Letter of Authorization

I hereby entrust ___(name of the customs broker)_____ to process all the relevant customs clearance procedures of the goods listed in the following documents:

☐ Import Declaration (No. _____) HAWB No. _____

(mandatory if declared in simplified form)

☐ Export Declaration (No. _____) HAWB No. _____

(mandatory if declared in simplified form)

☐ Transit Application Form

☐ The contents of declaration have not yet been provided by air express delivery enterprise. Thus, the following document(s) have been submitted in advance:

- ☐ commercial invoice
- ☐ purchase order
- ☐ other supporting documents (specify the type of the documents)

The entrustee is entitled to full authority over the entrusted matters, including the verification of examination result, payment of duties/taxes/fees, claiming or abandoning import goods, recognition, receiving all the notifications and documents such as duty memo issued by your Office, picking up the sample of goods, and the special mandate to process such matters as the shut-out and exportation of shut-out export goods as well as the claim of goods out of the warehouse.

In order to process the paperless operation of the required documents for C2 (Document Review) Import/Export Declarations, the electronically transmitted documents, on which the stamp of the entruster or its responsible person is unavailable, have genuinely been submitted by the entruster to the entrustee.

To _____ Customs, Customs Administration, Ministry of Finance

Entruster: _____(Signature/Stamp)

Name of the responsible Person: _____ (Signature/Stamp)

Business Account Number: _____

Customs Management Number: _____

Address: _____

Telephone number: _____ (mandatory)

Entrustee: _____ (Signature/ Stamp)

Name of the responsible Person: _____(Signature/ Stamp)

Box Number: _____

Telephone number: _____

Address: _____

Date: (year/month/day)

【Instruction】

1. Letter of Authorization shall be co-signed by the customs broker and the duty-payer. For the on-line traders, the stamps of the customs broker and its responsible person may be waived.
2. Except the documents where the original hard-copy is required based on legal provisions or where the Customs stamp is mandatory, any other documents submitted via electronic data transmission shall be categorized as “Electronically Transmitted Documents”. (The entruster is still required to put the signature/stamp on this letter of authorization.)