

Letter of case-specific appointment for inspection of imported alcohol

_____ is appointed as an agent for our company (business) to deal with procedures regarding inspection of imported alcohol to the Ministry of Finance with the inspection application No. _____; our company (business) is willing to bear joint liability for our agent's actions on our behalf. The agent will obey related regulations, and take responsibility for it; if not, our company (business) will bear all legal responsibility. to the Ministry of Finance

Date:

Obligor of the Application	Name of Company	(Stamp)
	Uniform No.	
	Address	
	Tel. No.	
	Name and Address of Representative	
Agent	Name of Company	(Stamp)
	Uniform No.	
	Address	
	Tel. No.	
	Name and Address of Representative	

Attachment:

- Photocopy of the company (business) registration certificate for the obligor of the application and the agent.
- Photocopy of the representative's ID card for the obligor of the application and the agent.

Inspection application No. :

Instructions:

1. This letter is only suitable for cases in which companies (businesses) are appointed by the alcohol importer on a case-by-case basis to handle inspection applications. If the company (business) is appointed on a long-term basis by a fixed alcohol importer to handle inspection applications, “The letter of long-term appointment for inspection of imported alcohol” should be provided instead.
2. “Inspection Application No.”: It is 14-digit number. The obligor of the application who has already accessed the pre-application number from the Ministry of Finance shall fill it in sequence; on the contrary, any obligor who has not accessed the pre application number from the Ministry of Finance should not fill it in.
3. “Obligor of the Application”:
 - (1) “Name of Company”: Please fill in the name of company and the seals of company and representative of the obligor of the application.
 - (2) “Uniform No.”: Please fill in the uniform invoice number of the obligor of the application.
 - (3) “Address”: Please fill in the location of the organization of the obligor of the application.
 - (4) “Tel. No.”: Please fill in the telephone number of the location of the organization of the obligor of the application.
 - (5) “Name and Address of Representative”: Please fill in the name and address of representative of the obligor of the application.
4. “Agent”:
 - (1) “Name of Company”: Please fill in the name of company and the seals of company and representative of the agent.
 - (2) “Uniform No.”: Please fill in the uniform number of the agent.
 - (3) “Address”: Please fill in the location of the organization of the agent.
 - (4) “Tel. No.”: Please fill in the telephone number of the location of the organization of the agent.
 - (5) “Name and Address of Representative”: Please fill in the name and address of representative of the agent.
5. “Attachment”: Check if attached. For photocopies, please note “The copy is consistent with the original”.