

Application for Access to Government Agency Archives of the Taxation Administration, Ministry of Finance, R.O.C.

Application Form No.:

Name	Date of birth	ID number	Address, phone number & e-mail			
Applicant:			Address: _____ Phone:(H)_____ (O)_____ e-mail: _____			
Representative: ※Relationship to the applicant ()			Address: _____ Phone:(H)_____ (O)_____ _____			
※Name of corporation, organization, firm, or business establishment: _____ Address: _____ (The administrator or representative shall fill in the information for the applicant in the preceding field.)						
No.	Please check the Navigating Electronic Agencies' Records website (https://near.archives.gov.tw) before pasting in or filling out information.		Items applied for (More than one selection may be made)			
	The document number or file (number)	The name of the document, subject of content, or other information that can be used to query the file number	Viewing & Hand-copying	Duplicating Black & White	Color	Electronic file
1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
※Records shall principally be provided in the form of photocopies. If there is a necessity for the originals of No. _____, please write down the reason: _____						
Purpose of application: <input type="checkbox"/> Historical Research <input type="checkbox"/> Academic research <input type="checkbox"/> Search for evidence <input type="checkbox"/> Reference for business purposes <input type="checkbox"/> Safeguard the rights of a person, etc. <input type="checkbox"/> Other (please explain in detail): _____						
Submitted to the Taxation Administration, Ministry of Finance, R.O.C. Applicant's signature: _____ ※Representative's signature: _____ Date: _____						

Please read the instructions on the back.

Instructions for Filling out the Application Form

- I. All sections must be filled out unless marked with “※”.
- II. For “ID Number” please fill out ID card or passport number, with copy of valid ID.
- III. An appointed representative should submit a letter of appointment; a statutory representative should submit copies of supporting documents. Where an application involves access to personal information, a duplicate of a document attesting to the relationship between the applicant and representative must be furnished.
- IV. A copy of the registration certificate is required for corporation, organization, firm, or business establishment.
- V. The application may be rejected in accordance with our Archives Act (Article 18), The Freedom of Government Information Law (Article 18), Administrative Procedure Act (Article 46), or other applicable laws.
- VI. Viewing copying, or duplicating of archival records shall be conducted at the time and place designated by the Taxation Administration, Ministry of Finance.
- VII. The following actions are not allowed: (I) Adding annotations, altering, changing, removing, marking, or damaging the content of the records; (II) Unpicking bound records; (III) Destroying or altering the content of the records by other methods.
- VIII. The fee shall be charged in accordance with our Fee Standards for Viewing, Hand-copying, or Duplication of Archives
(<https://www.archives.gov.tw/english/Publish.aspx?cnid=404&p=3901>).
- IX. Where the use of archival records results in infringement of others’ privacy, copyright, or other rights, liability for the infringement shall be borne by the applicant (Representative).
- X. Completed application forms should be submitted to the Taxation Administration, Ministry of Finance in person or by mail or fax.

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