

# Archive Receipt

## National Property Administration, Ministry of Finance

Triplicate Receipt (Archive Owner's Copy, Case Undertaker's Copy, and Applicant's Copy)  
The Archive should retain the Archive Owner's Copy

Application Form Serial Number		Name of Applicant		Date of Access	(YY/MM/DD)	
Applicant		Staff No. of Retriever:		Time of Access	From (HH:MM)	To (HH:MM)
Serial number	File number	Reason for Retrieval/Project Title	Method of access:	Archive return remarks	Pages:	Note:
1			<input type="checkbox"/> View <input type="checkbox"/> Copy	<input type="checkbox"/> Complete <input type="checkbox"/> Renewal		
2			<input type="checkbox"/> View <input type="checkbox"/> Copy	<input type="checkbox"/> Complete <input type="checkbox"/> Renewal		
3			<input type="checkbox"/> View <input type="checkbox"/> Copy	<input type="checkbox"/> Complete <input type="checkbox"/> Renewal		
4			<input type="checkbox"/> View <input type="checkbox"/> Copy	<input type="checkbox"/> Complete <input type="checkbox"/> Renewal		
5			<input type="checkbox"/> View <input type="checkbox"/> Copy	<input type="checkbox"/> Complete <input type="checkbox"/> Renewal		
6			<input type="checkbox"/> View <input type="checkbox"/> Copy	<input type="checkbox"/> Complete <input type="checkbox"/> Renewal		
7			<input type="checkbox"/> View <input type="checkbox"/> Copy	<input type="checkbox"/> Complete <input type="checkbox"/> Renewal		
8			<input type="checkbox"/> View <input type="checkbox"/> Copy	<input type="checkbox"/> Complete <input type="checkbox"/> Renewal		
9			<input type="checkbox"/> View <input type="checkbox"/> Copy	<input type="checkbox"/> Complete <input type="checkbox"/> Renewal		
10			<input type="checkbox"/> View <input type="checkbox"/> Copy	<input type="checkbox"/> Complete <input type="checkbox"/> Renewal		
The applicant confirms that the contents, pages, and number of archives are correct and without errors.						
Signature:			Date:			

Note:

1. Submit this copy to the retriever and the supervisor to affix the service stamps to prove the required archives for access.
2. The archive retention unit should retain this copy.
3. Put this copy in the original archive to replace the original document number.

# Archive Receipt

## National Property Administration, Ministry of Finance

Triplicate Receipt (Archive Owner's Copy, Case Undertaker's Copy, and Applicant's Copy)

The Case Handling Unit should retain the Case Undertaker's Copy.

Application Form Serial Number		Name of Applicant		Date of Access	(YY/MM/DD)		
Applicant		Staff No. of Retriever:		Time of Access	From (HH:MM)	To (HH:MM)	
Serial number	File number	Reason for Retrieval/Project Title		Method of access:	Archive return remarks	Pages:	Note:
1				<input type="checkbox"/> View <input type="checkbox"/> Copy	<input type="checkbox"/> Complete <input type="checkbox"/> Renewal		
2				<input type="checkbox"/> View <input type="checkbox"/> Copy	<input type="checkbox"/> Complete <input type="checkbox"/> Renewal		
3				<input type="checkbox"/> View <input type="checkbox"/> Copy	<input type="checkbox"/> Complete <input type="checkbox"/> Renewal		
4				<input type="checkbox"/> View <input type="checkbox"/> Copy	<input type="checkbox"/> Complete <input type="checkbox"/> Renewal		
5				<input type="checkbox"/> View <input type="checkbox"/> Copy	<input type="checkbox"/> Complete <input type="checkbox"/> Renewal		
6				<input type="checkbox"/> View <input type="checkbox"/> Copy	<input type="checkbox"/> Complete <input type="checkbox"/> Renewal		
7				<input type="checkbox"/> View <input type="checkbox"/> Copy	<input type="checkbox"/> Complete <input type="checkbox"/> Renewal		
8				<input type="checkbox"/> View <input type="checkbox"/> Copy	<input type="checkbox"/> Complete <input type="checkbox"/> Renewal		
9				<input type="checkbox"/> View <input type="checkbox"/> Copy	<input type="checkbox"/> Complete <input type="checkbox"/> Renewal		
10				<input type="checkbox"/> View <input type="checkbox"/> Copy	<input type="checkbox"/> Complete <input type="checkbox"/> Renewal		

The applicant confirms that the contents, pages, and number of archives are correct and without errors.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Note:

1. When viewing archives, applicants must bring the Applicant's Copy to the viewing place.
2. After signing the copy, the applicant should keep this copy.

# \_\_\_\_\_ Archive Receipt National Property Administration, Ministry of Finance

Triplicate Receipt (Archive Owner's Copy, Case Undertaker's Copy, and Applicant's Copy)

The applicant should keep the Applicant's Copy.

Application Form Serial Number		Name of Applicant		Date of Access	(YY/MM/DD)	
Applicant		Staff No. of Retriever:		Time of Access	From (HH:MM)	To (HH:MM)
Serial number	File number	Reason for Retrieval/Project Title		Method of access:	Archive return remarks	Pages:
						Note:
1				<input type="checkbox"/> View <input type="checkbox"/> Copy	<input type="checkbox"/> Complete <input type="checkbox"/> Renewal	
2				<input type="checkbox"/> View <input type="checkbox"/> Copy	<input type="checkbox"/> Complete <input type="checkbox"/> Renewal	
3				<input type="checkbox"/> View <input type="checkbox"/> Copy	<input type="checkbox"/> Complete <input type="checkbox"/> Renewal	
4				<input type="checkbox"/> View <input type="checkbox"/> Copy	<input type="checkbox"/> Complete <input type="checkbox"/> Renewal	
5				<input type="checkbox"/> View <input type="checkbox"/> Copy	<input type="checkbox"/> Complete <input type="checkbox"/> Renewal	
6				<input type="checkbox"/> View <input type="checkbox"/> Copy	<input type="checkbox"/> Complete <input type="checkbox"/> Renewal	
7				<input type="checkbox"/> View <input type="checkbox"/> Copy	<input type="checkbox"/> Complete <input type="checkbox"/> Renewal	
8				<input type="checkbox"/> View <input type="checkbox"/> Copy	<input type="checkbox"/> Complete <input type="checkbox"/> Renewal	
9				<input type="checkbox"/> View <input type="checkbox"/> Copy	<input type="checkbox"/> Complete <input type="checkbox"/> Renewal	
10				<input type="checkbox"/> View <input type="checkbox"/> Copy	<input type="checkbox"/> Complete <input type="checkbox"/> Renewal	
The applicant confirms that the contents, pages, and number of archives are correct and without errors.						
Signature:			Date:			

Note:

1. When the applicant accesses the Archive, the retriever should bring the Applicant's Copy and the Case Undertaker's Copy to the viewing place.
2. After confirming that there is no error and signing, the applicant should keep the Applicant's Copy.