

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

Application for a Tobacco and Alcohol Importer Establishment or a License Permit

This company, yet to be established or already established, pursuant to Paragraph 2, Article 16 of the Tobacco and Alcohol Administration Act, and is submitting this application form attached with the required documents for

an establishment permit or
 a license permit (Please select one: a license permit or a bilingual license permit.)
 to the Ministry of Finance.

Date:

Name of Importer	In Chinese: In English: (to be filled out for a bilingual license permit)								
Telephone number		Company ID. number							
Import classification	<input type="checkbox"/> Tobacco; <input type="checkbox"/> Alcohol; <input type="checkbox"/> Undenatured ethyl alcohol (An import proposal of undenatured ethyl alcohol must be attached); <input type="checkbox"/> Other ethyl alcohol products that can be used for the production or preparation of alcoholic beverages.								
Head office location	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>								
Responsible person	In Chinese:			Personal ID. number					
	In English: (to be filled out for a bilingual license permit)			Telephone number					
Registered household address of responsible person	<input type="checkbox"/> the same as the head office address. <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>								
Attachments (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 responsible person (shall be stamped with both the company seal and of the responsible person). ※ A copy of the passport (photo page) of the responsible person for a bilingual license permit.								
	<input type="checkbox"/> A declaration.								
	<input type="checkbox"/> An import proposal for undenatured ethyl alcohol (to be filled out for the importation of undenatured ethyl alcohol).								
Attached payment receipts	<input type="checkbox"/> Examination fee NT \$ _____ paid by _____, on _____ (Day, Month, Year)								
	<input type="checkbox"/> License fee NT \$ _____ paid by _____, on _____ (Day, Month, Year)								
	<input type="checkbox"/> Permit fee NT \$ _____ paid by _____, on _____ (Day, Month, Year)								
Applicant	Company name:			(Company seal)					
	Name of responsible person:			(Responsible person seal)					
	Name of contact person:								
	Telephone number:								
	Mobile phone:			Email :			@		
Means of distribution	<input type="checkbox"/> By post <input type="checkbox"/> Pick up in 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 circumstances enumerated in the above-mentioned 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 the 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 a bankrupt.
2. The applicant or the responsible person is found to have violated the provisions of Paragraphs 1 or 2 of Article 45; Article 46; Paragraphs 2, 3, or 4 of Article 47; or Paragraph 1, Article 48, where the disqualified alcohol is the disqualified alcohol of Subparagraph 2, Article 7; or Paragraph 2, Article 48, prior to the disposition or judgment having become final and unappealable.
3. The applicant or the responsible person has violated Paragraphs 1 or 2 of Article 45; Article 46; Paragraphs 2, 3, or 4 of Article 47; or Paragraph 1, Article 48, where the disqualified alcohol is the disqualified alcohol of Subparagraph 2, Article 7; or of Paragraph 2, Article 48, for which they have received an administrative fine, and it has been less than two years 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 it has been less than two years since the completion of the execution of the sentence or the probationary period or pardon.

4. It has been less than three years 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 it has been less than three years 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 declared 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 Paragraphs 1 or 2 of Article 45; Article 46; Paragraphs 2, 3, or 4 of Article 47; or Paragraph 1, Article 48, where the disqualified alcohol is the disqualified alcohol of Subparagraph 2, Article 7; or of Paragraph 2, Article 48, 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, the Ministry of Finance.**

Instructions for Form Filing:

