualified alcohol of Article 7, Paragraph 2; or of Article 48, Paragraph 2, for which they have received an administrative fine, and less than two years has elapsed since the full payment of the

fine; or, the applicant or responsible person has violated any of the above provisions or the Tax Collection Act, for which they have received a final and unappealable judgment of guilty, and the execution of the sentence has not been completed, or less than two years has elapsed since completion of the execution of the sentence or the probationary period or pardon.

4. Less than three years has elapsed since the establishment permit for the tobacco or alcohol importer was voided or revoked by the central competent authority. This provision does not apply when the establishment permit was revoked pursuant to Article 20.
5. The applicant or the responsible person previously acted as the responsible person of a tobacco or alcohol importer, and less than three years has elapsed since the establishment permit of the given business was voided or revoked by the central competent authority. This provision does not apply when the establishment permit was revoked pursuant to Article 20.

When the applicant or responsible person of a business that has already received an establishment permit or license permit as a tobacco or alcohol importer has been adjudicated a ward, placed under assistance, or is bankrupt, as set out in Subparagraph 1 of the preceding paragraph, then that business, within 30 days after the occurrence of the fact, shall apply to the central competent authority to change its responsible person. In the event of failure to apply within that period, the central competent authority will revoke their establishment permit.

When any of the following circumstances applies to a business that has already obtained an establishment permit or license permit as a tobacco or alcohol importer or to its responsible person, its establishment permit will be revoked by the central competent authority:

1. Violation of Article 45, Paragraphs 1 or 2; Article 46; Article 47, Paragraphs 2, 3, or 4; Article 48, Paragraph 1, where the disqualified alcohol is the disqualified alcohol of Article 7, Paragraph 2; or of Article 48, Paragraph 2, when the disposition or judgment has become final and unappealable.
2. Violation of the Tax Collection Act, when a guilty judgment has become final and unappealable.
3. When the responsible person is concurrently the responsible person of another tobacco or alcohol importer, and the establishment permit for that importer has been voided or revoked by the central competent authority. This provision does not apply when the establishment permit was revoked pursuant to Article 20.

**\*The whole content of the Act is available on the website <https://www.nta.gov.tw/> of the National Treasury Administration, Ministry of Finance.**

## **Instructions for Form Filing:**

1. According to Article 19 of the Tobacco and Alcohol Administration Act, when a tobacco or alcohol importer intends to make a change in its “import classification of tobacco and alcohol business” or its “responsible person,” the importer shall fill out the application form and apply to the central competent authority for approval, and within 30 days from the date of such change or alteration, apply to the central competent authority for reissuance of its license permit; in case the importer intends to make a change in “the name of its business,” “the location of its head office,” or to “any of the particulars required by the central competent authority as set forth in Subparagraph 5, Article 18 of the same act,” it shall file an application with the central competent authority for reissuance of a license permit within 30 days from the date of such change or alteration.
2. Pursuant to Article 19 of the Examination Regulation Governing the Establishment of and Change to the Permit of Tobacco and Alcohol Business, all vacant fields are subject to be filled with facts, or the application may be voided or abolished if found falsified, untrue, or with serious defects.
3. The importer may apply for multiple changes to the approved matters and does not need to fill in the item content before change if that item is not subject to change.
4. An “Import proposal about importing un-denatured ethyl alcohol” shall be attached to the application if the change to import classification is related to an addition of “Un-denatured ethyl alcohol,” as well as a description, shall be provided in case of adding the classification of importing “Other ethyl alcohol products that can be used for the production or preparation of alcoholic beverages.”
5. If the head office address is subject to change, items’ content (including the area code and township) before and after the change shall be filled in comprehensively.
6. The Alien Resident Certificate number shall be provided in the field of “Personal ID number” if the responsible person is a foreigner. Without a sound Alien Resident Certificate, a responsible foreign national shall provide the passport number of their valid passport. Such a responsible person who has a Chinese name shall provide both his/her Chinese and English names in the respective fields.
7. The field “Applicant” shall be stamped with both chops of the company (or the business) and of the responsible person; and the name and telephone number of the contact person shall be added therein. In case of changing the responsible person, both names of the incumbent and new responsible persons shall be filled in the respective fields and with their chops. Pursuant to the intention of Paragraph 1, Article 16 of the Tobacco and Alcohol Administration Act, a tobacco and alcohol importer of a business (a partnership or a sole proprietorship) may not change its responsible person.
8. Any altered content in the application form shall be stamped with the seal of the responsible person on that content.
9. Pursuant to Paragraph 3, Article 2 of the “Fee Standards for Examination of Applications, Issuance of Certification, and Granting of Permission as Charged to Importers and Producers of Tobacco and Alcohol Products,” an examination fee of NT\$1,000 shall be paid for application of changing import classification or responsible person; and NT\$1,000 for reissuing a license permit.
10. An application for changing the approved matters on the establishment permit shall be exempt from the examination fee if no license permit has been issued. Once the license permit is issued, an application for changing the approved matters may only be exempt from the examination fee and license fee due to the facts that the administration regions have been adjusted, the street or

address number has been changed, or the applicable laws or regulations have been amended. An application for change may only be exempt from the examination fee but not the license fee in case of the renaming of the responsible person.

11. Instructions for payment modes:

11.1 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.)

- 11.1.1 No processing fee is required if a payment with its bill is paid at a counter of any branch of the Bank of Taiwan.
- 11.1.2 No processing fee is required if a payment with its bill is realized at a counter of any national treasury agent bank.
- 11.1.3 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.
- 11.1.4 The processing fee is NT\$15 if a payment is paid with its bill at any post office.
- 11.1.5 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.
- 11.1.6 A payment paid through a computer-linked e-bill transfer with an IC ATM card is subject to a processing fee of NT\$10.
- 11.1.7 A payment paid by withdrawing the amount from a current (savings) deposit is subject to a processing fee of NT\$10.
- 11.1.8 No processing fee is required if a payment is paid by scanning the Taiwan Pay QR Code on the bill.

11.2 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 EXAM FEE	05171001018003
NTA LIC FEE	05171001020003
NTA PERMIT FEE	05171001059003

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.

- 12. The "Affidavit of Having Lost the License Permit" shall be filled and submitted in case the original license permit is lost or destroyed.
- 13. Receiver's address: Address of the Ministry of Finance: 1, Ln. 142, Sec. 6, Roosevelt Road, Taipei City 116055, Taiwan (R.O.C.)
- 14. Please feel free to contact us at 02-23228000 ext.7465~7470, if any questions arise while filling out this application form.