

Application Guidelines for Postal Mail Services

Application Items	Application Process	Required Time	Required Certificates
Application for the Registration of Newspapers and Magazines	<p>(1) Fill in “Application Form for the Registration of Postal Newspapers and Magazines” in triplicate.</p> <p>(2) After approval made by clerk and superior official, the application should be transferred to responsibility center office for the presentation of registration certificate.</p>	4-5 days	<p>(1) For companies and business firms: Submit company registration certificate or business registration, both original and copy (original to be returned after verification). Other private body corporate, group or private school should submit certificate of approval for establishing issued by responsible institution, both original and copy (original to be returned after verification). For institutions of government or advocacy groups: Application form should be chopped with institution seal.</p> <p>(2) Three copies of the same issue of newspapers or magazines released recently.</p> <p>(3) One copy of the identification card of the publisher (identical to the publisher listed in the periodical).</p> <p>(4) Apply for the self-printed “Postage Paid” mark spontaneously.</p>
Application for the Registration of Business Reply Card	<p>(1) Fill in application form in duplicate, one kept as file, the other submitted to the responsibility center office along with two copies of the sample for the presentation of registration certificate.</p> <p>(2) Deposit reserved postage.</p> <p>(3) Government institutions、public schools、state-run business or publicly listed companies should be exempted from submitting letter of guarantee and depositing reserved postage.</p>	4-5 days	<p>(1) Submit two specimens of business reply card.</p> <p>(2) Company、business firm should submit one original and one copy of business registration document issued by county or city government. (Original to be returned after verification).</p>

Application for Leasing Exclusive Postal Mail Box	(1) Fill in one copy of the application form for leasing exclusive postal mail box, pick up two copies of chop slip for registered mail item and one copy of registration card of exclusive postal mail box in Chinese or English. (2) Issue the receipt of deposit money and rental money. (3) Offer a postal mail box number and a key for the box.	15 minutes	(1) Companies 、 business firm and other groups should submit one original and one copy of approval for establishing or registration certificate issued by responsible institution. (Original to be returned after verification.) (2) For personal applications: ID card should be returned after verification on the spot.
Application for Self-printed “Postage-paid” Mark	Application shall be handled at all the post offices throughout the country. Applicant should fill in agreement in duplicate. Preliminary verification to be conducted by clerk and superior official and then send to responsible post office for further procedures.	4-5 days	(1) Personal chop. (2) Seal of company or business firm and chop of the person in charge.
Enquiry for Domestic Registered Mail Item	Fill in one copy each of “Enquiry Form of Domestic Registered Mail Item” or “Fax Enquiry Form of Domestic Registered Mail Item” with one acknowledgement-of-receipt and submit the original receipt of mailing for verification.	(1) General enquiry: 4 – 10 days (2) Fax enquiry: 1- 3 days	(1) Original receipt of mailing (to be returned after verification) (2) General enquiry: Free of charge. Application made by fax, except for speedpost item which is still free of charge, should be charged with NT\$15 each case.
Application for Compensation for Domestic Mail Items	(1) Fill in one copy of “Application Form for Compensation for Domestic Mail Items”. (2) Submit the original receipt of mailing. (3) Hand in one copy of “Receipt of Amount of Compensation for Missing or Damaged Mail Items” affixed with required revenue stamps. (4) Total amount of compensation to be given after proper verification.	20 – 30 minutes	(1) Original receipt of mailing. (2) Sender’s ID card and Chop. (3) Seal of company or business firm and chop of the person in charge.

<p>Application for Compensation for International Mail Items</p>	<p>1. Compensation for international mail items authorized by foreign postal administration:</p> <p>(1) Fill in “Application Form for Compensation for Domestic Mail Items” in triplicate.</p> <p>(2) Submit the original receipt of mailing.</p> <p>(3) Hand in one copy of “Receipt of Amount of Compensation for Missing or Damaged Mail Items” affixed with required revenue stamps.</p> <p>(4) Total amount of compensation to be given after proper verification.</p> <p>2. Enquiry without result made after three months (International Speedpost Item after one month) with amount of compensation to be given beforehand:</p> <p>(1), (2) & (3): -ditto-</p> <p>(4) Submit written declaration stating that total amount of compensation shall be returned to the post office in case the application fails to comply with required conditions.</p> <p>(5) Compensation fee to be given after proper verification.</p>	<p>30 minutes</p>	<p>A.</p> <p>(1) Original receipt of mailing.</p> <p>(2) Sender’s ID card and Chop.</p> <p>(3) Seal of company or business firm and chop of the person in charge.</p> <p>B.</p> <p>-ditto-</p>
<p>Application for Withdraw from the Post</p>	<p>(1) Applicant may pay additional charge for applying for withdraw from the Post before the mail item being delivered. (Applicant may be exempted from the charge if the mail item is still at the original post office.)</p> <p>(2) Fill in one copy of application form and send to the original post office for further process.</p>	<p>(1) General: 4 – 7 days.</p> <p>(2) Fax: 1-3 days</p>	<p>(1) Sender’s ID card and chop; and, store guarantee if necessary.</p> <p>(2) Receipt of mailing to be returned to the post office if the mail item to be withdrawn bearing a receipt.</p> <p>(3) Submit one copy of the same written cover as the original mail item.</p>

