

Directions for Applying for Viewing the Archives of the National Land Surveying and Mapping Center, Ministry of the Interior

Enacted by Land Survey Bureau, MOI, April 3, 2001 correspondence No. 90-4508
Amended by Land Survey Bureau, MOI, June 10, 2003 correspondence No. 0920007795
Amended by Land Survey Bureau, MOI, November 18, 2004 correspondence No. 0930013885
Amended by National Land Surveying and Mapping Center, MOI, November 16, 2007 correspondence No. 09614009742

Article 1

These Directions are enacted by the National Land Surveying and Mapping Center, Ministry of the Interior (hereinafter referred to as "NLSC") for the purpose of handling the matters set forth in Articles 17~21 of the Archives Act.

Article 2

To apply for viewing, , copying, duplicating, taking a photograph, or for an optical disc or microfilm of the documents or archives ("viewing" for short hereinafter), a written application shall be submitted to NLSC; otherwise, the office handling the case shall notify the applicant to submit a written application (refer to the operational flow chart for the procedure to apply for viewing as in attachment).

Article 3

Upon receipt of an application, the office handling the case shall review it. If the application meets the provisions of Articles 17 and 18 of the Archives Act, the office shall notify the applicant, with written statements of reasons, within 30 days after receiving the application. (as in attachment). If the application for viewing is rejected because of failing to live up to the provisions of Article 18 of the Archives Act, a written notice shall be given to the applicant.

Article 4

The office shall notify the applicant to supplement or to correct the application, with written statements of reasons, within 15 days after receiving the notice, if any one of the following conditions applies:

1. The application does not follow the procedures regulated in the Archives Act.
2. The application form is not appropriate or the submitted documents show discrepancies or are inadequate.
3. The matters noted in the application are incomplete.

Article 5

Where an application is approved, the office handling the case shall send an advice note to inform the applicant about the time and address of reading and the matters for attention.

Article 6

When an applicant comes to NLSC for reading, the operator of the office handling the case shall require the applicant to hand in the advice note of approval and his identity certificate or a power of attorney (as in attachment). After the applicant has read and returned the data or archives, the operator shall return the identity certificate to the applicant.

Article 7

The operator of the office handling the case shall accompany the reader to guide and supervise his reading, and to persuade him from eating food, drinking, smoking, or other conducts harmful to the cleanness or peace of the environment; if the reader doesn't follow the persuasion, the operator shall stop his reading and take this into record.

Article 8

The operator of the office handling the case shall inform the reader that prepared Chinese ink or writing ink may not be used in transcribing the archives.

Article 9

In case of any of the following, the operator of the office handling the case shall immediately stop the reader from reading, and take this into record. If criminal liabilities are involved, the case shall be transferred to the judicial authority for investigation and disposal.

