

財政部高雄國稅局檔案應用申請書

Application for Access to the Archives

National Taxation Bureau of Kaohsiung, Ministry of Finance

總局 Head Office 分局 Branch 稽徵所 Office

申請書編號： _____
(Application No.)

姓名 Name	出生年月日 Date of Birth	身分證明文件字號 Identification No.	住(居)所、聯絡電話 Address and Telephone No.
申請人 Applicant			地址： Address： _____ 電話 Tel No.： (H) _____ (O) _____ Email： _____
※代理人與申請人之關係 Relationship between applicant and agent			地址： Address： 電話 Tel No.： (H) _____ (O) _____ Email： _____

※ 法人、團體、事務所或營業所名稱：

※ Name of juridical person, organization, agency, or business

地址：

Address：

(管理人或代表人資料請填於上項申請人欄位 / Please fill information of manager or agent in above column.)

序號 Order	檔號 或文(編)號 File No./or Document (Serial) No.	檔案名稱或內容要旨或其他可供查詢檔號或文(編)號之資訊 Name of File or purpose of Content / or other Information that can be used to query the File No. or Document (Serial) No.	申請項目 Items Requested (可複選 Multiples allowed)	
			閱覽、抄錄 Reading, transcription	複製 Duplication
1			<input type="checkbox"/>	<input type="checkbox"/>
2			<input type="checkbox"/>	<input type="checkbox"/>
3			<input type="checkbox"/>	<input type="checkbox"/>

※序號_____有使用檔案原件之必要，事由：_____

※Order _____ requires the use of original archives because: _____

申請目的：歷史考證 學術研究 事證稽憑 業務參考 權益保障

其他(請敘明目的)：_____

Purpose of application：Historical and textual research Research purpose Inspection of evidence

Business reference Rights and interests insurance Other (please state purpose): _____

此致 財政部高雄國稅局 This document is presented to National Taxation Bureau of Kaohsiung, Ministry of Finance

申請人簽章 (Seal of Applicant)：_____ ※代理人簽章 (Seal of Agent)：_____

申請日期 (Date of Application)：_____年 (year) _____月 (month) _____日 (day)

填 寫 須 知

Notices for Use When Completing the Application for Access to the Archives

一、※標記者，請依需要加填，其他欄位請填具完整。

※mark indicates areas that are required to be completed *if the application is to be processed*. Please also complete other columns.

二、身分證明文件字號請填列身分證字號或護照號碼或居留證號碼。

Please enter your ID No. or passport number or resident certificate number in the entry box for “ID No.”

三、經核准調閱抄錄複製檔案應檢具下列證明文件

The following identification documents need to be provided before you may be permitted to read, transcribe *copy*, or duplicate files.

(一) 申請人為個人：檢具個人身分證、駕照或護照正本。

Individual applicants: ID card, driver’s license, or original copy of passport.

(二) 申請人為營利事業或機關團體：檢具登記或設立之證明文件，如營利事業登記證或法人登記證（以上證件，可以影本加註具結「與正本相符，如有不實願負法律責任」字句代替正本並簽章）及負責人、代表人或管理人之證明文件；營利事業總機構委由分支機構代為辦理時，仍應提供總機構執照或營利事業登記證影本（具結「與正本相符，如有不實願負法律責任」）及授權書始可受理申請。

Applicants that are profitable businesses or organizations: proving documents of registration certificate such as registration certificates for profitable businesses or juridical person registration certificate (photocopies of such documents with a note of “same as originals; willing to bear legal consequences if false” and sealed are allowed) and proving documents for the person in charge, representative, or manager. When the HQ of a profitable business entrusts a branch office to send in the application, the license or the copy of registration certificate of the HQ needs to be provided (with a note of “same as originals; willing to bear legal consequences if false”) along with a letter of authorization before the application can be processed.

(三) 授權代理人或受委任之受任人，除前述證件外，應加附下列證明文件：

In addition to the above-mentioned documents, the authorized or entrusted person shall provide the following documents for verification:

1、授權書或委任書正本。

The original copy of letter of authorization or entrustment.

2、代理人或受任人身分證、駕照或護照正本。

ID card, driver’s license, or original copy of the passport of the authorized representative.

四、申請本局檔案有檔案法第十八條所定下列情形之一者，本局得予駁回。

Our offices may deny the application for the following causes according to Article 18 of Archives Act.

(一) 有關國家機密者。

The archives concern national confidentiality.

(二) 有關犯罪資料者。

The archives concern criminal information.

(三) 有關工商秘密者。

The archives concern industrial confidentiality.

(四) 有關學識技能檢定及資格審查之資料者。

The archives concern information on techniques or reviews of qualifications.

(五) 有關人事及薪資資料者。

The archives concern personnel management or salaries.

(六) 依法令或契約有保密之義務者。

The archives must be kept as confidential under all relevant laws and agreements.

(七) 其他為維護公共利益或第三人之正當權益者

Other concern to ensure the public interest or a third party's due rights or interests.

五、閱覽、抄錄或複製檔案，應於本所檔案閱覽室使用須知所定時間及場所為之。

Viewing, transcribing, or duplication of archives shall be conducted within the specified time and location posted in the archives reading rooms in our offices.

六、閱覽、抄錄或複製檔案不得有下列行為：

Those who apply to read, *transcribe* or duplicate the archives must not be involved in any of the following activities:

(一) 添註、塗改、更換、抽取、圈點或污損檔案。

Add notations to, scratch off/alter, change, remove, add marks to or contaminate the records.

(二) 拆散已裝訂完成之檔案。

Dismantle the bindings of the archives.

(三) 以其他方法破壞檔案或變更檔案內容。

Destroy archives or alter archives contents in any other manner.

七、閱覽、抄錄或複製檔案收費標準：Fee Standards for viewing, copying, or duplicating archives

(一) 申請閱覽、抄錄檔案每2小時收費新臺幣20元，不足2小時，以2小時計算。

The fee for viewing/copying archives is NT\$20 for two hours. Viewing/Copying time less than two hours is deemed as two hours.

(二) 複製以影印機黑白複印，B4(含)尺寸以下每頁收費新臺幣2元，A3尺寸每頁收費新臺幣3元。

Photocopies made using B&W B4 paper or smaller are NT\$2 per page. Those made using A3 are NT\$3 per page.

(三) 其餘複製方式收費標準依檔案管理局訂定之檔案複製收費標準表。

The standards of the fees for other means of duplication follows the "Standards of Fees to View, Copy or *transcribe* promulgated by the National Archives Administration.

八、申請書填具後，得以書面通訊方式送財政部高雄國稅局。

The completed applications shall be sent to *shall be sent or provided to* the National Taxation Bureau of Kaohsiung, Ministry of Finance in the form of written communication.