

**Instructions for Filling in the Application Form for Access to the Archives**  
of the Training Institute, Ministry of Finance

1. If marked with ✕, please fill in as needed; other blanks should be filled out in full.
2. For the "ID number", please fill in the identity card number or passport number.
3. If the agent is a designated agent, please provide the letter of appointment; if it is a legal agent, please provide the relevant supporting documents. If the application is regarding personal privacy data, please provide documents of identity.
4. Legal persons, organizations, firms, or businesses should provide a copy of the registration certificate.
5. The application for access to the Training Institute, Ministry of Finance's (hereinafter referred to as "MOFTI") archives shall be handled in accordance with Article 18 of the Archives Act, Article 18 of the Freedom of Government Information Law, Article 46 of the Administrative Procedure Act, and other laws and regulations.
6. Reading, hand-copying, or duplicating files shall be made at the time and place specified in the instructions for use by the Archives Office of the MOFTI.
7. Those who apply to read, hand-copy, or duplicate the archives should follow the rules of the Archives Office, MOFTI, and should not conduct the following behaviors:
  - (1) Add notations to, scratch off/alter, change, remove, add marks to or contaminate the records.
  - (2) Dismantle archives bindings.
  - (3) Destroy archives or alter archives content in any other manner.
8. Reading, hand-copying, or duplicating the archives fees as follows:  
The charges are set in accordance with the provisions of the Fee Standards for Viewing, Hand-copying or Duplicating of Archives prescribed by the National Archives Administration. The relevant charging regulations are as follows:
  - (1) The application for reading and hand-copying the archives is charged NT\$20 per 2 hours, less than 2 hours, calculated in 2 hours.
  - (2) Duplicating the archives in black and white by photocopier, NT\$2 for each B4 (inclusive) size and NT\$3 for each A3 size.
  - (3) The rest of the copying method is charged according to the " Archives Copy Fee Standard Table"
  - (4) If you need to provide mailing service, the postal fee will be calculated based on the actual amount, and the processing fee will be charged each time NT\$50.
9. Upon completion of the application form, please send it by yourself or post to the MOFTI.  
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