

## **Notes on the Loss Reporting, Reissuance, and Replacement of Treasury Checks**

1. The operation instructions for the Loss Reporting and Stop-Payment of Treasury Check:

(1) If the check has not exceeded one year from the issue date:

A. The payee or check holder shall apply to an agent institution of the National Treasury for loss reporting and stop-payment by filling out the Notification of Treasury Check Loss Report and Stop-Payment and the Application for Treasury Check Loss.

B. After the agent institution of the National Treasury has confirmed that the check has not been cashed and the procedure of loss reporting and stop-payment has been completed, the institution will send a letter, with the copy of the Notification of Treasury Check Loss Report and Stop-Payment, to the NTA for reference.

(2) If the check exceeds one year from the issue date but has not yet been remitted to the National Treasury (Remark: The current legal remitted period is five years):

A. The payee or check holder shall fill out an Application for Treasury Check Loss Report and Stop Payment with the signature of an approved guarantor, together with the identification documents of

the applicant and the guarantor, and apply to the NTA for Treasury check loss reporting and stop-payment.

B. If the applicant is a government authority or government-owned enterprise, the guarantee is not required. However, the specification of “If there is any dispute, this agency (enterprise) is responsible for handling it.” should be marked on the copy of the application, and the application form requires the seals of the authorities or those of the enterprises.

2. The operation instructions for the Reissuance of Treasury Check:

When the payee or check holder of the lost Treasury check has completed procedures of the check loss reporting and stop-payment according to regulations, then he/she shall fill out an Application Form for Reissuance of Treasury Check, together with the applicant's identification document, and apply to the NTA for reissuance.

3. The operation instructions for the Replacement of Treasury Check:

(1) The payee or check holder shall fill out an Application Form for Replacement of Treasury Check, together with the original Treasury check and the applicant's identification document, and apply to the NTA for check replacement.

(2) If the applicant is a government agency or government-owned

enterprise, it should be indicated on the Application Form for Replacement of Treasury Check that, “If there is any dispute, this agency (enterprise) is responsible for handling it.” and stamped with the seals of the authorities or those of the enterprises.

Remark:

1. The applicant and the guarantor are both required to stamp their seals on the hard copies of the documents of their identity certification, as follows:
  - (1) If the applicant and the guarantor are individuals, they both need to provide a perfect hard copy of the identification cards marked “consistent with the original” and their individual seals on the photocopy.
  - (2) If the status of the applicant and the guarantor are companies, they need to provide a hard copy of the certificate of business registration and a perfect hard copy of the identification card of the company’s authorized signatory. Both of the photocopies need to be marked “consistent with the original” and with the company and the authorized signatory’s seals.
2. The NTA pays unredeemed Treasury checks that have exceeded over five years after the issue date to the National Treasury in accordance with the regulations. If the payee or check holder claims the return of funds that have already been paid to the National Treasury on the grounds that the period of prescription has not yet expired, or was interrupted, or other grounds under other laws or regulations, the agency that originally prepared the payment voucher shall file an application with the NTA.
3. Please leave a contact telephone number for our personnel to contact the applicant in case of omission of information or attached documents.

National Treasury Administration