「海外授權書」貼心小提醒

授　權　書
Power of Attorney

（請詳閱下頁之填寫說明）
(Please see the instructions before filling the form)

授權人 (Principal)	中文姓名 (Name in Chinese)	英文姓名 (Name in English)	性別 (Sex)	出生年月日 (Date of Birth)	出生地 (Place of Birth)	護照號碼 (Passport No.)	身分證號碼(ID No.)
	國內住址(Address in Taiwan, R.O.C.)				國外住址 (Address Abroad)		
被授權人 (Agent)	姓名(Name)		性別 (Sex)	出生年月日 (Date of Birth)	護照或身分證號碼 (Passport/ ID No.)	住址 (Address)	
授權人與被授權人之關係(Relationship to the Principal)					備註（Note）		

房地標示及權利範圍 (Land Location and Extent of Ownership)

土地標示：　縣/市　鄉/鎮/市/區　段　小段　地號土地（權利範圍　）

房屋標示：　縣/市　鄉/鎮/市/區　街/路　段　巷　弄　號　樓

段　小段　建號建物（權利範圍　）

Land: Land No. _____, Subsection _____, Section _____, _____

Township/City/District, _____ County/City (_____ % ownership)

Building: _____ Floor, No. _____, _____ Alley, _____ Lane, _____ Section, _____

Street/Road, _____ Township/City/District, _____ County/City

Building No. _____, Subsection _____, Section _____ (_____ % ownership)

辦理不動產變更登記之轄區地政事務所: (Competent Land Office)

縣/市　地政事務所

_____ Land Office, _____ County/City,Taiwan, (R.O.C.)

授權事項 (Scope of Authorization)

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）。

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.

授權期間 (Duration of Authorization)

自 中華民國　年　月　日 至 中華民國　年　月　日止
Since　(Day)　(Month)　(Year) till　(Day)　(Month)　(Year)

授權人簽字(Principal Signature)：

(以下由權責機關填寫/For Authorized Staff Only)

I certify that on this day the individual, named _____ (Printed Name of Individual) appeared before me and acknowledged to me that the foregoing document was executed and signed by him/her personally on a free and voluntary basis, and that the document shall be used for the purposes mentioned therein.

_____ , _____

(Signature and Seal of Notary Public or Other Competent Authorities)　(Date)

✓ 請逐欄詳實填寫，並與有效證明文件核對無誤。
Please fill the columns, and verification with valid supporting documents.

✓ 房地標示請確實填載，並列明權利範圍。
Denoting the subject lands/buildings.

✓ 授權事項請依實際授權內容填寫，非授權事項勿填寫。
Describe the scope of authorization.

✓ 確認是否逾授權期間。
Make sure the duration is valid.

「當地公證程序欄」：授權人無法親至駐外館處申辦時使用。
When the Principal is unable to proceed to the Overseas Mission to file the application.