



## 授權書格式二之填寫說明

一、授權人欄：請將授權人之姓名、性別、出生年月日、出生地、護照或身分證號碼、住址，逐欄詳實填寫。

二、被授權人欄：依被授權人之姓名、性別、出生年月日、出生地、身分證字號、戶籍住址逐欄詳實填寫。

三、房地標示及權利範圍：依授權處分房地標示範圍填寫。

例如：土地標示：台北市 區 段 小段 地號土地（全部或持分 分之 ）

房屋標示：台北市 區 路 段 巷 弄 號 樓建物（全部或權利範圍 分之 ）

四、授權事項欄：

（一）依實際授權事項填寫，非授權事項勿須填寫。

例如：代理本人就前開（土地、建物）全權行使（辦理出售、移轉、贈與、出典、抵押、出租、分割、補（換）發權利書狀、征收稅款等手續及其他有關權利變更管理、收益、處分等行為）。

例如：代理本人領取戶籍謄本或辦理有關戶籍登記事項等。

（二）授權事項為授權國內親友代為辦理有關不動產處分事宜者，務須於房地標示及權利範圍欄內逐列明所處分之房地標示。如授權事項為授權國內親友代為辦理有關遺產繼承登記事宜者，應詳載房地標示，倘確無法詳填，至少應填寫不動產所在地之縣（市）名稱，以利我駐外館處寄送授權書副本予該等不動產所在地之縣市政府轉其所屬地政事務所審查核對，以保障當事人權益；否則駐外館處無法辦理函轉備查手續，將會造成延誤。

（三）授權事項僅為代領印鑑證明者，宜以「印鑑登記辦法」規定之「委任書」填寫之。倘使用本授權書則須比照該「委任書」內容填寫。即本人未曾辦理過印鑑登記者，須先註明：「代理本人申請印鑑登記」；其欲變更登記者，亦須比照註明；同時亦須註明所授權領取之印鑑證明份數，以利國內戶政單位作業並保障授權人權益。

例如：代理本人申請印鑑登記並領取印鑑證明 份。

（四）依據內政部八十一年五月二十七日訂頒之「申請土地登記應附文件法令補充規定」第三十六點第二款規定，旅外僑民授權國內親友辦理不動產登記，該授權書經我駐外單位簽證者，免附授權人印鑑證明。

五、授權期間欄：由授權人自行填寫，俾便確定授權之起算及終止日期。

六、授權書內容不得塗改，如填寫錯誤，應全份重新填寫或由授權人於更正處簽章以示負責，再由駐外館處加蓋校正章。

七、授權書內如有空欄應加蓋「本欄空白」戳記，房地標示及權利範圍欄及授權事項欄內如有空白處，應在連接最後一行文字末尾處（或左方），加蓋「以下空白」戳記。

八、授權人無法親至駐外館處申辦者，可先親自將授權書送請當地公證人或其他公證機關於授權書內之「當地公證程序欄」認證後，連同足資證明其中外文姓名為同一人之有效身分證件，委託他人或以郵寄方式申辦。惟我駐外館處倘無該公證人或公證機關之簽字或鈐印樣本可供比對，得要求授權人先送經該公證人或公證機關之上級或主管機關驗證，直至授權書上之驗證官員簽字或鈐印，我駐外館處有樣本可供比對。至授權人親自至我駐外館處申辦者，其授權書無須先送經當地公證人或其他公證機關認證，但須繳驗有效之身分證明文件。

## Instructions

1. **Principal:** Provide the Principal's name, sex, date of birth, birthplace, passport/ID numbers and address.
2. **Agent:** Provide the Agent's name, sex, date of birth, birthplace, ID numbers and registered address.
3. **Land Location and Extent of Ownership:** (denoting the subject lands/buildings)

For example:

**Land:** Land No. \_\_\_\_\_, Parcel \_\_\_\_\_, Section \_\_\_\_\_,  
\_\_\_\_\_ District, Taipei (\_\_\_\_\_ % ownership)

