

**Application for Release of Funds Form 1-1**

Application for Release of Hosting Phase Subsidies for Foreign Incentive Tours to Taiwan

Case No.:		(Official use only)	Application date: (yyyy) (mm) (dd)
Item		<b>(The applicant unit should fill out the following fields in detail)</b>	
Incentive Application Description	Applicant Unit Name		
	Event Name		
	Event Date	(yyyy) (mm) (dd) to (yyyy) (mm) (dd)	Total ____ days
	Location		
	Total Cost	_____ NTD	
	Amount Applied for	_____ NTD	
	Also applying for subsidies from other agencies?	<input type="checkbox"/> Yes, the competent authority and amount of subsidy being applied for are: Unit name: _____, _____ NTD <input type="checkbox"/> Application pending <input type="checkbox"/> Approved Unit name: _____, _____ NTD <input type="checkbox"/> Application pending <input type="checkbox"/> Approved <input type="checkbox"/> None.	
Actual attendance	Total number of foreign visitors to Taiwan:		
<input type="checkbox"/> <b>I the undersigned affirm that all of the information provided in the application and the attached documentation is true and correct. If there is any false information, then I agree to action being taken in accordance with the terms of these Directions.</b>			

**Verification information (Please tick to confirm and provide the relevant documentation)**

<input type="checkbox"/> Incentive candidate receipt (Original copy). <input type="checkbox"/> Proof of expenses or other documentation that can serve as proof of expenses and amounts in accordance with <b>the incentive categories stated in Article 4 of these Directions.</b> <input type="checkbox"/> Traveler analysis information: Must include actual number of visitors to Taiwan, nationalities and genders. <input type="checkbox"/> Incentive candidate's NTD/Foreign currency account information:
※The amount of the original receipt should be the same as the amount of incentive being applied for. ※If the name of the foreign currency account is not the same as the name of the

incentive candidate, please provide an explanation in writing.

**The applicant unit should carefully read the following before signing:**

1. All of the fields have been filled out correctly. The attached information must be clear and legible.
2. The application form should be filled out in its entirety. The application with full documentation must be submitted within one month of the incentive tour group's departure from Taiwan. Failure to do so will be considered forfeiture the right to application for that trip. The applicant may not also apply for other incentives or promotions provided by the Tourism Administration.
3. The applicant unit is responsible for providing all other relevant documentation requested by the Administration for review purposes. It also understands that the Administration has the right to reject or to conditionally accept the application for release of funds.
4. If actual attendance in Taiwan fails to reach the reported numbers, I consent to the amount of the incentive being based on actual attendance.
5. This application only indicates that the application for release of funding has been accepted. It does not mean that the Administration has approved the release of funds.

Applicant Unit Signature:

Review opinion of the Office:

- The application criteria and information are all in order. Forward to the Administration for review.
- Additional documentation or explanation required. Applicant unit is asked to provide these by the given deadline for forwarding to the Administration for review.
- Rejected and returned to the applicant unit. Reason: \_\_\_\_\_

Office Signature:

Date:

**Tourism Administration Review Outcome:**

- Agree to the release of funds. The amount of the incentive is \_\_\_\_\_  
NTD/foreign currency.
- Application declined due to the following reason:
- Registered in charity group subsidy (donation) system (CGSS).

