



DHL Express Taiwan
No. 82, Sec. 2, Jianguo N. Rd.,
Zhongshan Dist., Taipei City 10479

變更運送內容承諾書 (Letter of Agreement)

立書人曾委託 貴公司洋基通運股份有限公司遞送進/出口貨件乙批，提單號碼：_____ 帳號：_____。由於業務需要，進一步同意委託 貴公司代為處理以下事項並願負擔相關費用，若因此衍生任何法律責任或其他情事，均由立書人負全部責任並保證 貴公司免負賠償責任，恐口無憑，特立此據。

I have requested DHL Express (Taiwan) Corp. to ship the shipment under airway bill no. : _____ & DHL account no. _____ and hereby further request DHL to handle the shipment based on my requests herein and I accept the related charges. Any legal liability or situation arising from my requests herein, I will take full responsibility for and will hold DHL harmless form.

1. 變更收件地址」/「攔件」，而轉運或退運所產生之相關費用，立書人願完全負擔。
I hereby confirm that I accept the related charges of changing delivery address, stop delivery, re-direction and return request on the shipment.

公司名稱(Company) : _____

地址(Address) : _____

姓名 (Contact Name) : _____ 電話 (Tel No.) : _____

支付方式 (Payment terms) : _____

付款帳號 (Payer account) : _____

現金 (Cash) : _____

統一發票(GUI): 二聯式 / 三聯式: 統一編號(Business registration no.): _____

再次派送之附加費用 TWD420 元(含稅)由運費付款方負擔。

Address Correction fee of TWD420 (tax included) will be charged to payer account of the shipment.



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再次派送之附加費用 TWD420 元(含稅)由立書人負擔。

I accept the Address Correction fee of TWD420 (tax included).

更改地址之轉運費由立書人負擔 (實際費用以 DHL 提供之帳單金額為準)。

I accept the related charges of changing delivery address (amount payable as shown on the bill provided by DHL).

2. 捨棄，銷毀此批貨物，關稅及相關費用，由立書人負擔。

I hereby confirm that I agree to abandon the shipment and have it destroyed and I accept the duty / VAT charges and related charges.

3. 退回原寄件人，立書人願支付退運費，關稅(Duties & Taxes Paid)及相關費用。

I hereby confirm that I accept the Freight charges、duty / VAT charges and related charges on the return shipment.

4. DHL 機場服務中心自取 或 DHL 運務服務中心自取，取件人：_____ 行動電話號碼：_____，取件人需要攜帶有附照片的個人證件前往領取，並供 DHL 核對身份。

I hereby request to self-collect the shipment at DHL Gateway or DHL service center. Collector: _____ Mobile No.: _____. The collector needs to bring Personal ID Card for self-collection for DHL's verification of identity.

5. 其他事項：立書人願 吸收運費 吸收關稅 負擔其他費用_____，原因如下，且因進口關稅轉由寄件人支付，此項服務費率為依進口國當地所發生之關稅、稅費及其他相關費用的 2% 洽收，最低收費為每筆提單新台幣 720 元手續費 (未包含 5%營業稅)，所產生之手續費，立書人願完全負擔。

I hereby confirm that I accept Freight charges Duty / VAT charges Other charges _____, and that as import duties/taxes are paid by the shipper, I accept the processing fee based on 2% of the local customs duties, taxes and relevant fees incurred in the importing country (minimum charge is TWD720 per air waybill, excluding the 5% VAT).



