

# National Communications Commission

## Letter of Appointment for Archive and Government Information Application Form

Application Number: \_\_\_\_\_

Name	Date of Birth (dd/mm/yyyy)	Personal Identification Number	Domicile (Residence) and Contact Number
Applicant			Address: _____ Telephone: _____(O)_____
※Agent: _____ Relationship with the applicant ( _____ )			Address: _____ Telephone: _____(O)_____

Name of the juridical person, organization, office or business office: \_\_\_\_\_

Registered Number: \_\_\_\_\_ Address: \_\_\_\_\_

(The information of the manager or representative shall be filled in the field of "Applicant" above)

Serial No.	Archive No. (file number of code)	Name or Summary of the File or Government Information	Application Items (Multiple) 【Viewing and/or copying】 【Duplicating】
1			<input type="checkbox"/> <span style="float: right;"><input type="checkbox"/></span>
2			<input type="checkbox"/> <span style="float: right;"><input type="checkbox"/></span>
3			<input type="checkbox"/> <span style="float: right;"><input type="checkbox"/></span>
4			<input type="checkbox"/> <span style="float: right;"><input type="checkbox"/></span>
5			<input type="checkbox"/> <span style="float: right;"><input type="checkbox"/></span>

※Serial No. \_\_\_\_\_, indicating the necessity of using the original file of the archive or government information.

Reasons: \_\_\_\_\_

 Application Objectives and Purposes: ☐ historical research; ☐ academic research; ☐ audit(s); ☐ business reference; ☐ protection of rights and benefits; ☐ other objectives and purposes: \_\_\_\_\_

Note: No violation of intellectual property rights and personal data protection laws is allowed for archive and information applications.

※Please specify the legal interests derived from the viewing: \_\_\_\_\_

(to be completed by those who apply for viewing or duplicating archives or government information in accordance with Article 46 of Administrative Procedure Act)

To National Communications Commission (NCC)

Signature of the Applicant: \_\_\_\_\_ ※Signature of Agent: \_\_\_\_\_

Date of Application: \_\_\_\_\_(dd/mm/yyyy)

※Please read the following "Important Notice" when completing the form (next page)

## Important Notice

1. Please complete all fields except for those marked with ※ (optional).
2. For personal identification number, please fill in serial number of ID card or passport.
3. If an application is submitted by an agent by conduct, a power of attorney shall be submitted; if an application is submitted by a statutory agent, a photocopy of certification document shall be submitted.  
If the applications are related to personal privacy, a certification document of identity or relationship shall be submitted.
4. For juridical person, organization, office or business office, a photocopy of registration must be attached.
5. To facilitate archive applications, please check the registration file number at the website of National Archives Administration, National Development Council.
6. NCC shall approve or overrule decision of the archive and information application in accordance with Article 18 of Archives Act; Article 18 of The Freedom of Government Information Law; Paragraph 2 of Article 46 of Administrative Procedure Act; and other laws and regulations.
7. Upon receipt of the approval, the applicant shall complete the archive and information application in the location and at the time (date) designated by NCC.
8. Upon approval of the archive and information application, the applicant or agent thereof must not engage in any of the following acts:
  - (1) Add annotations, alter, change, remove, mark or damage the content of the archives;
  - (2) Unpick the bound archives or government;
  - (3) Illegally hack or steal NCC's internal information system or archive and government information using a portable media (computer);
  - (4) Destroy or alter the content of the archives and government information by other methods.
9. Upon approval of the archive and information application, the applicant shall be charged according to the fee standards as follow:
  - (1) Those who complete the archive and management of files through NCC shall be charged in accordance with "Fee Standards for Viewing, Hand-copying or Duplication of Archives" established by National Archives Administration, National Development Council;
  - (2) For documents of an administrative appeal, the applicant shall be charged in accordance with "Fee Standards for Administrative Appeal Documents of the Executive Yuan and Administrative Agencies at All Levels" established by the Executive Yuan;
  - (3) For circumstances described in Paragraph 1 of Article 46 of Administrative Procedure Act or other government information, the applicant shall be charged in accordance with "Fee Standards for Access to Government Information provided by the National Communications Commission".
10. No violation of intellectual property rights and personal data protection related laws is allowed for archive and information applications.
11. Upon completion, please submit the application to NCC in person or by mail.  
Address: No.50, Sec. 1, Renai Road, Zhongzheng District, Taipei City 100020  
Toll free hotline: 0800-177-177  
Fax number: (02)23433994
12. Archive and information application site:  
Time and location designated by NCC for archive and information applications.