**Building:** \_\_\_\_\_ Floor, No. \_\_\_\_\_, \_\_\_\_\_ alley, \_\_\_\_\_ Street/Road,  
Section \_\_\_\_\_, Taipei (\_\_\_\_\_ % ownership)

#### 4. **Scope of Authorization:**

- (1) Describe the scope of authorization. For example, the Agent is authorized to handle the sale, transfer, gifting, mortgaging, leasing, or dividing of the subject lands/buildings, re-issuance of land/building deeds, tax payments, and other matters related to the management, proceeds, and disposals of the subject lands/buildings.

For example: the Agent is authorized to receive and/or apply for \_\_\_\_\_ the certificate of household registration.

- (2) If the Scope of Authorization is related to authorizing relatives/friends in the ROC to dispose of lands/buildings on behalf of the Principal, the applicant shall provide detailed information on the "Land Location and Extent of Ownership" and the "Competent Land Office." If the Scope of Authorization is related to authorizing relatives/friends in the ROC as Agents to apply for registration of inheritance on behalf of the Principal, the applicant shall provide detailed information of the Land Location,

or the name of the county (city) in which the subject lands/buildings is/are located if detailed information of Land Location is unavailable. This is to ensure that the overseas mission can send copies of authentication to the local government, then the competent land office, for verification purposes. Without such information, the overseas mission may not be able to complete the verification process. This will result in delays to the issuance of the authenticated Letter of Authorization.

- (3) For matters related to the receiving of the seal certificate on behalf of the Principal, the applicant shall use the Letter of Appointment as described in the Regulations of Seal Registration. If the applicant wishes to use this Letter of Authorization, he/she shall include all information as required in the Letter of Appointment. If the Principal has not applied for a seal certificate before, a supplementary phrasing such as “to apply for seal registration on behalf of the Principal” shall be included in the Letter of Authorization. If the Principal wishes to ask the Agent to apply for a change of registered seal on his/her behalf, the phrasing shall be changed accordingly. The applicant shall also specify the number of copies to be issued.

For example: authorizing the Agent to apply for and receive \_\_\_\_\_ copies of the seal certificate.

- (4) According to Section 2, Article 36 of the *Supply Orders of Application for Registration Shall be Submitted Documents* enacted on May 27, 1992 by the Ministry of Interior, when an overseas Chinese authorizes relatives/friends in the ROC to apply for property registration on his/her behalf, a seal certificate from the authorizer may be waived if the Letter of Authorization is authenticated by an ROC overseas mission.
5. **Duration of Authorization:** The Principal shall specify the duration of authorization in order to decide when this Letter starts and ceases to take effect.
6. The contents of the Letter of Authorization shall not be altered. In the case of any mistakes that occur while completing the Letter, the applicant shall either fill out a new application form or ask the Principal to sign and attach his/her seal on the mistake(s) and have the

overseas mission attach a correction mark on the mistake(s) as proof of the truthfulness of the document.

7. A “Blank” mark shall be stamped in the boxes of the Letter of Authorization in cases of unavailability of information. If the information provided in the boxes marked “Land Location,” “Extent of Ownership” and “Scope of Authorization” is not sufficient for the spaces to be filled, the applicant shall stamp “Blank” behind the last word written.
8. If the Principal is unable to proceed to the overseas agency to file the application, he/she can first take the Letter of Authorization to a local notary public or notarization agency. After completing the notarization process for the Letter, the Principal shall then have his/her valid ID (showing both the Principal’s English and Chinese names) ready and mail the application or authorize the Agent to file the application. If the competent overseas agency is unable to verify the signature or the seal of the notary public or notarization agency shown on the Letter of Authorization, the overseas mission may ask the Principal to get a verifiable signature or seal impression from a higher office or competent authorities of the said notary public or notarization agency. If the Principal proceeds to the overseas mission and files the application in person, he/she may waive the notarization process, provided that valid ID is provided.