Application for Re-delivering or Re-directing to A New Address	<p>(1) In case the address of the addressee or the addressee's agent change, the sender may apply for re-directing.</p> <p>(2) Fill in one copy of application form and send it to the local post office for processing.</p> <p>(3) Valid time for re-delivering or re-directing is due within two months after application. Application destined for new address from one address is limited to one time only.</p> <p>(4) Application for re-delivering or re-directing of the mail item with the cover marked "Re-delivering or re-directing not allowed" by sender is not accepted.</p>	4-5 days	<p>Application form should declare the following items and shall be signed and chopped by the applicant:</p> <p>(1) Name of the addressee or the addressee's agent.</p> <p>(2) Original address of the addressee or the addressee's agent.</p> <p>(3) New address of the addressee or the addressee's agent.</p>
Application for Claiming Registered Mail Items to Be Re-delivered to Office	<p>(1) Addressee may apply to the claiming office for claiming registered mail items to be delivered to his/her office.</p> <p>(2) Application shall be made by written documents, by fax or by telephone to the claiming office.</p> <p>(3) Mail items to be applied are limited to ordinary or prompt delivery mail items only and should be made item by item. Mail items with credit cards shall not be made by telephone calls.</p> <p>(4) Mail items marked "Re-delivering or re-directing not allowed" or similar marks on the cover shall not be accepted for re-delivering or re-directing.</p>	1-3 days	<p>The following items should be declared in the application form or by telephone call:</p> <p>(1) Addressee's name, address and corresponding telephone number.</p> <p>(2) Registered number of the mail item and claiming date.</p> <p>(3) The address of the office of the addressee.</p> <p>(4) Application form should be signed and chopped by the addressee.</p>
Application for Re-delivering Registered Mail	<p>(1) Addressee may apply for registered mail items destined for residence to be re-delivered to</p>	1-5 days	<p>Application should declare the following items together with signature and chop:</p>

<p>Items to Office before Being Delivered</p>	<p>his/her office. (2) Fill in one application form to be sent or faxed to local post offices for application. (3) To facilitate delivery and to comply with processing, this service is limited to mail item marked the applicant as its addressee on the cover only. (4)The application shall be good forever. Any alternation for such re-delivery shall be made by written application to the original applying office.</p>		<p>(1) Addressee's name, address and corresponding telephone number. (2) The address of the office of the addressee.</p>
<p>Application for Registered Prompt Delivery Mail Item to be Delivered at Night</p>	<p>(1) Addressee may apply for delivering registered mail items at night with night prompt delivery shifts and pays an extra prompt delivery charge. (2) Fill in application form and send or fax to local post offices for application. (3) Address of the addressee shall be restricted by "Prompt Delivery Zone." Termination of such delivery shall be made by written application or telephone to local delivering offices. (4) Sender may affix a "To be Delivered at Night" slip on a registered prompt delivery mail item while sending it to commission the night delivery.</p>	<p>1-2 days</p>	<p>The following items should be declared in the application form or telephone call: (1) Name, address and corresponding telephone of the addressee. (2) Application should be signed and chopped by the addressee.</p>
<p>Application for Registered Mail Item to Be Collected at Home Made by the Disabled</p>	<p>(1) The disabled may apply for registered mail items to be collected at home. (2) Call local post offices for application.</p>	<p>1-4 hours</p>	<p>Application should declare the following items: (1) Applicant's name, address and corresponding telephone number. (2) The categories of the mail items to be collected.</p>

<p>Application for Delivering Registered Mail Items to the Commissioned Address Made by the Disabled</p>	<p>(1) The disabled may apply for delivering registered mail items to the commissioned address. (2nd floor with signature for delivery also accepted) (2) Fill in one copy of application form and send to the local post offices for application.</p>	<p>1-3 days</p>	<p>(1) Application form should be signed and chopped by the applicant. (2) Submit one copy of “Handbook for the Welfare of the Disabled.”</p>
<p>Application for Electronic Mail Account</p>	<p>(1) Fill in “Application Form of Electronic Mail Account” in duplicate. (2) One copy shall be returned to the applicant after being verified by clerk and superior official. Another copy with a letter of consent for bank transfer in the daily accumulated list of application and a copy of relative certificate to be mailed with “On Postal Service” registered mail to the Electronic Mail Section of Taipei Post Office for further processing.</p>	<p>Upon receipt at the counter, the application form shall be sent to the Electronic Mail Section of Taipei Post Office for approval and then revert to the applicant: 4-5 days</p>	<p>(1) Government institutions, public or private schools, state-run business units and public body corporate should seal or chop. (2) Public- or private-run companies and business firms should submit copies of company license or business registration certificate together with the copy of ID card of the person in charge. (3) Application made by private groups or other groups should submit with registration No. or establishing certificate approved by responsible institutions. The copy of the document with unification code of a levying unit with income taxation and ID card of the person in charge. (4) Personal applicant should take original identification certificates (ID card, passport or alien resident certificate to apply at the counter personally.</p>