

File Access Application Form of the Directorate-General of Budget, Accounting and Statistics, Executive Yuan (form-filling example)

Application Form No.

Name	Date of Birth	ID Document No.	Residential address, contact phone number			
Applicant Hsiao-Ming Wu	2004.1.1	A123456789	Address: 3F, No.2, Beiping East Rd., Zhongzheng Dist., Taipei City Telephone:(H)02-23803400 (O)02-33566500 e-mail: archives@dgbas.gov.tw			
※Proxy Ta-Tung Wu ※Relationship with the applicant Father	1981.10.10	A107654321	Address: 3F, No.2, Beiping East Rd., Zhongzheng Dist., Taipei City Telephone:(H) 02-23803400 (O)02-23456789			
※Name of juridical person, organization, firm or place of business establishment: Happy Enterprise Address: 3F, No.2, Beiping East Rd., Zhongzheng Dist., Taipei City (please enter the information of the manager or representative in the field for the applicant above)						
Serial number:	Please conduct a query of the archival catalog prior to filling in the following fields		Application items (multiple selections possible)			
	File or document No.	File designations, content abstracts or other information conducive to queries of file or document numbers.	Viewing and hand-copying	Paper copy		Electronic copy
1	100A123456	Sound Financial Solution	<input type="checkbox"/>	<input checked="" 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"/>

※Note: When applying for file access, applicants can use the application form generated by the Navigating Electronic Agencies' Records System (NEAR) or download and fill out a blank form.	
※Serial number _____ requests access to and perusal of original files for the following reason(s): _____	
Purpose of Application: <input type="checkbox"/> Historical Research <input checked="" type="checkbox"/> Academic Research <input type="checkbox"/> Search for Evidence <input type="checkbox"/> Reference for Business Purposes <input type="checkbox"/> Safeguarding of Rights and Interests <input type="checkbox"/> Other (please specify): _____	
Respectfully submitted to the Directorate-General of Budget, Accounting and Statistics, Executive Yuan	
Seal/signature of the applicant:	※ Seal/signature of the proxy:
Date of application: January 10, 2023	

Please carefully read the instructions below.

Instructions for Filling Out this Application Form

- I. Fill out the sections marked with ※ if necessary. Please complete all other fields.
- II. For ID Document Number please fill in ID card, Passport or Alien Resident Certificate Number.
- III. A power of attorney shall be submitted for appointed proxies; for statutory proxies, copies of supporting documents shall be submitted. Where an application involves access to personal information, proof of relationship must be furnished.
- IV. Foreign nationals may apply for access to archival records of the Republic of China pursuant to the provisions set forth in Article 9, Paragraph 2 of the Freedom of Government Information Law, provided that the laws of their countries do not prohibit the nationals of the Republic of China from requesting government information of such country. An application by a foreign national must be accompanied by a photocopy of the applicant's resident certificate or passport.
- V. With a view to speeding up the reply process, safeguarding the rights of all applicants to access the files of the Directorate-General and maintaining fairness in the provision of services, the applicant (or his/her proxy) shall indicate the desired order of priority when applying for file duplication in accordance with the "Notice of Approval/Denial of File Access." This Directorate-General shall provide files in batches in line with this order of priority.
- VI. Within 15 days after the day following the date of receipt of this notice of application approval/denial from this Directorate-General, the applicant shall contact the person in charge in accordance with the prescribed method to view the archival records or retrieve the duplicates for which he/she has applied. Where the applicant fails to contact the Directorate-General within the prescribed time limit, another notice shall be issued. If the applicant fails to notify the Directorate-General within 15 days after the day following the date of receipt of the second notice, the Directorate-General shall temporarily suspend the

processing of the pending application for file access. The viewing of archival records or retrieval of duplicates shall be completed within 60 days after the day following the date of receipt of this notice of application approval/denial from this Directorate-General. If an extension of this time limit is needed, the Directorate-General shall be notified in advance. In any case, the date of viewing/retrieval shall not exceed a period of 90 days after the day following the date of receipt of the first notice. The application shall be resubmitted if this time limit is exceeded.

- VII. When viewing, hand-copying or duplicating files, the applicant shall strictly abide by relevant regulations of the National Files Administration of the National Development Council. Please refrain from destroying or altering the content of the files.
- VIII. Use of self-owned equipment by the applicant (or his/her proxy) in the Archive Access Service Center shall be subject to registration on the designated form and approval by the center.
- IX. Relevant fee standards:
- (I) The fee for viewing or hand-copying archival records shall be NT\$20 for two hours (periods of less than two hours shall be counted as two hours).
 - (II) The fee for black-and-white copies shall be NT\$ 2 and NT\$3 for each B4 (or smaller) sheet and A3 sheet, respectively. The fee for color copies shall be five times that of black-and-white copies.
 - (III) Where an applicant requests that duplicated files be sent by mail, the actual mailing expenses and an additional service fee of NT\$50 shall be charged.
 - (IV) Fees for other duplication methods shall be charged pursuant to the fee standard table in the attachment to the “Fee Standards for Viewing”, “Hand-copying or Duplication of Archives of the National Files Administration of the National Development Council.”
- X. File users shall be fully and solely responsible for any infringement of the copyrights or privacy rights of third parties arising out of file access and perusal.
- XI. Upon completion of the application form, the following application methods and contact information shall apply:
- (I) The file access application form may be delivered to the Directorate-General in person, by post, by fax or by e-mail.
 - (II) Address for delivery in person or by post: Mail Room outside the main office building of the Directorate-General at No.2, Beiping East Rd., Zhongzheng Dist., 100235 Taipei City
 - (III) Contact phone number of this Agency: 02-23803785, fax: (02)23803792 , e-mail: archives@dgbas.gov.tw
 - (IV) Address of the Archive Access Service Center of this Agency: Archive Viewing Room on the 2nd floor at No.2, Guangzhou St., Zhongzheng Dist., 100214 Taipei City