

顧客申辦事項作業流程及處理時限表

Application Procedures and Processing Time

存簿儲金新開戶

Opening a Passbook Savings Account

作業時間約 25 分鐘

Processing time : 25 minutes

應備證件

Supporting Documents

1. 個人：國民身分證、第二證件、印鑑。
2. 非營利法人：主管機關登記證明文件或法人登記證書及非營利法人統一編號、負責人國民身分證及第二證件、印鑑、法人全銜章，代辦者需出示授權書及國民身分證及第二證件。
3. 非營利團體：憑主管機關之報備證明（或核准函）或會議紀錄辦理、負責人國民身分證及第二證件、印鑑、團體全銜章，代辦者需出示授權書及國民身分證及第二證件。

1. Individual Account : ID card, secondary proof of ID, seal.

2. Non-profit Organization :

Registration certificate issued by the relevant authorities or the registration certificate of legal entity, registration number of non-profit organization, ID card and secondary proof of ID of the representative, a sample of authorized signature and the organization seal. The proxy is required to produce ID card, secondary proof of ID, and a letter of authorization.

3. Non-profit Group :

Produce a proof of notification to the relevant authority (or letter of approval) or minutes of meeting, ID card and secondary proof of ID of the representative, a sample of authorized signature and the group seal. The proxy is required to produce ID card, secondary proof of ID, and a letter of authorization.

填寫「郵政存簿儲金立帳申請書」、「存簿儲金存款單」及「郵政存簿/劃撥儲金開戶約定書」各 1 份。

Fill out 1 copy of “Application for postal passbook savings account”, “Passbook Deposit Slip” and the service agreement.

補發存簿副本

Replacement issue of account book copies

作業時間約 10 分鐘

Processing time : 10 minutes

應備證件

Supporting Documents

1. 個人：國民身分證、原留印鑑。
2. 機關團體戶：應出具公函、原留印鑑及負責人國民身分證，代辦者需出示授權書及國民身分證。

1. Individual Account : ID card, authorized signature and/or seal.
2. Institution or Group : Produce official documents, authorized signature and seal, and ID card of representative.
The proxy is required to produce ID card and a letter of authorization.

填寫「掛失補副申請書」1份。

Fill out 1 copy of “Application for replacement account book copies”.

存簿更換印鑑

Change of authorized signature and/or seal

作業時間約 8 分鐘

Processing time : 8 minutes

應備證件

Supporting Documents

1. 個人：國民身分證、存簿、新印鑑。
2. 機關團體戶：應出具公函、存簿、新印鑑及負責人國民身分證，代辦者需出示授權書及國民身分證。

1. Individual Account : ID card, postal passbook account book, replacement seal.
2. Institution or Group Account : Produce official documents, postal passbook account book, a sample of replacement signature and seal, and ID card of representative. The proxy is required to produce ID card and a letter of authorization.

立帳局辦理者，填寫「變更帳戶事項申請書」1份；於非立帳局辦理者，填寫「變更帳戶事項申請書」2份。
If this is the branch where you open your account, fill out 1 copy of “Application for change of account details”.
If this is not the branch where you open your account, fill out 2 copies of “Application for change of account details”.

申（領）晶片金融卡

作業時間約 3 分鐘

Application (Collection) of ATM Card

Processing time : 3 minutes

應備證件

Supporting Documents

1. 個人：國民身分證、存簿、原留印鑑。
2. 委託代辦：出示儲戶之委託（授權）書，委託人國民身分證、原留印鑑、存簿及受託人之國民身分證、印章，經受理局查證屬實後辦理。
(申請人於申請日 5 天 (工作天) 後，領取金融卡)。

1. Individual Account : ID card, postal passbook account book, authorized seal.
2. Applying through a proxy : Produce a letter of authorization from the account holder, ID card, authorized signature and/or seal and postal passbook account book of the applicant; ID card, signature and/or seal of the proxy. Application will proceed only if verified by the receiving branch.
(The applicant may collect the ATM card 5 working days following the date of application.)

填寫「晶片金融卡申請書」及「郵政金融卡約定條款」各 1 份。

Fill out 1 copy of “Application for ATM card” and the service agreement.

申（領）VISA 金融卡
Application (Collection) of VISA Debit Card

作業時間約 3 分鐘

Processing time : 3 minutes

應備證件
Supporting Documents

本人：國民身分證、存簿、原留印鑑。
(申請人於申請日 5 天 (工作天) 後，領取 VISA 金融卡)。

Depositor : ID card, postal passbook account book, authorized seal.
(The applicant may collect the VISA debit card 5 working days following the date of application.)

填寫「VISA 金融卡申請書」、「郵政金融卡約定條款」及「郵政 VISA 金融卡約定條款」各 1 份。
Fill out 1 copy of “Application for VISA debit card” and the service agreements.

