

### **Annex 3**

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

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

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

Recipient: Recipient of original and  
copy

Posting date: Year month day of  
ROC

Reference number:

Priority:

Confidentiality level and decryption  
conditions or duration of  
confidentiality:

annex: approval / rejection form of file usage application of New Taipei, 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      Year    month    day.

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)
Your file usage application approval / rejection result is as follows:		
<input type="checkbox"/> Application approved	<b>Method of Usage</b>	<b>file application number</b>
	<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"/> 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>	<b>file application number</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	
Decree basis:		

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### 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, Administrative Enforcement Agency, Ministry of Just (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, 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

Mr./Ms. \_\_\_\_\_ Year: \_\_\_\_\_ Month: \_\_\_\_\_ Day: \_\_\_\_\_ Application

Archive using approval / rejection list of New Taipei,  
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		