(1) Request to inquire, review or make duplications of the personal information. According to law, the Company may charge a reasonable fee to those who exercise the aforementioned request;

(2) Request to supplement or amend any inaccuracies of the personal information, with reasonable explanation provided for such request;

(3) Request to discontinue collection, processing, use, as well as the deletion of personal information. However, in accordance with the regulations, the Company has the rights to refuse such request when the personal information is required for business operations.

**5.** According to the regulations, it is of the Company’s duty to protect every client’s personal information. In order to protect one’s interests, the option of not to provide the information is available. However, if the required personal information is not provided or incomplete, the Company might not be able to deliver certain services or proceed with the application made by you.

6. The Company will keep this document safely for 5 years after closing your order account.

HOW TO OBTAIN POSTAGE STAMPS OF THE REPUBLIC OF CHINA(TAIWAN)

Postage stamps of the Republic of China (Taiwan) are available at the stamp and coin department of leading department stores throughout the free world, or at your favorite local stamp dealers. In addition, this Post operates a subscription service for its new stamp issues and first day covers. By making a deposit with us, every new issue and first day cover will be mailed to you automatically according to your standing order.

Back issues of about six months from the date of the first day of issue are available at the Department of Philately of Chunghwa Post Co., Ltd. and may be ordered by mail. Please view our new issues online for further information (https://stamp.post.gov.tw).

The initial deposit for a subscription is US$20 as a minimum, or an equivalent amount in EUR, GBP, JPY, HKD, and SGD, etc. New issues are dispatched to you as long as your up-to-date balance is sufficient.

Payment for subscription or order may be made by international postal money orders, checks or money orders in US dollars drawn at banks in U.S.A. or bank notes (preferably US dollars or Hong Kong dollars) to be enclosed in registered air letters. Credit-Card payment is also accepted.

Packing charge for some specific large size items shall be adjusted accordingly. Free of charge for each item less than 99 gms; NT$10 of every 50 gms and its fractional weight for any item over 100 gms.; maximum NT$300 for each item. Shipment with 2 items or above shall be accumulated.

**Standing Order Service** (Minimum Deposit US$20)

(Form for Personal Information Protection is enclosed herewith.)

I would like to open a standing order account with you. Please send me the following marked quantities regularly:

1. \_\_\_\_ set each of your future new issues of postage stamps,□above NT$50□additional

2. \_\_\_\_ each of your new issues of souvenir sheets

3. \_\_\_\_ first day covers (with a complete set of stamps or S/S and cancellation)

4. \_\_\_\_ pieces of folders (with crystal mount) bearing a complete set of relative postage stamps or S/S.

5. \_\_\_\_ pieces of folders (without crystal mount) bearing a complete set of relative postage stamps with first-day cancellation.

6. \_\_\_\_ sets of maximum card bearing a complete set of relative postage stamps with first-day cancellation.

7. \_\_\_\_ copies of your future new issues of postal stationery ( □postal cards, □stamped envelopes, □letter-sheets, etc.).

8. \_\_\_\_ Others:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\* Selection of method for forwarding items (Please tick one in the suitable box)

(Packing charge for some specific large size items shall be adjusted accordingly)

**By airmail : Handling fee required**

 Hong Kong & Macau Other Area

□ registered mail NT$ 90 NT$ 110

□ ordinary mail NT$ 27 NT$ 65

\* **All order will be sent bimonthly.**

\* Method of payment (tick one)

□ 1. I am enclosing a check for US$ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Pay to the Order of: Chunghwa Post Co., Ltd.

□ 2. Please charge NT$ \_\_\_\_\_\_\_\_ to my □ Visa card □ Master card

Credit card No.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Security code（Last three digits）\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Card expiry date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cardholder’s **signature**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The subscriber hereby authorizes Chunghwa Post Co., Ltd. to replenish his/her account from the above credit card in case of insufficient balance. **Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Mail to: Department of Philately  | Fax：+886-2-23969125 |
| Chunghwa Post Co., Ltd.No.55, Sec. 2, Jinshan S. Rd., Da-an District, Taipei City 106409, Taiwan (R.O.C.). | E-mail：phila@mail.post.gov.tw |
| Confirm and Agree the terms and conditions of Personal Information Protection**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Keep this document safely for 5 years after closing your order account) |

**Chunghwa Post Co., Ltd.**

**Notification and Individual Consent Form for**

**Personal Information Protection**

Chunghwa Post Co., Ltd. (hereinafter called the “Company”) may collect, process, use or internationally transmit your personal information. In compliance with the Taiwan Personal Information Protection Act (the “PIPA”) and other relevant laws and regulations, the Company notifies you of the following matters:

**1. Specified Purposes for the Personal Information Collection**

In order to facilitate postal services, stamp collecting services, banking services and other services the Company is registered and permitted to provide. The purposes listed above may include the following activities: business operation, risk management, internal audit, legal compliance, customer service, corporate management, information provision, marketing promotion, membership recruitment and other activities required by laws or government authorities.

**2. Categories of Personal Information to be Collected**

Name, Date of Birth, I.D. Card Number, Passport Number, Marital Status, Family, Household Records, Education, Occupation, Work Address, Phone Number (Including Business Number and Mobile Number), Mailing Address, Household Address, Email Address, Financial Conditions (including but not limited to income, assets, liabilities, debts, credit rating, investments, insurance and account or card numbers affiliated with those), and other personal information the Company is registered or permitted to collect.

**3. Time Period, Areas and Manners of Use of Personal Information and Entities to Use Personal Information:**

(1) Time Period: The Company may use the personal information until the later of: (i) the purpose of collecting the personal information ceases to exist; or (ii) the data retention period required by laws and regulations, necessary for the Company to conduct its business (in case longer period required by laws and regulations), or agreed in the respective contract lapses.

(2) Entities to use personal information: The Company; relevant domestic and overseas government authorities; financial supervisory authorities or authorities with legal power of investigation; court; entities working with the Company for joint marketing or cooperative promotions; domestic and overseas outsourcing vendors; recipients of internationally transmitted personal information not subject to restrictions imposed by the central government regulators; other organizations who have business relationship with the Company and their outsourcing vendors; any third party to whom the Company is legally or contractually obliged to provide personal information; any entities to whom you agree to provide personal information.

(3) Areas where personal information is used: Any jurisdictions where the entities described in the preceding paragraph are located.

(4) Manners of using personal information: The personal information will be collected, processed, used, and internationally transmitted through automatic machine or non-automatic methods via electronic documents, paper format, telephone or fax in compliance with the relevant laws and regulations.

**4. You May Exercise the Following Rights with Respect to Your Personal Information:**

In accordance with Article 3 of PIPA, you may exercise the following rights regarding your personal information by contacting the Company’s customer service center (0800-700-365; +886-4-23542030) or visiting any branch of post offices: