

### **Annex 3**

#### **Notice of Approval/Rejection of File Usage Application**

Letter (draft) from New Taipei Branch, Administrative Enforcement Agency, Ministry of Justice

Address: 12F, North Building, No.  
439, Zhongping Road, Xinzhuang  
District, New Taipei City  
Tel: 8995-6888#392

Recipient:

Posting date:

Reference number:

Priority:

annex: approval / rejection form of file usage application of New Taipei Branch,  
Administrative Enforcement Agency, Ministry of Justice

Subject: Your application profile, approval / rejection decisions attached in  
approval / rejection form, please check it.

Note: According to your application in \_\_\_\_\_(date).

Original: Mr. SUEN SHIAU MING

Copy: ○ ○ ○ (Includes attachments)

**File Usage Approval / Rejection Form**

Applicant: (Identify document number: _____)  (Address: _____)	<b>Application number:</b> (Copy of application as attached)
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Your file usage application approval / rejection result is as follows:

	Method of Usage	file application number
<input type="checkbox"/> Application approved	<input type="checkbox"/> Originals <input type="checkbox"/> Reproductions are available for review Application Serial Number _____, of which the content includes _____, with the file provided for review after the removal or redaction of non-disclosure portions.	
<input type="checkbox"/> Application approved	<input type="checkbox"/> Copies available. Application Serial Number _____, of which the content includes _____, with the file provided for review after the removal or redaction of non-disclosure portions. <input checked="" type="radio"/> File copy fee is NT \$__(the same below) and NT \$___ for consumables. <input checked="" type="radio"/> If mail service is required, additional postage of ___NT \$ and processing fee of ___ NT \$ will be added, for a total of 3 NT \$. Please send this branch by cash bag or postal order before ___(Month) ___(Day), _____(Year).(Address: 12 / F, North Building, No. 439, Zhongping Road, Xinzhuang District, New Taipei City)	
<input type="checkbox"/> Temporarily unable to provide	<b>Reason</b> <input type="checkbox"/> The contents of the file involve State secrets. <input type="checkbox"/> The contents of the file involve personal criminal information. <input type="checkbox"/> The contents of the file involve business secrets. <input type="checkbox"/> The content of the file involves the examination of qualifications and qualifications. <input type="checkbox"/> The contents of the file involve personnel and salary information. <input type="checkbox"/> Obligation to keep confidential by law or contract. <input type="checkbox"/> May infringe public interests or the legitimate rights and interests of third parties. <input type="checkbox"/> Others	file application number

Decree basis:

## Annex 3

### Precautions:

1. Those who provide the use, please hold the notice and prepare your identification documents (National Identity Card, Passport or Residence Permit) to the New Taipei Branch, Administrative Enforcement Agency, Ministry of Justice (Address: 12 / F, North Building, No. 439, Zhongping Road, Xinzhuang District, New Taipei City) application file, and please contact this branch office 3 days before the trip to prepare. Contact person of this branch: Phone: 8995-6888 # 392.
2. Those who are not satisfied with the approval / rejection decision of this branch office may file a complaint with the Ministry of Legal Affairs within 30 days from the date of service of this notice of refusal.
3. According to the New Taipei Branch, Administrative Enforcement Agency, Ministry of Justice file usage application rules, application files should pay attention to the following:
  - (1) Reading, hand-copying or photocopying files should be at the time set by this branch (Monday to Friday, 9 am to 11:30 am and 2 pm to 4:30 pm). Regular and national holidays are not open to the public.
  - (2) When reading, hand-copying or photocopying files, they should keep the file information intact and must not do the following:
    1. Annotate, alter, replace, extract, circle or deface files.
    2. Unbind files that have been bound.
    3. Destroy the file or change the content of the file by other methods.
4. Relevant charges are based on the "Charging Standard for Record Reading and Copying" of the National Development Commission Archives Administration.

## Annex 3

### File Usage Approval/Rejection List

Application date:

Archive using approval / rejection list of New Taipei Branch,  
Administrative Enforcement Agency, Ministry of Just

No.	File number	File name	Reason	approval / rejection	Provided quantity	Note
Total			○ and ○ volumes	Original file ○ volumes; duplicate file ○ pages		