

文件證明申請表

APPLICATION FORM FOR AUTHENTICATION

受理機關填註 / FOR OFFICIAL USE ONLY

證書編號

簽發日期

簽發人

註記

1. 申請人姓名或名稱/代表人或負責人姓名 Name of Applicant /Organisation

中文 Chinese if applicable : _____

外文 English : _____

2. 身份證、護照、其他身分證明文件號碼或法人營利事業登記證號

ROC ID/Passport/NZ Driver License/Company Registration No. : _____

3. 出生日期 Date of Birth: _____

4. 性別 Sex: 男 Male 女 Female

5. 連絡電話 Contact Phone/Mobile number : _____

6. 居住地址 Physical Address: _____

7. 電子郵件信箱 E-mail address: _____

8. 申請文件證明用途 (要證單位/要證原因, 如;不動產授權) Purpose of Authentication: _____

9. 所繳證明之文件 (如;護照) Document(s) or Certificate(s) Attached to this Application: _____

10. 申請人簽名 Signature: _____

11. 申請日期 Date of Application: _____

如非本人申請, 受委託代理申請者請填寫下列資料 Please complete the following if you're representing the applicant

1. 代理人姓名 Assignee's Full Name

中文 Chinese if applicable: _____

外文 English: _____

2. 身份證/護照/其他身分證明文件號碼 Passport /Driver License No.: _____

3. 與申請人關係 Relation to Applicant: _____

4. 連絡電話 Contact Phone Number: _____

5. 出生日期 Date of Birth: _____

6. 地址 Address: _____

7. 電子郵件信箱 E-mail: _____

8. 代理人簽名 Agent's Signature: _____

9. 申請日期 Date of Application: _____

申請表內各項資料, 務請逐項據實詳細填寫, 並請繳驗身分證明文件, 其透過代理人申請者, 並應繳交經公證人或公務機關認證授權人簽字屬實之授權書, 否則將被拒絕受理; 所填寫內容倘有不實, 申請人及代理人將可能觸犯中華民國刑法之偽造文書罪。 Applicants must complete all sections of this form truthfully and in full. The relevant ID documents must be submitted together with the form. If the application is submitted through an agent, power of attorney authenticated by a notary public or the appropriate authorities must be attached, or the application may be refused. Should any false or misleading information be willfully entered on this form, this will constitute an act of forgery according to the Criminal Code of the Republic of China.

委任書 (Letter of Authorization)

本人/本法人/本公司 因故未能親往送件，特委任_____持本人/本法人/本公司之

身分證 護照 其他證明文件_____

法人設立證明文件正本或法人設立證明文件影本加蓋公司大小章代申請文件證明。

I/The Corporation am/is not able to personally visit TECO in Auckland to submit application. Therefore, I/the Corporation have/has appointed _____ to bring the original

ID Card of the Republic of China (Taiwan) Passport Other _____

Original Company Incorporation Certificate or a photocopy with the official seal to apply for document authentication. (Type of document as listed in the application form).

申請人簽名_____

日期：_____年_____月_____日

Signature of Applicant _____

Date : _____ (MM/DD/YYYY)

注意事項 Application Guidelines

1. 請繳驗**有效**之**身分證明文件正本**(中華民國身分證、護照或其他附有相片之身分證明文件)並檢附**正反面影本**。身為法人，請提交法人設立證明文件正本，或繳驗法人設立證明文件影本並加蓋公司大小章。法人另應出具委任書予送件人。倘以關係人身分送件，亦請檢附相關證明文件。
2. 無中華民國(台灣)身分證明文件者，可接受外籍身分證明。
3. 申請表內各項資料，務請據實填寫。申請人或代理人故意填寫虛偽不實之資料者，將觸犯刑法第二百十四條之「偽造文書罪」。
4. 本處於收件或製發文件證明時，審酌文件內容後，倘發現有不當情事者，得拒絕受理。本局拒絕受理驗證之原因可歸責於請求人或到場人之事由，或依「外交部及駐外館處文件證明條例」第十一條第一項第三款至第五款規定拒絕受理驗證者，已繳規費不予退還。
5. 申請人完成遞件申請手續後，須於當日繳納規費。已完成速件繳費程序後，不得辦理退費。倘自領件日期起算**三個月**仍未領取者，該申請文件即予註銷，不另通知，所繳費用概不退還。
6. 文件證明櫃檯受理及領件時間：**星期一至星期五（國定假日除外），上午9:00至12:30及13:30至下午5:00**。
7. 申請人及其代理人須年滿18歲。
1. Please provide the original of your **valid personal identification documents**, such as R.O.C (Taiwan) Passport, National Identification, or other photo identification documents. For an application regarding a legal person, please provide the original document for establishing proof of entity, or a copy of the aforementioned document with the company stamp. For an applicant acting as a related party, please provide relevant documents as proof.
2. For those without a Republic of China (Taiwan) identification document, foreign identification documents are acceptable.
3. All information on the application form must be true. If applicants or agents deliberately submit false information, they are violating Article 214 "Offences of Forging Instruments or Seals" of the Criminal Code.
4. TECO in Auckland reserves the right to refuse to accept an application if false information or unlawful conduct is ever discovered upon the collection, issuance or examination of documents. If TECO in Auckland rejects an application with the reasons attributable to the applicant or their agent present, or rejects an application according to the "Document Legalization Act for the Ministry of Foreign Affairs and Overseas Missions" Article 11, Paragraph 1, Subparagraph 3 to 5, the authentication fees shall not be returned.
5. Upon completing the application process, the applicant is required to pay the fee on the same day. Once the payment for expedited service is made, there will be no refund. Any uncollected document will be cancelled **three months** after the appointed pick up date without refund or further notification.
6. Office hours for over-the-counter service and document collection are **Monday to Friday (excluding national holidays) from 9:00 am to 5:00 pm**, with a break from **12:30 pm to 1:30 pm**.
7. The applicant or agent must be over 18 years of age.

*委任書不限本格式，可由文件持有人依授權事項自行另紙書寫，惟需當事人親自簽名。申辦時，請提交委任書正本。

The Letter of Authorization has no specific format, and shall be provided the party agreed to personally sign or stamp the document. The original of Letter of Authorization must be submitted along with the application.