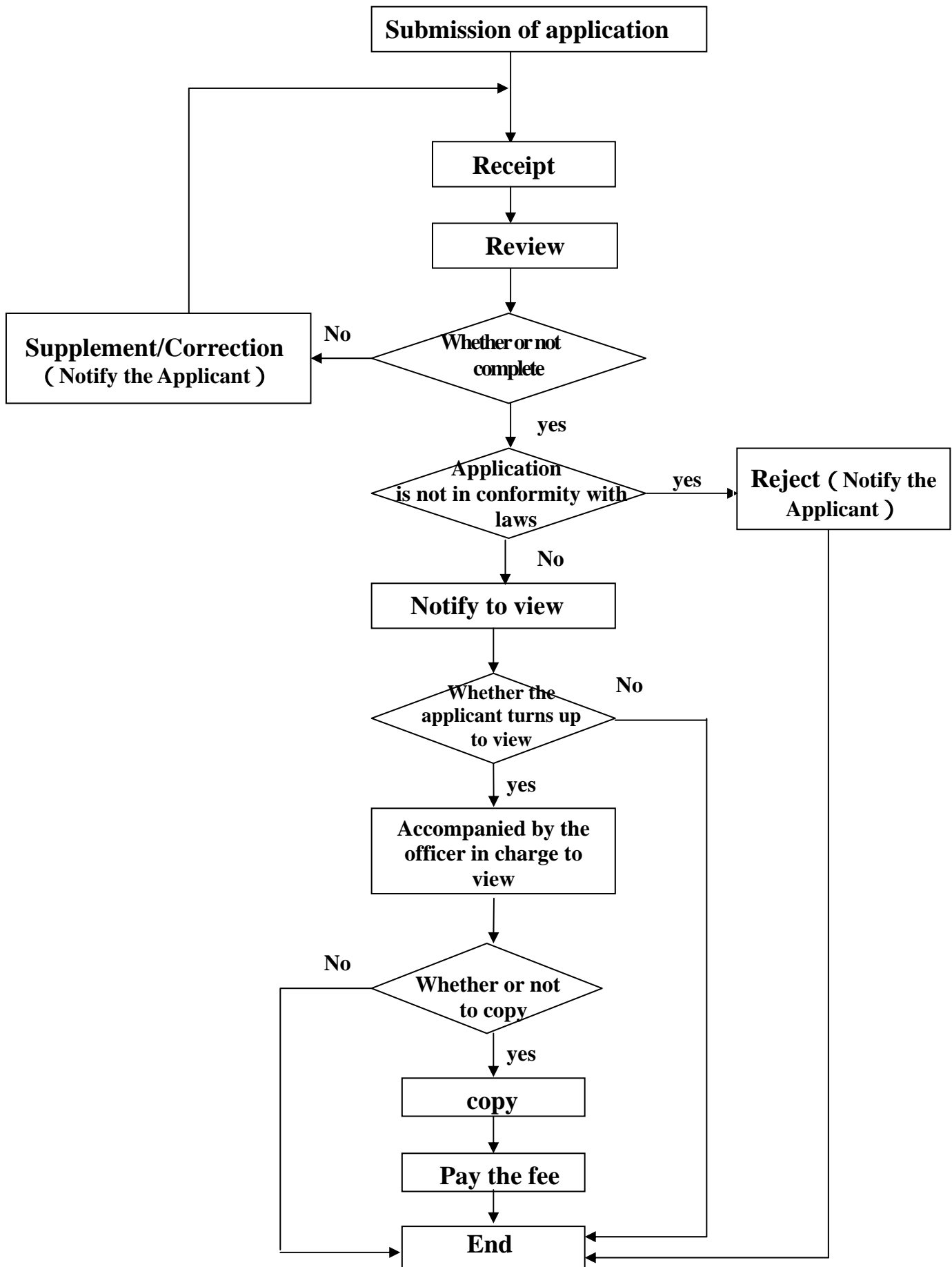
1. The reader annotates, alters, replaces, takes a part from, defile, or damages the data or archives by other way.
2. The reader breaks up the data or archives.
3. The reader performs other misconducts and doesn't follow the persuasion of the operator of the office.

Article 10

The fee for viewing, copying or duplicating archives is subject to [the Act 21 of](#) " The Fee Standards to View, Copy or Duplicate Archives " set forth by the National Archives Administration.

Attachment

Operational Flow Chart for the Procedure to apply for Viewing the Files of the **National Land Surveying and Mapping Center**, Ministry of the Interior



Attachment 2

Application Form for Viewing the Files of the National Land Surveying and Mapping Center, Ministry of the Interior

Applicant	Name	(Signature or Seal)				the Party Concerned the Interested Person
	ID No.		Sex	Male Female	Date of Birth	
	Addresses					
	Tel.					
representative (Legal representative)	(A power of attorney shall be produced for the attorney)					
Abstract of the files to be read and file number of the case						
Purpose						
Explain the benefits in law of viewing the file						
Date :						

Note: if the applicant is a legal person, association or foreigner, the names of the legal person, association or foreigner and of the representative or manager shall be filled in the "Name" column, the registration certificate No. or passport No. in the "ID No." column, and the address of the office or business office in the "Address" column.

Application Form for Viewing the Files of the National Land Surveying and Mapping Center, Ministry of the Interior (Example)

Applicant	Name	Wang			(Signature or Seal)	the Party Concerned the Interested Person
	ID No.	B	ex	S <input checked="" type="checkbox"/> Male Female	Date of Birth	
	Address					
	Tel.	04-				
representative (Legal representative)	Representative person: Hsieh (Attached Attorney letter)					
Abstract of the files to be read and file number of the case						
Purpose	For Testimony					
Explain the benefits in law of viewing the file	Clarify Legal Facts					
Date :						

Note: if the applicant is a legal person, association or foreigner, the names of the legal person, association or foreigner and of the representative or manager shall be filled in the "Name" column, the registration certificate No. or passport No. in the "ID No." column, and the address of the office or business office in the "Address" column.

Attachment

Letter of Attorney

Name or Title		sex	Date of Birth	ID No.	Dwelling address/Office
Atto	rney				

The attorney hereby is entrusted by the consignor _____ to view the archives on behalf of the consignor.

With greetings

National Land Surveying and Mapping Center, Ministry of the Interior

consignor :

Attorney :

Date:

Letter of Attorney (Example)

Name or Title		sex	Date of Birth	ID No.	Dwelling address/Office
Attorney	Hsieh Da-Ming	Male	44.03.01	C134513456	Nature Law Office

The attorney hereby is entrusted by the consignor Wang Da-De to view the archives on behalf of the consignor.

With greetings

National Land Surveying and Mapping Center, Ministry of the Interior

consignor : Wang Da-De

Attorney : Hsieh Da-Ming

Date: January 02, 2003