**Tourism Administration Business Unit Signature:**

**Date:**

### Application for Release of Funds Form1-2

#### Application for Release of Bidding Phase Subsidies for Foreign Incentive Tours to Taiwan

Case No.:	(Official use only)	Application date: (yyyy) (mm) (dd)
	<b>(The applicant unit should fill out the following fields in detail)</b>	
Incentive Application Description	Applicant Unit Name	
	Bid Date	(yyyy) (mm) (dd) to (yyyy) (mm) (dd). Total ____ days (Please provide the period of the preliminary survey in Taiwan including the transit time while traveling to and from Taiwan.)
	Bid Location	(Please provide the name of the county/city or venue being inspected.)
	Total Bid Cost	_____ NTD
	Amount of application	_____ NTD
	Also applying for subsidies from other agencies?	<input type="checkbox"/> Yes, the competent authority and amount of subsidy being applied for are: Unit name: _____, NTD <input type="checkbox"/> Application pending <input type="checkbox"/> Approved Unit name: _____, NTD <input type="checkbox"/> Application pending <input type="checkbox"/> Approved <input type="checkbox"/> None.
Information on Incentive Tour to Taiwan	Incentive tour group name	
	Planned hosting location in Taiwan	(For location, please provide the name of the county/city or venue.)
	Planned hosting date in Taiwan	(Please provide the planned hosting date.)
	Anticipated attendance in Taiwan	Total number of foreign visitors to Taiwan:
<input type="checkbox"/> <b>I affirm that all of the information provided in the application and the attached documentation is true and correct. If there is any false information, then I agree to action being taken in accordance with the terms of these Directions.</b>		

**Verification information (Please tick to confirm and provide the relevant documentation)**

- Incentive candidate receipt (Original copy).
- Proof of expenses or other documentation that can serve as proof of expenses and amounts in accordance with **the incentive categories stated in Article 4 of these Directions**.
- Traveler analysis information: Must include nationalities and expected attendance.
- Incentive candidate's NTD/Foreign currency account information:

※The amount of the original receipt should be the same as the amount of incentive being applied for.

※If the name of the foreign currency account is not the same as the name of the incentive candidate, please provide an explanation in writing.

**The applicant unit should carefully read the following before signing:**

1. All of the fields have been filled out correctly. The attached information is clear and legible.
2. The application form is filled out in its entirety. The application including all necessary information should be submitted within one month of the incentive tour group's departure from Taiwan. Failure to do so will be considered forfeiture of the right to application for that trip. The applicant may not also apply for other incentives or promotions provided by the Tourism Administration.
3. The applicant unit is responsible for providing all other relevant documentation requested by the Administration for review purposes. It also understands that the Administration has the right to reject or to conditionally accept the application for release of funds.
4. If actual attendance in Taiwan fails to reach the reported number, I consent to the amount of the incentive being based on actual attendance.
5. This application only indicates that the application for release of funding has been accepted. It does not mean that the Administration has approved the release of funds.

Applicant Unit Signature:

Review opinion of the Office:

- The application criteria and information are all in order. Forward to the Administration for review.
- Additional documentation or explanation required. Applicant unit is asked to provide these by the given deadline for forwarding to the Administration for review.
- Rejected and returned to the applicant unit. Reason: \_\_\_\_\_

Office Signature:

Date:

Tourism Administration Review Outcome:

- Agree to the release of funds. The amount of the incentive is \_\_\_\_\_ NTD/foreign currency.
- Application declined due to the following reason:
- Registered in charity group subsidy (donation) system (CGSS).

Tourism Administration Business Unit Signature:

Date:

## Receipt

This is proof that ○○ (enterprise, corporate body... etc.) has received ○○○ NTD in incentive payments in accordance with "○○○○○○" from the Tourism Administration MOTC.

Issued by

Tourism Administration, Ministry of Transportation and Communications

Applicant Unit: ○○○○○

Person-in-charge:

Accountant:

Clerk:

Unified Business No.: ○○○

Address:

Payment Bank: ○○ (Bank) ○○ (Branch) (Photocopy of the payment account's passbook cover attached)

Account number: ○○○

Account name: ○○○○○

Date: (yyyy/mm/dd)



**"Statement of Total Expenses" for Tourism Administration, MOTC Incentive Plan**

**Unit: NTD**

Expense Item	Actual Expenditure	Self-raised Funding	Incentive Application
<b>Total</b>			

Applicant Unit Signature:

## Statement of Total Expenses for Tourism Administration, MOTC Incentive Plan

Event project name:				
Incentive recipient name:				
Total project funding:		NTD		
Total project funding and allocation	Agencies Providing Incentives (Please list, including self-raised funding)	Incentive amount (NTD)	Percentage	
			00.00%	
		Total		

Applicant Unit Signature: