

經濟部標準檢驗局新竹分局行政資料及檔案應用申請閱覽作業須知
Operating Instructions for Application of Browsing/Using the Archives of Hsin-Chu Branch office,
Bureau of Standards, Metrology and Inspection (BSMI), Ministry of Economic Affairs (MOEA)

一、經濟部標準檢驗局新竹分局（以下簡稱本分局）為辦理檔案法第 17 條至第 21 條及行政程序法第 44 條至第 46 條之規定，特訂定本須知。

The Hsin-Chu Branch office, Bureau of Standards, Metrology and Inspection (BSMI), Ministry of Economic Affairs (hereinafter referred to as “this Branch”), sets out these instructions to implement both Articles 17-21 of the Archives Act and Articles 44-46 of the Administrative Procedure Law.

二、申請閱覽、抄寫、複印或攝影有關資料或卷宗（以下簡稱閱卷），應以書面向本分局申請；未以書面申請者，受理單位應告知其應以書面申請。本分局設閱覽室，為申請人閱卷之地點。

Applications shall be made in written to this Branch for browsing, copying (by handwriting), photocopying or photographing her related documents or files (hereinafter referred to as browsing-the-archives). She/he that has submitted applications not in written shall be informed to do so by the section responsible for accepting the application. A reading room is available at this Branch dedicated to the browsing-the-archives purposes.

三、申請閱卷應具備身分證明文件並填具申請書，逐案向本分局申請之；申請書應記載申請日期、申請事項、申請人姓名、身分證號、地址、電話、與本案之關係及案號等事項。申請人委任代理人閱卷者，應提出委任書。利害關係人提出申請者，應釋明有法律上利害關係之事由。申請人如需偕同輔佐人協助閱卷，應經本分局許可後始得為之，輔佐人應繳驗身分證明。（但不得僅由輔佐人單獨在場閱卷。）

When submitting the application(s) for browsing-the-archives, the applicant shall provide personal identification (ID) document(s), and submit to this Bureau the filled application form(s) on a case-by-case basis. The application form should manifest the name, ID number, mailing address and telephone number of applicant, her/his association with this case, together with the date, filing number and item(s) of application, etc. A power of attorney (by the applicant) shall be presented if a representative of the applicant would browse archives on her/his behalf. Where the application is made by stakeholder(s) of subject case, rationale of legally inherited interest(s) shall be made clear. If the applicant requests the companionship of an assistant to browse the archives, the request is subject to the permission of this Branch, and the assistant shall present her/his identification document(s). The assistant is not allowed to browse the archives unattended.

四、本分局應於受理閱卷申請書之日，由閱覽室管理人隨即送達承辦單位，經核准後由承辦單位於核准通知書中載明閱卷日期及地點，於 30 日內通知申請人。但卷證尚未備齊或因修補或有其他正當理由者，得俟卷證到達後再行指定，並將事由通知申請人。

On the day this Branch accepts the application for browsing-the-archives, the person in charge of the reading room shall in no time forward the application to the responsible section, and after approval of the application, a letter of notice accordingly made designating the date and place for browsing-the-archives should be delivered to the applicant within 30 days. Where the requested documents or files are still unprepared, or under restoring, or bearing justified reasons, the date may be designated after completion of the documents or files, and the causes of unavailability shall notify to the applicant.

五、申請人應備具核准閱卷之證明文件及本人身分證明文件，於指定時間到達閱覽室，繳交身分證明文件，並經承辦單位承辦人（以下簡稱本分局承辦人）核驗身分證明後，在閱卷紀錄單上簽名或蓋章，洽取卷證；閱畢後，應將原卷交承辦單位承辦人點收無訛後，始得離開閱覽室。申請人撤回閱卷申請或無法於指定時間到達閱覽室閱卷者，至遲應於屆期前一日通知本分局。申請人遲誤指定閱卷時間始到達閱覽室者，本分局得另行指定閱卷時間，以維護閱卷秩序。申請人閱卷，每次時間以1小時以內為原則；如有正當理由者，經本分局同意，得延長半小時。（申請人無正當理由，不得重複申請。）

An applicant shall arrive at the reading room on designated time, with the approval and identification documents in hand. The applicant, after submitting her/his identification documents, which are to be verified by the person dispatched by the responsible section in charge of the archives (hereinafter referred to as the responsible person of this Branch), may be given the requested archives for browsing after signing or stamping on the register. The applicant can only be allowed to leave on condition that the original archives are returned and found to be satisfactory by the responsible person of this Branch. An applicant, wishing to withdraw the application or not being able to appear at the reading room at the designated time, shall inform this Branch at least one day prior to the designated date. If an applicant did not arrive at the reading room on time, this Branch may designate another time, aiming at maintaining the order of browsing-the-archives. In principle, in every single application, an applicant shall complete the browsing-the-archives within one hour. However, based on justified reasons, and after the permission of this Branch, additional half-hour can be granted. An applicant can't make the duration-extension application repeatedly on the same case without justified reasons.

六、閱卷應由本分局承辦人陪同在閱卷地點為之，並應遵守下列事項：

An applicant shall be accompanied by the responsible person of this Branch to browse archives at the reading room and shall observe the following rules:

（一）不得將卷宗或有關資料攜出閱覽室。

Not in any case do the Files or Documents be taken out of the reading room.

（二）對於卷宗或有關資料不得添註、塗改、更換、抽取、圈點、污損或作其他記號。

The entirety of the contents of Files or Documents shall be maintained. Annotating, altering, replacing, removing, circling, staining or marking the contents of the files or documents are all NOT allowed.

