Appendix 1

**Chunghwa Post Co., Ltd. Application for File Access**

Please read the Instructions (attached below) carefully Application No.:

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| --- | --- | --- | --- |
| Full Name | Date of Birth | Identity Document No. | Domicile/Residence and Telephone |
| Applicant |  |  | Address:　　　Telephone:　　　　　　　　E-mail:　　　　　　　　　　　　　　　 |
| ※AgentRelationship to the applicant ( 　　　　　) |  |  | Address:　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　Telephone: (H)　　　　　　(O)　　　　　　　 |
| ※ Name of legal person, organization, office or place of business:　　　　　　　　　　　　　Address: 　　　　　　　　　　　　　　　　　　　　　　　　　　　　　　(Provide information about the manager or representative in the *Applicant* column above.) |
| No. | Provide information about the file(s) you wish to access, available from the Navigating Electronic Agencies’ Records (NEAR) website: **https://near.archives.gov.tw** | Service(s) applied for(select one or more) |
| File, document or serial number  | File name, content summary or information that can be used to locate the file, document or serial number | Viewing or transcribing files | Duplication of paper files | Duplication of electronic files |
| Black-and-white | Color |
| 1 |  |  | 🗌 | 🗌 | 🗌 | 🗌 |
| 2 |  |  | 🗌 | 🗌 | 🗌 | 🗌 |
| 3 |  |  | 🗌 | 🗌 | 🗌 | 🗌 |
| 4 |  |  | 🗌 | 🗌 | 🗌 | 🗌 |
| 5 |  |  | 🗌 | 🗌 | 🗌 | 🗌 |
| * Note: To apply for file access, you may also use the application form generated by the Navigating Electronic Agencies’ Records (NEAR) website or download a blank application form.
 |
| * For the requested file(s) numbered , the original document(s) is (are) required for the following reason(s):
 |
| Purpose for accessing the requested file(s):□ Historical research □ Academic research □ Verification of evidence□ Business reference □ Protection of rights □ Other (specify):  |
| To: Chunghwa Post Co., Ltd.Applicant’s signature (seal): * Agent’s signature (seal):

Date of application:  |

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| **Instructions**1. Items marked with ※ are optional; please supply complete information for all others.
2. For identity document, provide either your National ID Card number, passport number or Resident Certificate number.
3. Please provide a power of attorney if you are appointing an agent to act on your behalf; if a statutory agent will be acting on your behalf, please provide proof of your relationship with him or her (attach a photocopy of the identification document). If your application contains personal and private information, please attach a photocopy of your identification document.
4. For a legal person, organization, office, or place of business, please attach a photocopy of the registration certificate.
5. The approval or denial of your application to access the Company’s files is determined in accordance with Article 18 of the *Archives Act*, Article 18 of the *Freedom of Government Information Act*, Article 46 of the *Administration Procedure Act* and other relevant laws and regulations.
6. The viewing, transcription or duplication of the Company’s files should be done at the time specified and location designated by the Company.
7. When viewing, transcribing or duplicating the Company’s files, the applicant shall adhere to the regulations set forth in the File Access Guidelines and is prohibited from the following:(1) Annotating, altering, replacing, extracting, marking or defacing the file.(2) Unraveling a file or archive that has been bound.(3) Damaging or changing the content of the file by other means.(4) Eating, drinking, smoking, chewing betel nuts, creating excessive noise, or failing to maintain the cleanliness of the environment.
8. Fees are assessed in accordance with the *Fee Standards for Viewing, Transcription and Duplication of Files*.
9. The applicant (or his or her agent) shall be solely responsible for any infringements of the copyright or privacy rights of any third-party entity when accessing a file.
10. The completed application form may be sent to the Company by mail.Address: No. 55, Sec. 2, Jinshan S. Rd., Da’an District, Taipei 106409Telephone: 02-23921310 Ext. 2202Fax: 02-23979333
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