

財政部中區國稅局檔案應用申請書

Application Form for Utilizing the Archive Reading Room of the National Taxation Bureau of the Central Area

總局 Head Office 分局 Branch Offices 稽徵所 Revenue Service Offices

申請書編號 Application Form No.:

姓 名 Name	出生年月日 Date of Birth	身分證明文件字號 ID Number	住 (居) 所、聯 絡 電 話 Address and Phone Number
申請人 Applicant			地址 (Address) : _____ 電話 (Phone Number) : (H) _____ (O) _____ 信箱email : _____
※代理人 (與申請人之關係) Representative (Relationship to the Applicant)			地址 (Address) : _____ 電話 (Phone Number) : (H) _____ (O) _____ 信箱email : _____

※法人、團體、事務所或營業所名稱(Name of corporation, organization, firm, or business establishment) : _____

地址 (Address) : _____

(管理人或代表人資料請填於上項申請人欄位 Please fill information of manager or agent in above column.)

序 號 Order	檔 號 File Number	檔案名稱或內容要旨 File Name or Main Content	申請項目 Items Requested (可複選 Check all that apply)		
			閱覽、抄錄 Viewing, Hand-copying	複製 Duplicating	
				黑白 Black and White	彩色 Color
1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

※序號_____有使用檔案原件之必要，事由：

※Order _____ requires the use of original archives because:

申請目的(Purpose of Application) :

- 個人或關係人資料查詢(Inquiry for Individual or Related Person)
- 歷史考證(Historical Research)
- 學術研究(Research Purpose)
- 事證稽憑(Search for Evidence)
- 業務參考(Business Reference)
- 權益保障(Rights Protection)
- 新聞刊物報導(Report in News Articles)
- 其他(Other) (請敘明目的 Please state purpose) : _____

此致 財政部中區國稅局

This document is presented to the National Tax Bureau of the Central Area, Ministry of Finance

申請人簽章 (Seal/Signature of the Applicant) : _____

※代理人簽章 (Seal/Signature of the Representative) : _____

申請日期 (Date of Application) : _____ (年/月/日) (Year/Month/Day)

財政部中區國稅局檔案應用申請書

填寫須知

- 一、※標記者，請依需要加填，其他欄位請填具完整。
- 二、身分證明文件字號請填列身分證統一編號或護照號碼。
- 三、經核准調閱抄錄複製檔案應檢具下列證明文件：
 - (一) 申請人為個人：檢具個人國民身分證、護照或居留證正本。
 - (二) 申請人為營利事業或機關團體：檢具登記或設立之證明文件，如營利事業登記證或法人登記證（以上證件，可以影本加註具結「與正本相符，如有不實願負法律責任」字句代替正本並簽章）及負責人、代表人或管理人之證明文件；營利事業總機構委由分支機構代為辦理時，仍應提供總機構執照或營利事業登記證影本（具結「與正本相符，如有不實願負法律責任」）及授權書始可受理申請。
 - (三) 授權代理人或受委任之受任人，除前述證件外，應加附下列證明文件：
 1. 授權書或委任書正本。
 2. 代理人或受任人國民身分證、護照或居留證正本。
- 四、申請本局檔案有檔案法第十八條所定下列情形之一者，本局得予駁回。
 - (一) 有關國家機密者。
 - (二) 有關犯罪資料者。
 - (三) 有關工商秘密者。
 - (四) 有關學識技能檢定及資格審查之資料者。
 - (五) 有關人事及薪資資料者。
 - (六) 依法令或契約有保密之義務者。
 - (七) 其他為維護公共利益或第三人之正當權益者。
- 五、閱覽、抄錄或複製檔案，應於本局檔案閱覽室使用須知所定時間及場所為之。
- 六、閱覽、抄錄或複製檔案不得有下列行為：
 - (一) 添註、塗改、更換、抽取、圈點或污損檔案。
 - (二) 拆散已裝訂完成之檔案。
 - (三) 以其他方法破壞檔案或變更檔案內容。
- 七、應用檔案而侵害第三人之著作權或隱私權等權益情形時，應由申請人（代理人）自負責任。
- 八、收費標準：依國家發展委員會檔案管理局訂定之檔案閱覽抄錄複製收費標準辦理。但政治檔案以外之檔案，於其他法令另有規定者，得依其規定收費。
- 九、申請書填具後，得以書面通訊方式送財政部中區國稅局及所屬各分局、稽徵所。

Instructions when filling out

1. Fill out the sections marked with “※” if necessary. Complete all other sections.
2. Please fill out your ID number or passport number in the “ID number” column.
3. Upon authorization to view, hand-copy, or duplicate archives, the following identification documents need to be provided:
 - (1)Individual applicants: ID card, passport, or original copy of resident certificate.
 - (2)Applicants that are representatives of profit-seeking businesses or organizations:

registration documents, such as registration certificates of profit-seeking businesses or juridical person registration certificate (copies of such documents with a note of “same as originals; willing to bear legal consequences if false” and sealed are allowed) and proving documents for the person in charge, representative, or manager. When the HQ of a profitable business entrusts a branch office to send in the application, the license or the copy of the registration certificate of the HQ still needs to be provided (with a note of “same as originals; willing to bear legal consequences if false”), along with a letter of appointment before the application can be processed.
 - (3)Besides the above-mentioned documents, the authorized or entrusted person needs to provide the following verification documents:
 - ① The original copy of letter of appointment or Power of Attorney.
 - ②ID, passport, or original copy of resident certificate of the authorized representative.
4. Our department may deny the application for the following reasons according to Article 18 of the Archives Act.
 - (1)The archives concern national confidentiality.
 - (2)The archives concern criminal information.
 - (3)The archives concern industrial confidentiality.
 - (4)The archives concern technical information and qualification reviews.
 - (5)The archives concern personnel management and salaries.
 - (6)The archives must be kept as confidential under laws and agreements.
 - (7)Other causes to protect public interest or a third party’s due right or interest.
5. Viewing, hand-copying, or duplicating an archive needs to be conducted within the specified time and location posted in the archives reading room in our department.
6. Those who apply to view, hand-copy or duplicate the archives must not be involved in the following actions:
 - (1)Adding annotations, altering, changing, removing, marking, or damaging the content of the archives.
 - (2)Separating the bound archives.
 - (3)Destroying or altering the content of the archives by any other methods.
7. The applicants should be responsible for themselves if they invade others' privacy, copy-right and other rights during accessing archives.
- 8.Fee for services: A person who applies for and obtains approval to view, hand-copy, or duplicate records shall be charged a fee in accordance with “Fee Standards for Viewing, Hand-Copying or Duplication of Archives” enacted by National Archives Administration, National Development Council. However, for records other than political archives that are subject to the provisions of other laws or regulations, fees may be charged in accordance with those provisions.
9. The completed application form can be sent by mail to Head Office, Branch Offices, or Revenue Service Offices.