

# 報關委任書

## Authorization Letter for Declaration

委任人（公司）\_\_\_\_\_於\_\_\_\_年\_\_月\_\_日由\_\_\_\_\_班機出口貨物共一批，茲委任\_\_\_\_\_以隨身行李方式報運出口並填具第\_\_\_\_\_號出口報單向貴關辦理報關手續。受任人有為一切行為之權，包括繕具及遞送報單、查驗貨物、簽證查驗結果、繳納稅費、提領、捨棄、認諾、收受貴關有關本批貨物一切通知與稅款繳納稅費等文件及領取本批貨物之貨樣。

The company\_\_\_\_\_ hereby authorized \_\_\_\_\_to process export clearance of the goods (Export Declaration No. \_\_\_\_\_) on \_\_\_\_\_ (year/month/day), and the goods would be delivered by way of hand-carried baggage (Departure Flight No. \_\_\_\_\_). The authorized person is entitled to full authority, including the filling out and submitting of declaration, examination of goods, the verification of examination result, payment of duties/taxes/fees, claiming or abandoning goods, recognition, receiving all the notifications and documents such as duty memo issued by your Office, picking up the sample of goods.

此致

To

財政部關務署○○關

\_\_\_\_\_ Customs, Customs Administration, Ministry of Finance

委任人： (蓋章)  
Applicant: (Signature/Stamp)  
負責人姓名： (蓋章)  
Responsible Person: (Signature/Stamp)  
公司統一編號：  
Business Account Number:  
地址：  
Address:  
電話：  
Telephone number:

受任人： (簽章)  
The Authorized Person: (Signature/ Stamp)  
身分證統一編號：  
ID No.:  
地址：  
Address:  
電話：  
Telephone number:

中華民國 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日  
Date (year/month/day)