Appendix 3

**Chunghwa Post Co., Ltd. File Access Application Approval/Denial**

|  |  |
| --- | --- |
| Applicant: | Application No.:(photocopy of application form attached below) |
| Refer to the decision below regarding the results of your application to access the Company’s file(s) (approval or denial) |
| □ Access approved | **Manner of accessing file(s)** | **File Application No.** |
| □ Replica(s) of file(s) available for viewing and transcription.□ Original document(s) available for viewing and transcription.□ File(s) available for duplication.Fees are assessed in accordance with the *Fee Standards for Viewing, Transcription and Duplication of Files*. |  |
| □ Access denied | **Reason(s) for denial** | **File Application No.** |
| * The file requested contains state secrets.
 |  |
| * The file requested contains information concerning a person or persons’ crime(s).
 |  |
| * The file requested contains industrial and/or commercial secrets.
 |  |
| * The file requested contains assessments of knowledge and skills as well as qualification reviews.
 |  |
| * The file requested contains personnel and salary information.
 |  |
| * The file requested is required to be kept confidential by law or contractual obligations.
 |  |
| * Access to the file requested could potentially jeopardize public interest or infringe upon the legitimate rights and interests of a third party.
 |  |
| □ Other |  |
| Legal basis: |

Notes and fee standards

1. If your application to access the requested file(s) has been approved, please bring the approval notification letter and your identification document (National ID card, driver’s license or passport) with you to the Company to access the file(s) (refer to the notification letter for the address). Please notify the Company 5 business days prior to your scheduled visit, so that the Company may have adequate time to prepare the files for you. (Refer to the notification letter for the contact person’s name and phone number.)
2. Please note the following when accessing the Company’s files:
	1. The viewing, transcription or duplication of the Company’s files should be done at the time specified by the Company (9:00 am – 12:00 noon and 1:30 pm – 5:00 pm, Monday through Friday, except on regular and public holidays) and location designated by the Company (refer to the notification letter for the address).
	2. When viewing, transcribing or duplicating the Company’s files, the applicant shall adhere to the Company’s regulations 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.
3. Refer to the notification letter for the applicable fee standards.