

**Archives Access Reviewing Table**  
**(Reviewed by the National Treasury Administration)**

Serial No. of Application: \_\_\_\_\_  
Applicant's Name: \_\_\_\_\_ ID number: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

**The reviewing results of the application are as follows:**

**The applied archives access is approved.**

Archives Numbers: \_\_\_\_\_  
\_\_\_\_\_

Way(s) of Access:

- Duplication will be provided.
- Original archives will be provided for viewing.
- Original archives with archives numbers of: \_\_\_\_\_

with content of \_\_\_\_\_  
(filled in accordance with facts), will be provided for duplication after partly concealment of the archives.

**Amount of fees** is NT\$ \_\_\_\_\_ (including NT\$ \_\_\_\_\_ for consumables).  
**Additional amount**, if by post, is NT\$ \_\_\_\_\_, including NT\$ \_\_\_\_\_ for postage and NT\$ \_\_\_\_\_ for processing fees.

**Total amount** is NT\$ \_\_\_\_\_ shall be paid by the date \_\_\_\_\_ (Month Day, Year) to the National Treasury Administration, or the NTA hereinafter. For options of payment and fee standards, please refer to items 4 and 5 of the Attentions and Fee Standards on the backside of this table.

**The applied archives access is denied.**

Archives Numbers: \_\_\_\_\_  
\_\_\_\_\_

Reasons (marked as the follows) on which the applied archives access is denied:

- Involving confidentiality at national level.
- Involving personal criminal records.
- Involving industrial or commercial secrets.
- Involving skill assessment or qualification review.
- Involving personnel and salary information.
- Shall be kept confidential due to contracts or regulations.
- May damage public interests or rights of a third party.
- Others.

Legal basis of the decision: \_\_\_\_\_

## **Attentions and Fee Standards:**

1. The applicant shall bring the Notice Letter and the Archives Access Reviewing Table together with one of the eligible personal identification documents (personal ID, driving license, or passport) to the designated premises of the NTA to have archives access after having contact with the responsible person of the NTA for appropriate preparation three days before the applicant's arrival.
2. For a denial case, the applicant may submit an appeal to the Ministry of Finance within 30 days beginning with the next day of the delivery of the Notice Letter and the Archives Access Reviewing Table.
3. An applicant, when having archives access, shall pay attention to the follows:
  - (1) The actions of viewing, hand-copying, or duplicating archives shall only be implemented at the designated premises and within the set times (Monday to Friday, from 9:00 a.m. to 12:00 p.m. and from 2:00 p.m. to 5:00 p.m.
  - (2) When implementing archives access, an applicant shall keep the archives fully intact and shall not engage in any of the following behaviors:
    - A. Annotating, altering, changing, removing, marking, or soiling the archives;
    - B. Pulling bound archives apart; or
    - C. Damaging or altering the archives in some other way.
4. Fees pertaining to viewing, hand-copying, or duplicating archives as well as to sending the duplicated archives to the applicant via post mail or by email shall be paid via cash order or post money order and delivered to the NTA, or by e-Bill transfer, in accordance with the "Fee Standards for Viewing, Hand-copying or Duplication of Archives" promulgated by the National Archives Administration, National Development Council, which is available by clicking into the website <https://www.nta.gov.tw> of the NTA under the item "Q&A about Archives Application" of "Archives Application Service" of "Services."
5. Applicants intending to pay fees by e-Bill transfer shall use their IC ATM cards or Mobile ATM cards and log into the website of the e-Bill transfer, <https://ebill.ga.org.tw>, click into the item "Government Related Payments" and then the "Treasury Payments," input the 14-digit beneficiary account number 05171003032003, 12-digit payment ID number (that is the applicant's 10-digit phone number followed by two zeros), due amount, and the personnel ID of the applicant and afterwards press the "Confirmed" key to realize the payment. A processing fee will be charged for each payment. The applicant may contact the responsible person of the NTA after the realization of the payment.