

# 出口報單副本申請書

## Application for Export Declaration Duplicates

本公司(人)於 年 月 日向 貴關報運出口貨物乙批,報單號碼:\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_, 經核其通關方式為  C1、C2 免補送報單  C1、C2 應補送報單  C3 在案。且本次申請係  第 1 次申請。

- 原件遺失,申請補發。  
 其他原因,申請補發。

The undersigned company (person) filed the export declaration to \_\_\_\_\_ Customs on \_\_\_\_\_ (year/month/day) with declaration No.\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_/\_\_\_\_, which has been cleared through the mode of

- C1、C2 (hard copy of declaration not required)  C1、C2 (hard copy of declaration required)  C3, and this is  First-time application.  
 Re-application (Duplicate lost).  
 Re-application (Other reasons).

為業務需要,請 貴關核發下列出口報單副本。

We hereby apply for the following duplicates of the export declaration:

- 沖退原料稅用聯(第三聯)  Duplicate Three (for duty refund or offset)
- 退內地稅用聯(第四聯)  A 式(全部報單資料)  
 B 式(金額欄空白)  
 C 式(金額欄及買方欄空白)
- Duplicate Four (for internal tax refund)  Form A (All Information included)  
 Form B (Blank on amount columns)  
 Form C (Blank on amount and buyer columns)
- 出口證明用聯(第五聯)  A 式(全部報單資料)  
 B 式(金額欄空白)  
 C 式(金額欄及買方欄空白)
- Duplicate Five (for proof of exportation)  Form A (All Information included)  
 Form B (Blank on amount columns)  
 Form C (Blank on amount and buyer columns)
- 其他聯(第七聯)(如供自用保稅倉庫除帳用聯或供稅捐稽徵機關查核用聯)
- Duplicate Seven (for other uses, e.g. offsetting of the account of self-provided bonded warehouse or review by tax administration)

此致  
To

財政部關務署 關  
\_\_\_\_\_ Customs, Customs Administration, Ministry of Finance

<input type="checkbox"/> (貼規費證處) Place for Certificates of Service Fee
<input type="checkbox"/> 單筆繳納規費 Single Payment of Service Fee
<input type="checkbox"/> 按月繳納規費 Monthly Payment of Service Fee

申請人: \_\_\_\_\_ 蓋章  
Applicant \_\_\_\_\_ Stamp

受委任人: \_\_\_\_\_ 蓋章  
Entrustee \_\_\_\_\_ Stamp

業務聯絡人: \_\_\_\_\_  
Contact Person \_\_\_\_\_

聯絡人電話: \_\_\_\_\_  
Phone Number \_\_\_\_\_

傳真/E-mail): \_\_\_\_\_  
Fax /E-mail \_\_\_\_\_

中華民國 年 月 日  
Date (year/month/day)

備註:

- 一、C1 應補送報單案件,請先投遞 C1 出口報單。
- 二、申請人及受委任人屬法人者,請蓋公司及負責人印章。
- 三、受委任人檢附個案委任書或依規定受申請人長期委任尚屬存續期間者,申請人得免蓋公司及負責人印章。

Notes:

1. If the goods are cleared through the C1 mode and the hard copy of the declaration is required, the hard copy must be submitted to the Customs Office prior to the application.
2. When the applicant and the entrustee are legal persons, both the companies and their responsible persons must stamp on the application form.
3. Where the entrustee submits a letter of authorization or a valid long-term authorization, the applicant is exempt from stamping on the application form.