**Appendix 1**

Application Form (Template)

Recipient: Ministry of the Interior

Subject: Please acknowledge that ○○○ has applied to set up the ○○○ office in Taiwan.

Description:

1. Profile of the foreign civil institution or organization:

(1) Full name in Chinese and foreign language:

(2) Country of location and detailed address:

(3) Date of establishment and legal basis:

(4) Competent authority:

(5) Type of legal person:

2. Attachments:

(1) A document explaining the history and development of the foreign civil institution or organization

(2) The credentials of the foreign civil institution or organization (e.g., certificate of registration)

(3) The current charter of the foreign civil institution or organization

(4) Proof that the responsible person has been authorized to represent the office of the foreign civil institution or organization

(5) An office work plan

(6) Resumes of the office’s staff members

(7) Photocopies of National ID Cards or Alien Resident Certificates

Responsible Person (Representative): *(signature or seal)*

Contact person:

Telephone No.:

Email: ＠

Address: Room ○○, ○○ Floor, No. ○○, Alley ○○, Lane ○○, Section ○○, ○○ Road/Street, ○○ Village, ○○ Township/District, ○○ City/County

Date: (mm/dd/yyyy)