

(Appendix IV)

Verification Sheet of Application for Access to Archives of Bureau of Energy MOEA (A)

To: Division (Office),

Regarding the application of Mr./Ms. _____ For access to archives of the Bureau, ___ copies of the archives are under your administration (application file No: _____). Please complete the verification within ___ days and return the verification sheet to the Documentation Section, Secretary Office.

Undertaker: _____ Section Chief: _____ Supervisor: _____

No	Received No (Filled Out by Archive Administrator)	Available for Supply (multiple choices available)					Reasons for Unavailability	Accompanied undertaking units		
		Duplicate copy supplied to view	Original supplied to view	Duplication supplied	Pages Supplied	Pages should not supplied	Article 18 of Archives Act	Yes	No	
1							1. The archives concern national confidentiality.	Item		
2							2. The archives concern criminal information.	Item		
3							3. The archives concern industrial confidentiality.	Item		
4							4. The archives concern technique information and qualification reviews.	Item		
5							5. The archives concern personnel management and salaries.	Item		
6							6. The archives must be kept as confidential under laws and agreements.	Item		
7							7. Other archives concern to ensure public interest or a third party's due right or interest.	Item		
8								Item		
9								Item		
10								Item		
Verification result: We hereby approve the application and agree to provide ___ copies of archives, excluding ___ copies which are not available now.										
Undertaker:					Ext:		Comment (at the discretion of the No. ___ level)			
Section Chief							Deputy Director-general			
Deputy Director										
Director							Director-general			
Secretary										
Chief Secretary										

(The sheet is made in triplicate; the 1st slip is archived, the 2nd slip is held by the archive administrator for reference, and the 3rd slip is held by the applicant for reference.)

Verification Sheet of Application for Access to Archives of Bureau of Energy MOEA (B)

No	Received No (Filled Out by Archive Administrator)	Available for Supply (multiple choices available)					Reasons for Unavailability		Accompanied undertaking units	
		Duplicate copy supplied to view	Original supplied to view	Duplication supplied	Pages supplied	Pages should not supplied	Article 18 of Archives Act	Item	Yes	No
1							1. The archives concern national confidentiality.	Item		
2							2. The archives concern criminal information.	Item		
3							3. The archives concern industrial confidentiality.	Item		
4							4. The archives concern technique information and qualification reviews.	Item		
5							5. The archives concern personnel management and salaries.	Item		
6							6. The archives must be kept as confidential under laws and agreements.	Item		
7							7. Other archives concern to ensure public interest or a third party's due right or interest.	Item		
8										
9										
10										

Service time & location: ___ a.m. or p.m., ___ Year/ ___ Month/ ___ Day), the Bureau's archives viewing room.

Notice and Fee Standards:

1. An archive user should provide the verification notice and ID certificate (ID card, driving license or passport) and go to the Bureau's archives viewing room (Address: 12F.,2,Fu-Hsing N Rd. Taipei) for access to archives. Please contact with the undertaker three days prior to access. Service phone No: (02) 27757766.
 2. Those who do not accept the Bureau's verification result may prepare an administrative appeal pleading to MOEA within 30 days (including weekdays and holidays) from the reception of the verification written notice.
 3. The access fee standards: charged in accordance with "The Fee Standards to View, Copy, or Duplicate of Archives".
- * If the applicant requests the duplicated archives to be sent by mail, the actual mailing expenses and a service fee of NT\$50 will be charged.
The total fee of NT\$ _____, including NT\$ _____ for copying, NT\$ _____ for postage and NT\$ 50 for the service fee, which should be paid to the Bureau by cash or postal remittance before _____ (Year/Month/Day).
Address: 12F.,2,Fu-Hsing N Rd. Taipei (Documentation Section, Secretariat)

(The sheet is made in triplicate; the 1st slip is archived, the 2nd slip is held by the archive administrator for reference, and the 3rd slip is held by the applicant for reference.)

Verification Sheet of Application for Access to Archives of Bureau of Energy MOEA (C)

No	Received No (Filled Out by Archive Administrator)	Available for Supply (multiple choices available)					Reasons for Unavailability		Accompanied undertaking units	
		Duplicate copy supplied to read	Original supplied to read	Duplication supplied	Pages supplied	Pages should not supplied	Article 18 of Archives Act	Item	Yes	No
1							1. The archives concern national confidentiality. 2. The archives concern criminal information. 3. The archives concern industrial confidentiality. 4. The archives concern technique information and qualification reviews. 5. The archives concern personnel management and salaries. 6. The archives must be kept as confidential under laws and agreements. 7. Other archives concern to ensure public interest or a third party's due right or interest.	Item		
2								Item		
3								Item		
4								Item		
5								Item		
6								Item		
7								Item		
8								Item		
9								Item		
10								Item		

Service time & location: ___ a.m. or p.m., _____ (Year/Month/Day), the Bureau's archives viewing room.

Notice and Fee Standards:

1. An archive user should provide the verification notice and ID certificate (ID card, driving license or passport) and go to the Bureau's archives viewing room (Address: 12F.,2,Fu-Hsing N Rd. Taipei) for access to archives. Please contact with the undertaker three days prior to access. Service phone No: (02) 27757766.
 2. Those who do not accept the Bureau's verification result may prepare an administrative appeal pleading to MOEA within 30 days (including weekdays and holidays) from the reception of the verification written notification.
 3. The access fee standards: charged in accordance with "The Fee Standards to View, Copy or Duplicate Archives".
- * If the applicant requests the duplicated archives to be sent by mail, the actual mailing expenses and a service fee of NT\$50 will be charged.
The total fee of NT\$ _____, including NT\$ _____ for copying, NT\$ _____ for postage and NT\$ 50 for the service fee, which should be paid to the Bureau by cash or postal remittance before _____ (Year/Month/Day).
Address: 12F.,2,Fu-Hsing N Rd. Taipei (Documentation Section, Secretariat)

(The sheet is made in triplicate; the 1st slip is archived, the 2nd slip is held by the archive administrator for reference, and the 3rd slip is held by the applicant for reference.)