

辦理汽（機）車各項登記應備證件一覽表 Requirements for Changing Registration of Vehicles

應備證件 Requirements	身分證明(註一)		印章 Seal	車輛來歷證明(註二)	統一發票 Invoice	改加裝設備文件(註三)	強制汽車保險證 Compulsory Automobile Liability Insurance Certificate	行車執照 Driving Permit	號牌 Number Plate	停駛登記書 Suspension Registration Form	車輛失竊證明 Stolen Vehicles list Issued by Police	車輛尋獲證明 Found Vehicles list Issued by Police	車牌失竊證明 Stolen plates list Issued by Police	牌照登記書車主聯 New License Plate Registration Form	貨物稅完(免)稅證明 Clearance Certificates for Custom Duties and Goods Tax (or Tax Exemption Certificate)	催辦過戶之報紙或郵局存證信函 Two Copies of the Overdue Transfer Advice or the Legal Attest Letter	代辦人身分證明 Documents to prove Agent's identity	
	原車主 Name of Original Owner	新車主 Name of New Owner																
	辦理項目 Items																	
新車領牌登記 New License Plate	√		√	√	√		√											√
過戶登記 Transfer	√	√	√					√						√				√
車身式樣變更登記 registration of type of the car	√		√		√	√	√	√							√			√
停駛登記 Suspension of Use	√		√					√	√					√				√
復駛登記 Resumption of Use	√		√				√			√				√				√
繳銷登記 Revocation	√		√					√	√					√				√
失竊註銷 Cancellation of a Stolen Vehicle	√		√					√			√			√				√
尋獲註銷 Cancellation of a stolen vehicle (found)	√		√					√	√			√		√				√
逾檢註銷 Cancellation due to overdue inspection	√		√					√	√					√				√
拒不過戶註銷 Cancellation of Un-Transferred Vehicles	√		√					√						√			√	√
報廢登記 Disposal	√		√					√	√					√				√
機車號牌遺失換牌 Replacement for lost Motorcycle license plates	√		√				√	√					√					√
機車號牌損壞換牌 Replacement for damaged Motorcycle license plates	√		√				√	√										√
汽車號牌遺失換牌 Replacement for lost Automobile license plates	√		√				√	√					√	√				√
汽車號牌損壞換牌 Replacement for damaged Automobile license plates	√		√				√	√						√				√
換發行車執照 Renewal of The driving permit							√	√										
補發行車執照 Driving Permit Reissuing	√		√				√							√				√
補發牌照登記書 New License Plate Registration Form Reissuing	√		√					√										√
車輛定期檢驗 Periodic Inspection							√	√						√				

註一：身分證明 Documents to prove your identity:

- 個人：國民身分證或軍人身分證或僑民居留證明。Individual: Identification Card, military certificate or Alien Residence Certificate
- 公司、行號：營利事業登記證或核准之公文(公司含登記表)。若為影本，需另附最近一期繳納營業稅證明文件影本。Corporate: the Certificate of Business Registration. If it's a copy, you are required the latest copy of business tax certificate.
- 機關團體：檢附機關團體證明文件及財稅機關編發統一編號證明。Organization/groups: certificate of establishment and the tax registration code issued by the taxation authority.
- 委託他人代辦車輛過戶時，需再附雙方車主有效之駕駛執照或全民健康保險卡或護照。If you commission someone to do transferring, you are required the effective driving license, national health insurance card, or passport of both owners.

註二：車輛來歷證明 Documents to prove the vehicle

- 進口車檢附海關進口與貨物稅完(免)稅證明書、出廠證明、統一發票。Imported vehicles: clearance certificates for custom duties and goods tax(tax exemption certificate), the manufacturer certificate, an invoice.
- 國產車檢附出廠與貨物稅完(免)稅證明、統一發票。locally manufactured vehicles: clearance certificates for custom duties and goods tax(tax exemption certificate), an invoice.

註三：改加裝設備文件 Documents for alternation of equipments

改加裝設備文件係指安全審驗證明、汽車車廠改裝證明及營利事業登記證或工廠登記證影本。Vehicle safety testing certificate, factory modification certificate, certificate of profit seeking enterprise, or the copy of certificate of factory.

其他注意事項：Attentions

- 汽車出廠10年以上、機車出廠5年以上，過戶應先經臨時檢驗合格。
The vehicle should pass the on-site inspection before transferring. (the age of the vehicle is over 10 years for the car and over 5 years for the motorcycle)
- 車輛顏色、地址及車主名稱變更登記免附貨物稅完(免)稅證明、統一發票及改加裝設備文件。
Alteration of automobiles colors, the owner's name and the address is not required the duty payment (tax exemption) certificate, an invoice and documents for alternation of equipments.
- 汽、機車號牌遺失或損壞，申請換牌前均需經檢驗合格(實車查核)後始得辦理(汽車號牌遺失一面者，另一面須繳回)。
The replacement for lost or damaged license plates is required the inspection. (if only one license plate is lost, the remaining one should be returned to authorities.)
- 繳、註、吊銷之車輛，需重新檢驗合格後始得請領牌照。
For issuing a new plate, vehicle which is revoked, scrapped, or cancelled is required inspection.
- 車輛停駛期間最長以1年為限，逾限者註銷牌照。
The period of suspension is no longer than one year. If the period is greater than one year, the plates will be cancelled.
- 停駛超過3個月或已逾定檢日期之車輛，復駛前應先繳費檢驗合格後始得辦理。
For resumption applications, the vehicle which is overdue the periodic inspection or remains suspended for over 3 months should charge the fee and pass the inspection.
- 拒不過戶註銷僅限於自用小型車及機車方可辦理。
Cancellation of un-transferred vehicles is limited for small cars and motorcycles.
- 小型汽車定檢，得免附牌照登記書車主聯。
The small car's inspection is not required new license plate registration form.