

The following documents shall be attached to the Business Registration Application:

For foreigner, please refer to the MOEAIC: (02) – 33435700 before the application.

1. **[Registration application]** 1 copy. Fill in and handle on site. It is suggested to conceive the business name in advance, which can save the on-site processing time.
2. Fees: the fee for **pre-inspecting the name** is NTD 300, and the fee for **registration** is NTD 1,000.
3. **[Business Chop]**. Engraved the Chop **after the business name is accepted**.
4. **[Chop]** from the person in charge. The Chop of each partner is required in case of partnership.
5. The front and back of the person in charge's **[ID card]** 2 copies. If it is a partnership, 1 copy of the front and back of **each partner's ID card**.
6. **[Certificate of capital amount]**, the certificate of deposit for opening an account in the name of the business. (It is required to attach if the capital amount is greater than or equal to NTD 250,000)
7. **[Certificate of ownership]** or **[Latest property tax receipt]** 2 copies. If there are **more than two** house owners, 2 copies of **[Property tax certificate]** and **[Certificate of ownership]** shall be attached.
8. **[Owner's consent]** or **[House lease contract]** 2 copies. (If the person in charge is the owner, it is not required)
9. **[Partnership contract]** and **[Partnership consent]** 2 copies. (For proprietors, it is not required). Please go online to the website of Kaohsiung Economic Development Bureau to download the standard form (*Chinese only*).
10. **[Power of attorney]** 1 copy. (Needed only when entrustment happens.)

Economic Development Bureau of Kaohsiung City Government

Address: 802 No. 2, Siwei 3rd road, Lingya District, Kaohsiung

Tel: (07) - 336-8333 to 2198, 2199 Business Service (*Chinese only*)

※ If you have applied for business (tax registration) registration with the national tax authority, please provide business administration number