定期儲金新開戶

Opening a Time deposit Account

作業時間約 10 分鐘

Processing time : 10 minutes

應備證件

Supporting Documents

1. 個人：國民身分證、第二證件、印鑑。
2. 非營利法人：主管機關登記證及非營利法人統一編號、負責人身分證、第二證件、印鑑、法人全銜章。

1. Individual : National ID card, secondary proof of ID and specimen seal.

2. Non-profit legal entity : Registration certificate issued by its competent authority, non-profit legal entity tax ID, national ID card, secondary proof of ID, specimen seal of the responsible person and the seal of the entity's title in full.

填寫「郵政定期儲金總戶立帳書」、「郵政定期儲金存款單」及「郵政定期儲金開戶約定書」各 1 份。

Fill out 1 copy of “Application for postal time deposit savings general account”, “postal CD Deposit Slip” and the service agreement.

定期儲金質押借款
Certificate of Deposit Loan

作業時間約 10 分鐘

Processing time : 10 minutes

應備證件
Supporting Documents

1. 本人：國民身分證、原留印鑑、存單。
2. 貸款上限：最高以存單質借存款本金之九成，以分期付息存單申請貸款，超過七成者，暫停支付存款利息。

1. Depositor : National ID card, seal of the archived specimen, and the certificate of deposit.
2. Upper limit of the loans : Up to 90% of the deposit amount shown on the certificate. When borrowing against a certificate that periodically gives out interest, interest payments will cease if the loan amount exceeds 70% of the deposit amount.

填寫「定期儲金存單質押借款申請書」1份。
Fill out 1 copy of “Certificate of Deposit Loan Application Form”.

定期儲金中途解約

Termination of a Time Deposit

作業時間約 8 分鐘

Processing time : 8 minutes

應備證件

Supporting Documents

1. 本人：國民身分證、原留印鑑、存單。
 2. 委託代領：出示儲戶之委託（授權）書，委託人國民身分證、原留印鑑、存單及受託人之國民身分證、印章，經受理局確實查證無疑義後辦理。
1. Depositor : National ID card, seal of the archived specimen, and the certificate of deposit.
 2. Agent : A power of attorney from the depositor, depositor's national ID card, seal of the archived specimen, certificate of deposit, as well as the agent's national ID card and seal. The post office shall process the application after verification.

劃撥儲金新開戶

Opening a Postal Giro Account

作業時間約 25 分鐘

Processing time : 25 minutes

應備證件（另應提示第二證件，代辦者亦同）：

Supporting Documents（Secondary proof of ID is required ,the same for the applicant's agent.）：

1. 個人：國民身分證、印鑑。
2. 公司行號：登記證明文件、印鑑及負責人身分證，代辦者需出示授權書。
3. 政府機關、公立學校及部隊：於申請書加蓋印信，憑主管機關同意之核准文件，劃撥支票戶另繳驗負責人身分證，代辦者需出示授權書。
4. 公營機構：於申請書加蓋印信並出具公函，劃撥支票戶另繳驗負責人身分證，代辦者需出示授權書。

1. Individual : National ID card and specimen seal.
2. Firm : Business license or business registration, specimen seal and national ID card of the responsible person. Agent applying on behalf of the firm shall also submit a power of attorney.
3. Government organization, public school or armed service :
Application form with its organizational stamp. Produce the approval of the relevant authority, the Giro checking account also submit the national ID card of the representative. Agent applying on behalf of the entity shall also submit a power of attorney.
4. Public corporation :
Application form with its organizational stamp, an official document approving the application, the Giro checking account also submit the national ID card of the representative. Agent applying on behalf of the entity shall also submit a power of attorney.

填寫「劃撥儲金立帳申請書」3份、「劃撥儲金存款單」及「郵政存簿/劃撥儲金開戶約定書」各1份。

Fill out 3 copies of "Postal Giro Account Application Form", 1 copy of "Postal Giro Deposit Slip" and the service agreement.

外匯匯出匯款

Outward Remittances

作業時間約 7 分鐘

Processing time : 7 minutes

應備證件：匯款人國民身分證、印章、新臺幣。

Supporting Documents : Remitter's national ID card, personal signature and/or seal, and cash in New Taiwan Dollars.

匯款方式：電匯每筆 300 元。

Remittance Type : Telegraphic Transfer

Remittance Fee : NT\$300 per transaction

填寫「外匯匯出匯款申請暨賣匯水單」1 份。

Fill out 1 copy of “Outward Remittance Application and Exchange Memo”.

外匯匯入匯款

Inward Remittances

作業時間約 5 分鐘

Processing time : 5 minutes

應備證件：受款人國民身分證、印章、匯入匯款通知書。

Supporting Documents : Beneficiary's national ID card, personal signature and/or seal, and the advice of inward remittance.

匯款方式及資費：電匯每筆 200 元。

Remittance Type : Telegraphic Transfer

Remittance Fee : NT\$200 per transaction

填寫「外匯匯入匯款申請暨買匯水單」1 份。

Fill out 1 copy of "Inward Remittance Application and Exchange Memo".