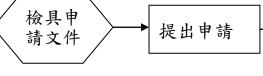
## 附件三

# 委託加工審查作業流程

## 申請事業

## 管理機關

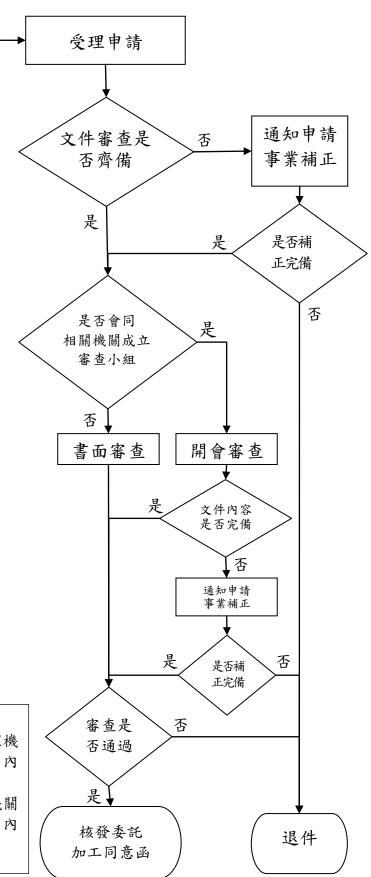


## 申請文件:

- (一)委託加工申請書。
- (二)雙方簽定之委託加工合 約影本。
- (三)受託廠商之公司設立或 變更登記、工廠登記證明 文件影本。
- (四)說明加工過程之加工說 明或圖說。
- (五)委託加工之單位用料清 表。
- (六)委外運出運回核銷帳務 系統之操作說明。
- (七)自由港區事業申請委託 二家以上區外廠商作多 階段製程加工時,應另檢 附各製程之受託廠商名 單、各製程之加工流程、 單位用料清表、添加區外 原料等詳細資料。

# 管理機關審查時程:

- 1. 未成立審查小組採書面審查者,管理機 關應於受理申請或補正完備後六日內 將審查結果函復申請人。
- 2. 成立審查小組採開會審查者,管理機關 應於受理申請或補正完備後二十日內 召開審查會議。

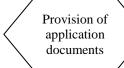


## Annex 3

# Commissioned Processing Review Procedure

### **Applying Enterprise**

## **Administrative Authority**



Submission of the application

#### **Application Documents:**

- (1) The application form for commissioned processing
- (2) Photocopy of the commissioned processing agreement
- (3) Photocopies of the company setup or change registration and the factory registration document of the commissioned contractor
- (4) A description or drawing of processing
- (5) The bill of materials to be used in the commissioned processing
- (6) A description about the operation of the outsourcing incoming/outgoing account write-off system
- (7) A list of the contractors commissioned for the various processes, the processing procedures for the various processes, bills of materials to be used, and raw materials to be added outside the free-trade-zone shall be attached when the free-trade-zone enterprise applies for multi-phase processing involving two or more outside contractors.

### Review schedule of the administrative authority:

- For an application processed by a document review without the establishment of a review panel, the administrative authority shall notify the applicant by letter of the outcome of its review within 6 days of the acceptance of the application or the supplementary submission of documents.
- 2. For an application requiring the establishment of a review panel and the holding of a meeting for its review, the administrative authority shall convene the review meeting within 20 days of the acceptance of the application or the supplementary submission of documents.

