

Application form for archive access of National Property Administration, Ministry of Finance

Application Number (Receipt Number)

Name	Date of birth:	ID document number	Residence (domicile), telephone number
Applicant			Address: _____ Telephone: (H) _____ (O) _____ e-mail: _____
※Agent Relation with the applicant ()			Address: _____ Telephone: (H) _____ (O) _____

※ For agent, please fill in the name of institution, organization, office or business place:

Address: _____

(The administrator or representative shall fill in the information in the field of applicant.)

Serial number	File number	File name or summary of content	Item(s) for application (multiple choices allowed) [reading, transcribing][duplication]
1			<input type="checkbox"/> <input type="checkbox"/>
2			<input type="checkbox"/> <input type="checkbox"/>
3			<input type="checkbox"/> <input type="checkbox"/>
4			<input type="checkbox"/> <input type="checkbox"/>
5			<input type="checkbox"/> <input type="checkbox"/>
6			<input type="checkbox"/> <input type="checkbox"/>
7			<input type="checkbox"/> <input type="checkbox"/>
8			<input type="checkbox"/> <input type="checkbox"/>
9			<input type="checkbox"/> <input type="checkbox"/>
10			<input type="checkbox"/> <input type="checkbox"/>

※It is necessary to access the original document for serial number(s) _____ .

Reason:

Purpose of application:

To: National Property Administration, Ministry of Finance

Signature of applicant: _____ signature of agent: _____

Date of application:

Instructions for Filling in the Application Form

Applicants may apply for reading, transcribing, and duplication.

1. If marked with ※, please fill in as needed; other blanks should be filled out in full.
2. For the “ID number”, please fill in the identity card number or passport number.
3. If the agent is a designated agent, please provide the letter of appointment; if it is a legal agent, please provide the relevant supporting documents. If the application is regarding personal privacy data, please provide documents of identity and relationship.
4. Legal persons, organizations, firms, or businesses should provide a copy of the registration certificate.
5. The NPA shall reject any application that falls under the categories specified in Article 18 of the Archives Act.
6. The reading, transcribing or duplication of archives shall be made at the time and place designated in the approval letter of the NPA.
7. The following behaviors are prohibited while reading, transcribing or duplicating archives:
 - (1) Add notations to, scratch off/alter, change, remove, add marks to or contaminate the records.
 - (2) Dismantle archives bindings.
 - (3) Destroy archives or alter archives content in any other manner.
 - (4) Remove archives content from reviewing area.
8. The archives must be returned on the same day. If it is necessary to continue using the files, the applicant should make arrangements with the official in charge of the archive to set a new date of using. If no prior arrangement is made, a new application must be filed.
9. Billing rate for reading, transcribing, and duplication of archives:
 - (1) Fees for reading and transcribing:

A fee of NT\$20 will be charged for every 2 hours of reading and transcribing of files. A duration of less than 2 hours shall be counted as 2 hours.
 - (2) Fee for duplication:

The fee for photocopies of B4 size or below shall be NT\$2 per page and A3 size NT\$3 per page. For further information on the billing, refer to Fee Standards for Viewing, Hand-copying or Duplicating of Archives. The fee is calculated by the number of copies made regardless of the effect of photocopying.
 - (3) Postage Fee:

If the duplication of archives requires delivery by mail, the postage shall be the amount actually incurred in addition to a service fee of NT\$50 for each delivery.

10. After filling in the application form, send it to the NPA by correspondence.

Official website of NPA: www.mofnpb.gov.tw

Address of National Property Administration, Ministry of Finance:

10694 No.148, Guangfu S. Rd., Da-an District, Taipei City, Taiwan (R.O.C.)

Telephone: (02)87713490