1. This application form is for both a company already established and at the preparatory stage. Please check the corresponding boxes with a “V” and provide the required documents in accordance with the applicable regulations. Fill all fields with facts, or the application may be voided or abolished if found falsified, untrue, or with serious defects pursuant to Article 19 of the “Regulations Governing the Approval and Review of the Establishment and Modification of Alcohol and Tobacco Importer and Producer Licenses.”
2. About the name of importer: The registered name of company shall be filled in. However, if a company is at the preparatory stage, please fill in with the reserved name of the company. To apply for a bilingual license permit, the same English name of the company as registered in the Export/Import Basic Registration Data by the International Trade Administration, Ministry of Economic Affairs shall be filled in on the form additionally.
3. The field under the item “Import classifications” has multiple choices. Please check all appropriate boxes
4. The required addresses of the head office and the responsible person shall be detailed (including the names of township and county as well as the postcode); while the telephone numbers shall contain the country code if overseas numbers.
5. About the field of responsible person:
 - 5.1 The Alien Resident Certificate number shall be provided in the field of “Personal ID number” if the responsible person is a foreigner. Without a valid Alien Resident Certificate, a responsible person of foreign nationality shall provide the passport number of their valid passport. Such a responsible person who has a Chinese name shall provide both his/her English and Chinese names in the respective fields.
 - 5.2 If it is necessary to clearly state that the responsible person is a shareholder representative of a legal person, please specify in this application form and declaration, for example as “Mr. John Wang (Representative of A Co., Ltd).” In the case of a foreign branch office, the responsible person of that office shall be identical with the responsible person in the R.O.C. under company registration.
 - 5.3 To apply for a bilingual license permit, the same English name of the responsible person as the one on the photo page of his/her passport shall be filled in, and a photocopy of the photo page of that passport, stamped with both the company seal and the responsible person’s seal, shall be attached with the application.
6. The field “Applicant” shall be stamped with both chops of the company and of the responsible person; and the name and telephone number of the contact person shall be added therein.
7. Any altered content in the application form shall be stamped with the seal of the responsible person on that content. Any attached photo copies of documents shall be stamped with both the company seal and the responsible person’s seal, bearing the wording “This copy conforms wholly to the original document.”
8. Applicants for importing undenatured ethyl alcohol shall comply with the stipulations provided for in Article 5 of the “Regulations Governing Undenatured Ethyl Alcohol” and Article 4 of the “Regulations Governing the Approval and Review of the Establishment and Modification of Alcohol and Tobacco Importer and Producer Licenses,” and provide an import proposal of undenatured ethyl alcohol including matters covering storage site, transportation, road traffic, original source, usage, and target customers.
9. Applicants for importing other ethyl alcohol products that can be used for the production or preparation of alcoholic beverages shall also provide product descriptions.
10. Companies applying for an establishment permit of tobacco/alcohol import business shall have finished the reservation of company names and business scopes.
11. The amounts and payment methods of the required examination fee, license fee, and annual permit fee for the applications are as follows:
 - 11.1 The examination fee or the license fee amounts to NT\$2,000 each.
 - 11.2 The annual permit fee amounts to NT\$6,000. In the first year this fee shall be paid in

proportion to the number of operational months of that year.

11.3 Payment mode 1:

11.3.1 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 Attentions on the back side of the bill.)

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

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

11.3.1.3 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.

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

11.3.1.5 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.

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

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

11.3.1.8 No processing fee is required if a payment is paid by scanning the Taiwan Pay QR Code on the front page of this bill with a debit card or a credit card account. Additionally, a payment shall not be subject to any cancelation or correction after its realization.

11.4 Payment mode 2:

A payment paid via inter-bank remittance in a post office or financial 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: 000022)

Beneficiary Name (Chinese)	Beneficiary A/C (14 digits)
NTA Exam. Fee (財政部國庫署審查費)	05171001018003
NTA lic. Fee (財政部國庫署證照費)	05171001020003
NTA Permit. Fee (財政部國庫署許可費)	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.
3. The beneficiary name shall be written in Chinese on the remittance form.

12. Receiver's address:

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

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

12.3 New applicants or companies that have already received a permit for setting up tobacco and alcohol import establishments and are ready to apply for the tobacco and alcohol import license may apply for such license by submitting a completed application form and its attachments electronically. That is, the current paper-based application form and its attachments can be replaced by their scanned electronic PDF files and be uploaded onto the website "Online application system for the license permit of the tobacco/alcohol producer/importer" of the National Treasury Administration, Ministry of Finance.

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