

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

☐ **Head Office**

## Branch Offices

## ☐ Revenue Service Offices

**Application Form No.:**

Name	Date of Birth	ID/Passport No.	Address and Phone Number
Applicant:			Address:  Phone number: (H) _____ (O) _____
※ Agent: ( Relationship to the Applicant: )			Address:  Phone number: (H) _____ (O) _____

※Name of corporation, organization, firm, or business establishment:  
Address:  
(Please fill information of manager or agent in above column.)

Order	File Number	File Name or Main Content	Items Requested (Check all that apply)	
			Viewing, Hand-copying	Duplicating
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"/>

※Order\_\_\_\_\_ requires the use of original archives because:

#### Purpose of Application:

- ☐ Inquiry for Individual or Related Person  
☐ Research Purpose  
☐ Report in News Articles  
☐ Business Reference  
☐ Other (Please state purpose):

Seal/Signature of the Applicant: \_\_\_\_\_

※ Seal/Signature of the Agent: \_\_\_\_\_

Date of Application: \_\_\_\_\_ (Year/Month/Day)

## **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, driver’s license, or original copy of passport.
  - (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.
    - ② ID, driver’s license, or original copy of passport 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. Fee for services: The applicant shall be charged in accordance with “The Fee Standards to Viewing, Hand-Copying, or Duplication of Archives” enacted by the National Archives Administration, National Development Council.
8. The completed application form can be sent by mail to Head Office, Branch Offices, or Revenue Service Offices.