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6. 變更 運費 關稅 付款帳號，由原付款帳號：_____ 變更付款帳號為：_____
且因變更付款帳號所產生的手續費 TWD368 元（含稅），立書人願完全負擔。若運費及關稅同時變更，則二者變更之手續費均予收取。
I hereby request to change the shipment Freight charges Duty / VAT charges billing account no. from: _____ to billing account no. : _____ and that I accept the processing fee TWD368 (inclusion of 5% VAT) for changing the shipment freight charges billing account. If the billing accounts of both freight and the duty are changed simultaneously, the surcharge of both changes will be charged respectively.
7. 現金付費之出口貨件，因貨件經 DHL 收件並秤重後之計費運費超過立書人申報計費運費 200 元以上，立書人同意於 DHL 收件翌日支付 DHL 運費差價 TWD (含稅)_____，以利 DHL 安排貨件先行出口。
For export shipment paid by cash, in case the freight charges based on the re-measured chargeable weight exceeds the freight charges based on my declared chargeable weight by more than TWD200 upon DHL's pick-up and reweight of the shipment, I hereby agree to pay DHL the freight charges difference in the amount of TWD_____ (inclusion of 5% VAT) by the next day after the shipment was picked up by DHL in order for DHL to proceed with the export of the shipment first.
8. 文件缺失或提供錯誤報關資訊，貴公司應客戶要求於貨件清關放行後，協助向海關提出申請修正（例如：在商業發票上錯誤的稅則編號或是報單上錯誤的統一編號資料），故立書人願負擔 事後行文修正報單資料 服務費，此項服務為每筆提單洽收新台幣 1,680 元(包含 5%營業稅)。(申請結果以海關最終決定為準，無法提供保證)
Due to wrong/missing information provided originally for customs clearance (e.g. the wrong HS Code on the Commercial Invoice or incorrect VAT number on the customs declaration), DHL is requested to assist the customer to apply to the Customs for corrections after the import clearance process for the shipment is completed. Therefore, I hereby confirm that I accept the **Post Clearance Modification (PCM)** service charge. The service charge is TWD1,680 per shipment (inclusion of



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5% VAT). (Result of application subject to final decision by the Customs, no guarantee provided)

注意事項：

1. 立書人明瞭貨件於運送途中，因受限於時空環境及其他因素，DHL 不保證可依上述變更後之收件地址為送達，及不保證攔件成功。

I understand that due to time, space and other reasons, DHL does not guarantee shipment delivery after change of address or stop delivery.

2. 若勾選 2,3,6,7 項，其內容涉及變更付款人者，另須按各國/地區規定洽收手續費。

I understand that extra processing fees charged by DHL in other countries/regions might occur under above requests 2, 3,6 and 7.

請蓋公司大小章及發票章

個人件請附上身份證件影印本

立書人姓名(Name of signatory) : _____

立書人簽名(Authorized signatory) : _____

立書人電話(Signatory Tel No.) : _____

日期 (Date) : _____

西元年(YYYY)_____月(MM)_____日(DD)_____

※ 請回傳 e-mail : tw.customer@care@dhl.com，客服專員_____，

專線電話(02)_____。

※ 委託聯絡人_____，電話分機_____，

Email_____。

※ 回傳後請來電 02-25036858 分機 6750 確認資料是否收到，謝謝。

DHL 依據個人資料保護法第 8 條為個人資料之蒐集告知：

本公司 DHL 於變更運送內容之特定目的內於台灣境內及貨件目的地蒐集、處理及利用您的個人資料，個人資料類別包含姓名、電話、住址、身分證字號及所須個人資料，該個人資料將以紙本或電子之方式利用/保存 3 年並依個人資料保護法辦理。您所留下的各項資料，將僅供本公司、本公司之關係企業及與變更運送內容有關之合作廠商、為達成您變更運送內容之特定目的使用。除此之外，本公司並不會將您所留的資料提供給他人。對於您所留的個人資料，仍可依個人資料保護法的規定，向本公司行使查詢或閱覽、製給複製本、補充或更正、停止蒐集處理或利用、刪除之權利。您可自由選擇提供個人資料的程度，但如果您提供的資料有誤或不足時，本公司可能無法提供您完整的服務。本公司已履行上開告知義務，您同意並瞭解本公司蒐集、處理或利用個人資料之目的及用途。您的簽名視為同意並確認本蒐集、處理及利用個人資料告知事項。



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Notice from DHL according to Article 8 of Personal Information Protection Act:

DHL collect, handle and use your personal information in Taiwan and shipment destination including but not limited to your name, phone numbers, address, ID numbers and other necessary personal information for your delivery request purpose. Your personal information will be used/kept electronically or in hard copies for 3 years and in accordance with Personal Information Protection Act. Your personal information will only be used by DHL, DHL's affiliates and subcontractors responsible for your delivery request and will not be disclosed to any other third party. You may request to review, make copies, supplement or revise, stop collecting or using or delete your personal information. You may choose what personal information to disclose to DHL but if the personal information you disclose to DHL is insufficient or incorrect, it may lead to incomplete service from DHL to you. DHL has fulfilled the above obligation and you fully agree to and understand DHL's purpose and usage to collect, handle or use your personal information. Your signature herein will represent your consent and acknowledgement to this Notice.