

汽車運輸業申辦各項業務應備證件一覽表
Requirements for Application of the Motor Transportation Industry

應備證件 Required Documents	辦理項目 Items	增購 新車 Increases the vehicle	營業車輛 過戶 Transfer of Vehicle ownership	設置 停車場 Establishes the parking lot	租借 停車場 Rent the parking lot	變更 資本額 Change capital	變更 負責人 Change of person in charge	變更公司 名稱 Change corporate name	變更地址 (同一轄區) Change address to identical area of jurisdiction	變更地址 (遷出本轄區) Change address to other areas of jurisdiction	變更地址 (遷入本轄區) Change address- Moving from other areas of jurisdiction
申請書 Application Form		√	√	√	√	√	√	√	√	√	
公司行號主管機關核准登記公文(公司含登記表)影本 Copy of business registration certificate		√	√			√	√	√	√	√	
加入該業商業同業公會核發之有效會員證影本 Copy of the valid membership card from the joined trade association		√	√			√	√	√	√	√	
股東或合夥人同意書(股份有限公司為會議紀錄) Shareholder letter of consent(meeting minutes for Co., Ltd.)						√	√	√	√	√	
新、舊負責人身分證影本(正反面) Copy of old and new company owner's Id Card(Front and Back)							√				
公司變更名稱預查表 Pre-investigate form of the company name								√			
建物所有權狀影本、最近一期房屋稅單影本 Copy of the building ownership certificate·Copy of the latest house tax bill								√	√	√	
房屋租賃契約(租期至少1年) Copy of the leasing agreement (At least 1 year lease)								√	√	√	
汽車運輸業營業執照正本 Motor transportation business license									√		
遷出轄管監理機關之核准函影本 The approved letter from the supervision station for moving into other areas of jurisdiction										√	
土地所有權狀影本(如屬租用或借用者,須另附契約書) Copy of the land ownership certificate(contract is needed if the land is rented or borrowed)				√							
土地使用分區證明書(最近3個月內) Land Use Zoning Certificate(within the previous three months)				√							
停車處所位置圖 The site plan of the parking lot				√							
停車格位配置圖 Configuration diagram of the parking space				√							
停車場原核准設置文件 Copy of the original approved documents of the parking lot					√						
土地所有人同意書 Landowner consent					√						
停車場借用同意書或租賃契約書 Parking lot borrowing consent or lease contract					√						
汽車運輸業雙方之有效公會會員證影本 Copy of the both sides valid membership card from the joined trade association					√						

