

稅務機關檔案應用申請書

Application for Access to Tax Archival Records

申請書編號/Application Form No. :

姓名 Name	出生年月日 Date of Birth	身分證明文件字號 ID Number	住(居)所、聯絡電話 Address, phone number & e-mail		
※申請人/Applicant			地址/Address : _____ 電話/Phone : _____ e-mail : _____		
代理人/Representative (與申請人之關係) ※Relationship with the applicant()			地址/Address : _____ 電話/Phone : _____ e-mail : _____		
法人、團體、事務所或營業所名稱/Name of corporation, organization, firm, or business establishment : _____ 地址/Address : _____					
(管理人或代表人資料請填於上項申請人欄位/Fill in information on the administrator or representative in the preceding field.)					
序號 No.	請先至機關檔案目錄查詢網(https://near.archives.gov.tw)查詢後填入/Please check with the Navigating Electronic Agencies' Records (https://near.archives.gov.tw) before filling out		申請項目/Items applied for (可複選/More than one selection may be made)		
	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 File Name or Subject of Content /or other Information used to query the File No. or Doc- ument (Serial) No.	閱覽、抄錄 Viewing & Hand-Copying	複製紙本 Duplicating 黑白 Black & White	複製電子檔 Electronic file
1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

※註：檔案應用申請，可直接利用機關檔案目錄查詢網系統產出之申請書，或下載空白申請書自行填寫，或以書面載明規定事項，如「檔號或文(編)號」或「檔案名稱或內容要旨」其中之一之資訊已填具，請受理申請機關秉持為民服務精神，應行協助查明並受理，毋須退件處理。

※Note: The application for file application can be directly used to apply for the output of the system file directory system, or download the blank application form, or specify the required items in writing, such as "File No. /or Document (Serial) No." or "file name or subject of content" One of the information has been filled in, please accept the application authority to uphold the spirit of serving the people, should assist in the identification and acceptance, no need to return the case.

※序號._____有使用檔案原件之必要，事由：

※No._____ requires use of original archives because :

※申請目的/Purpose of Application：歷史考證/Historical Research 學術研究/Academic Research
事證稽憑/Search for Evidence 業務參考/ Reference for Business Purposes權益保障/Rights Protection其他（請敘明目的）/Other (please explain in detail): : _____

此致 Submitted to the _____（管有該檔案之稅務機關 **The agency holds the records**）

申請人簽章/Applicant's signature : _____

※代理人簽章/Agent's signature : _____

簽章日期/Date of signing : _____

請詳閱填寫須知

Please read the instructions on the back.

填 寫 須 知

Instructions for Filling out the Application Form

- 1、※標記者，請依需要加填，其他欄位請填具完整。

Fill out the sections marked with“※”if necessary. Complete all other sections.

- 2、身分證明文件字號請填列身分證字號或護照號碼。

Please fill out your ID number or passport number in the column of“ID number”.

- 3、代理人如係意定代理者，請檢具委任書；如係法定代理者，請檢具相關證明文件影本。申請案件屬個人隱私資料者，請檢具身分關係證明文件。

Appointed representative please submit letter of appointment; legal representative please submit copies of supporting documents. Application for access to personal information must be with proofs of relationship.

- 4、法人、團體、事務所或營業所請附登記證影本。

Corporation, organization, firm, or business office, please provide the copy of registration certificate.

- 5、本機關檔案應用准駁依檔案法第 18 條、政府資訊公開法第 18 條、行政程序法第 46 條及稅捐稽徵法第 33 條之規定辦理。

The application may be rejected according to Article 18 of Archives Act, Article 18 of The Freedom of Government Information Law, Article 46 of Administrative Procedure Act, Article 33 of Tax Collection Act.

- 6、閱覽、抄錄或複製檔案，應於各該稅務機關檔案閱覽規則所定時間及場所為之。

Viewing, copying or duplicating of archives need to be conducted within the service time and location specified by the Bureau.

- 7、閱覽、抄錄或複製檔案，應遵守檔案應用有關規定，並不得有下列行為：

Those who apply to view, copy or duplicate the archives must not be involved in the following behaviors:

- (1) 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.

- (2) 拆散已裝訂完成之檔案。

Dismantle archives bindings.

- (3) 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.

- 8、閱覽、抄錄或複製檔案之收費方式請洽詢各該稅務機關。

Fee will be needed for viewing, hand-copying or duplicating the archives, and depend on the

fee standard of the Bureau.

- 9、應用檔案而侵害他人之著作權或隱私權等權益時，應由應用者自負責任。

The applicants should be responsible for themselves if they invading others' privacy, copyright and other rights during accessing archives.

- 10、申請書填具後，得以書面通訊方式送各該稅務機關。詳細聯絡方式請至各該稅務機關網站查詢。

The filled out applications need to be sent to the tax agency, and the complete contact information could be found at the their websites.