

외교관 등의 부가가치세 환급신청서  
Application for Refund of VAT for Diplomats

외교부장관 귀하: 「조세특례제한법 시행령」 제108조제3항에 따라 아래 물품 구입에 대한 부가가치세 환급신청을 위한 승인을 요청합니다.

(To the Minister of Foreign Affairs: I hereby request approval to apply for the refund of VAT under Article 108 (3) of the Enforcement Decree of the Special Tax Treatment Control Act)

|                                       |                       |                             |                                            |                         |
|---------------------------------------|-----------------------|-----------------------------|--------------------------------------------|-------------------------|
| 1. 공관명<br>Name of Mission             |                       |                             |                                            |                         |
| 2. 신청자<br>Applicant                   | 성명<br>Name            | 직위<br>Title                 | 외교관 등의 신분증 번호<br>Diplomatic ID card Number |                         |
|                                       |                       |                             |                                            |                         |
| 3. 신청기간<br>Period                     | [ ] 1~3월<br>Jan.~Mar. | [ ] 4~6월<br>Apr.~Jun.       | [ ] 7~9월<br>Jul.~Sep.                      | [ ] 10~12월<br>Oct.~Dec. |
| 4. 환급받을 계좌<br>Bank Account for Refund | 은행명<br>Bank           | 계좌번호<br>Bank Account Number |                                            |                         |
|                                       |                       |                             |                                            |                         |

5. 구입명세  
List of Purchased Goods

| 일련번호<br>No.                                                                 | 구입일<br>Date | 판매자<br>Retailer |                           | 재화명<br>Description of Goods | 세금포함가격<br>Price Including TAX | 부가가치세<br>V.A.T. |
|-----------------------------------------------------------------------------|-------------|-----------------|---------------------------|-----------------------------|-------------------------------|-----------------|
|                                                                             |             | 상호<br>Name      | 사업자번호<br>Registration No. |                             |                               |                 |
|                                                                             |             |                 |                           |                             |                               |                 |
| ※ All the Receipts of Sales issued by Retailers should be attached herewith |             |                 |                           |                             | Total                         |                 |

Signature of Applicant

Head of Mission Signature

Date