

Processing Time for the Examination of Applications to The National Treasury Administration , Ministry of Finance (Tobacco and Alcohol Management Division)

Revised Date: 4, 15, 2025

Item No.	Description of Application	Processing Time* (in Days)	Governing Laws or Regulations	Remarks (Contacting Telephone Number)
1	Establishment Permit of Tobacco and Alcohol Manufacture Businesses	60	Articles 10 and 11 of the Tobacco and Alcohol Administration Act; Article 2 of the Examination Regulation Governing the Application for Permit and Change of the Tobacco and Alcohol Businesses	02-23228000 ext.7471
2	Issuance of License Permit of Tobacco and Alcohol Manufacture Businesses	60	Articles 10 and 11 of the Tobacco and Alcohol Administration Act; Article 3 of the Examination Regulation Governing the Application for Permit and Change of the Tobacco and Alcohol Businesses	02-23228000 ext.7471
3	Establishment Permit of Tobacco and Alcohol Import Businesses	20	Article 18, Paragraph 2 of the Tobacco and Alcohol Administration Act; Article 4 of the Examination Regulation Governing the Application for Permit and Change of the Tobacco and Alcohol Businesses	02-23228000 ext.7465
4	Issuance of License Permit of Tobacco and Alcohol Import Businesses	15	Article 18 of the Tobacco and Alcohol Administration Act; Article 5 of the Examination Regulation Governing the Application for Permit and Change of the Tobacco and Alcohol Businesses	02-23228000 ext.7465
5	Change in Product Classifications, Factory Location (or Factory Expansion), or Responsible Person of the Tobacco and Alcohol Manufacture Businesses	45	Article 14 of the Tobacco and Alcohol Administration Act; Articles 7 and 9 of the Examination Regulation Governing the Application for Permit and Change of the Tobacco and Alcohol Businesses	02-23228000 ext.7471
6	Change in Name of the Business, Registered Capital, Location of Head Office, Name of Factory of the Tobacco and Alcohol Manufacture Businesses	30	Article 14 of the Tobacco and Alcohol Administration Act; Article 8 of the Examination Regulation Governing the Application for Permit and Change of the Tobacco and Alcohol Businesses	02-23228000 ext.7471
7	Import Certificate of Un-denatured Ethyl Alcohol	15	Article 4 of the Tobacco and Alcohol Administration Act and Article 5 of the Regulations Governing Un-denatured Ethyl Alcohol	02-23228000 ext.7457 、 7460
8	Change in Applied Matters of the Tobacco and Alcohol Import Businesses (including Concurrently Applying for Reissuance of License Permit)	15	Article 19 of the Tobacco and Alcohol Administration Act; Articles 10 and 11 of the Examination Regulation Governing the Application for Permit and Change of the Tobacco and Alcohol Businesses	02-23228000 ext.7465
9	Reissuance of License Permit	7	Article 15 of the Examination Regulation Governing the Application for Permit and Change of the Tobacco and Alcohol Businesses	02-23228000 ext.7465

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10	Surrender of License Permit	15	Articles 15 and 20 of the Tobacco and Alcohol Administration Act; Article 16 of the Examination Regulation Governing the Application for Permit and Change of the Tobacco and Alcohol Businesses	02-23228000 ext.7465
11	Extension of Time Limit of License Permit Issuance	15	Articles 10 and 16 of the Tobacco and Alcohol Administration Act; Article 6 of the Examination Regulation Governing the Application for Permit and Change of the Tobacco and Alcohol Businesses	02-23228000 ext.7465
12	Application for Imported Alcohol Inspection via INTERNET	2	Article 3 of the Administrative Guidelines Governing the Inspection of Imported Alcohol	02-23228000 ext.7459
13	Long-Term Proxy of Imported Alcohol Inspection	2	Article 8 of the Administrative Regulations Governing the Inspection of Imported Alcohol	02-23228000 ext.8489
14	Proxy by Case of Imported Alcohol Inspection	2	Article 8 of the Administrative Regulations Governing the Inspection of Imported Alcohol	02-23228000 ext.8489
15	Inspection of Imported Alcohol (under Release-after-documentary Examination)	6	Articles 2, 4, and 6 of the Administrative Regulations Governing the Inspection of Imported Alcohol	02-23228000 ext.8489
16	Inspection of Imported Alcohol (Unchosen Cases after Lot-sampling Inspection)	3	Articles 2 and 4 of the Administrative Regulations Governing the Inspection of Imported Alcohol	02-23228000 ext.8489
17	Inspection of Imported Alcohol (Cases of Lot-to-lot Inspection and Chosen Cases after Lot-sampling Inspection)	7 (7 working days after sampling)	Articles 2, 4, 5, and 11 of the Administrative Regulations Governing the Inspection of Imported Alcohol	02-23228000 ext.8489
18	Retesting of Imported Alcohol	7 (7 working days after application received or 7 working days after re-sampling)	Article 19 of the Administrative Regulations Governing the Inspection of Imported Alcohol	02-23228000 ext.8489
19	Exemption from Imported Alcohol Inspection	6	Article 3 of the Administrative Regulations Governing the Inspection of Imported Alcohol	02-23228000 ext.8489
20	Release in Advance of Imported Alcohol	2	Article 9 of the Administrative Regulations Governing the Inspection of Imported Alcohol	02-23228000 ext.8489
21	Free-Sale Certificate of Exporting Alcohol	15	Article 39 of the Tobacco and Alcohol Administration Act	02-23228000 ext.7460

*Note: The processing time is subject to be extended for the same number of days of any continuous holiday longer than three days.