

**Points for attention regarding applications by foreign civil
institutions and organizations to set up and register offices in the
Republic of China (Taiwan)**

Ministry of the Interior

1. These points for attention are formulated to facilitate applications by foreign civil institutions and organizations to set up and register offices in the Republic of China (Taiwan).
2. The registration of offices set up by foreign institutions and organizations in the Republic of China (Taiwan) shall be handled in accordance with these points for attention except where an application should be made to another competent authority in accordance with prevailing regulations.
3. The competent authority in charge of these points for attention is the Ministry of the Interior (MOI). The MOI is responsible for the registration of offices; the competent authority responsible for overseeing such offices shall be the ministry, department, administration, or bureau whose purpose and operations relate to an office's business.
4. An office as referred to in these points for attention means the organization set up by a foreign cultural, economic, industrial or business-related, scientific or technological, or other nonprofit

institution or organization in the Republic of China (Taiwan), but does not include the secretariat of an international organization.

5. An institution or organization is limited to setting up one office in the Republic of China (Taiwan). It may not engage in political activities or any other activities contrary to its purpose.
6. The office shall appoint a person in charge to be responsible for representing the office. If this person is a national of the Republic of China (Taiwan), he or she shall hold household registration in the place where the office is located; if this person is a foreign national, he or she shall hold a residence permit issued by the Republic of China (Taiwan).
7. The following documents shall be submitted at the time of application:
 - (1) A letter of application;
 - (2) The credentials of the foreign civil institution or organization;
 - (3) Proof that the person in charge has been authorized to represent the office of the foreign civil institution or organization;
 - (4) A document explaining the history and development of the foreign civil institution or organization;
 - (5) The current constitution of the foreign civil institution or organization;
 - (6) An office work plan, which shall record the following:
 - i. The purpose of setting up the office;
 - ii. The location and phone number of the office;

- iii. A program of work;
- iv. The office's organizational structure and staff duties;
- v. Working practices; and
- vi. Source(s) of funding.

(7) Resumes of the person in charge and the office's members of staff, which shall record the following:

- i. Name, gender, and date of birth;
- ii. Nationality;
- iii. Education and work experience;
- iv. Office duties;
- v. Identity card or residence permit number; and
- vi. For the person in charge, their residence. (For foreign nationals, the address given as residence shall match that stated on the residence permit.)

(8) Photocopies of identity documents or residence permits.

The credentials, authorization, and current constitution referred to in the preceding items (2), (3), and (5) shall be sent to and authenticated by the overseas mission of the Republic of China (Taiwan) stationed in or whose jurisdiction covers the office's country. The first two of these documents shall be submitted as one original and three copies. Any documents in a foreign language shall be translated into and submitted in Mandarin.

8. After the office's application and registration have been approved by the competent authority, the office shall handle certain matters as follows:

- (1) Within one month of its registration being approved, it shall report to its local police station;
- (2) Within one month before (after) the end of each year, it shall submit to the competent authority for reference its annual work plan and budget (work report and final accounts); and
- (3) Any changes to the person in charge and staff members shall be reported to the competent authority for reference at the time such changes occur.

9. For the handling of the preceding items (2) and (3), the MOI refers the office to the competent authority whose purpose and operations relate to the office's business.

10. Any other matters not specified in these points for attention shall be handled in accordance with the relevant laws and regulations.