（三）裝訂之卷宗或有關資料不得拆散，證物或樣品不得拆解。

Bound files or related materials shall not be unbounded; no evidence or samples may be removed.

（四）不得有其他破壞或變更卷宗或有關資料之行為。

Files or related materials shall not be damaged or altered.

（五）卷宗內資料、證物或樣品於閱畢後，仍照原狀存放。

Materials, evidence or samples shall be maintained in its original status after reading.

(六) 申請人閱卷應使用本分局提供之設備為原則；如需使用自動之輔助閱讀器材設備者，應於申請時載明，經許可後始得為之。

An applicant may use the supporting devices provided by this Branch when browsing archives. If additional good-for-reading automatic equipment is needed, an applicant shall note them on the application form and may use them only after gaining the permission of this Branch.

(七) 閱卷時應遵守本分局承辦人之指示，不得有喧嘩、飲食、吸菸、破壞環境整潔或其他妨礙秩序之行為。

An applicant shall follow the instructions of the responsible person of this Branch. No such behaviors are allowed, inter alia, making noises, eating or drinking, smoking, damaging the good housekeeping, or other disruptive actions.

申請人於閱卷過程中應由本分局全程錄影或數位照相；其他有關言詞陳述意見、陳情、申請等過程是否需錄影、錄音，則由本分局承辦人視個案情形自行決定。申請人、代理人或其輔佐人違反前項規定者，承辦單位承辦人得當場中止其閱卷，並為必要之處置；違反前項第二、三、四款規定如涉及刑事責任者，移送司法機關偵辦。

This Branch shall record or photograph the whole process of browsing-the-archives. Whether or not to record other processes, such as making statements, appeals or applications, may be subject to the disposal of the responsible person of this Branch, by considering the nature of each case. Where an applicant, the representative or assistant alike, violates the requirements of the preceding paragraph, the responsible person of this Branch may suspend their browsing and take appropriate actions. Where violations of subparagraphs 2-4 of the preceding paragraph may involve criminal behaviors, it shall be forwarded to the court.

七、民眾申請閱卷，本分局依檔案閱覽抄錄複製收費標準之規定，得收取複印費用。複印卷宗或有關資料，其收費標準：B4（含以下）每張新台幣 2 元；A3 每張新台幣 3 元。

In accordance with the “Fare-charging List to View, Copy or Duplicate Archives”, this Branch may charge on civilians the hard-copying fees for each application for browsing-the-archives made by them. The fees for hard-copying files or related materials shall be NT\$2.00 for each piece of B4- or smaller-sized paper, and NT\$3.00 for each piece of A3-sized paper.

八、本分局依行政程序法第 46 條第 2 項規定應拒絕申請人閱覽下列卷內文書或資料：

In accordance with Paragraph 2, Article 46 of the Administrative Procedure Law, this Branch may reject applications on browsing the files or documents that fall within any of the following categorizes:

(一) 行政決定前之擬稿或其他準備作業文件。

Drafts or other preparatory documents before administrative decision.

(二) 涉及國防、軍事、外交及一般公務機密，依法規規定有保密之必要者。

Matters involving national defense, military, diplomacy or other types of government classified information and are deemed necessary to remain confidential as stipulated by regulations.

(三) 涉及個人隱私、職業秘密、營業秘密，依法規規定有保密之必要者。

Matters involving individual privacy, occupational secrecy, and business secrets, as deemed necessary to remain confidential as stipulated by regulations.

(四) 有侵害第三人權利之虞者。

Bearing the possibilities of infringing the rights of the third parties.

(五) 有嚴重妨礙有關社會治安、公共安全或其他公共利益之職務正常進行之虞者。

Bearing possibilities of significantly interfering the social security, public safety or the operation of other engagements for public interests.

前項第二款及第三款無保密必要之部分，仍應准許申請人閱覽。

Where part of the documents mentioned in subparagraphs 2 and 3 of the preceding paragraph is deemed not necessary to remain confidential, applications for browsing such documents shall be granted.

九、申請人於閱卷後，應將卷宗或有關資料原件交還本分局承辦人，經點收後，承辦單位承辦人應將身分證明文件交還申請人。

After finishing reading the materials, an applicant shall return the files or related documents to the responsible person of this Branch, who shall verify the correctness of materials and return the identification document(s) to the applicant.

十、本須知規定所取得之資料，僅供本案參考之用，不得移作其他用途。

Information obtained via these Instructions shall be referenced only for the subject case, and not to be used for other purposes.

**經濟部標準檢驗局新竹分局行政資料
及檔案應用申請閱覽申請書範例**

(for example) Application Form for Browsing and Using of Archives

Hsin-Chu Branch, Bureau of Standards, Metrology and Inspection (BSMI), Ministry of Economic Affairs (MOEA)

申請人 Applicant	姓名 Name	張三 (簽名或蓋章) Chang Sen (signature or stamping)			<input type="checkbox"/> 當事人 (Party) <input type="checkbox"/> 利害關係人 (Stakeholder)
	身分證 統一編號 ID. NO.	A123456789	性別 Sex	<input type="checkbox"/> 男 M <input type="checkbox"/> 女 F	出生 年月日 Date of Birth 民國 55 年 1 月 1 日 (YYYY/MM/DD)
	地址 Mailing Address	新竹市民族路 109 巷 14 號 14, Lane 109, Minzu Rd., Hsinchu City, 30043 Taiwan, R.O.C.			
	聯絡電話 TEL. NO.	公司 (O) : 03-5427011		住宅 (H) : 03-5325979 手機 (M) : 0932125612	
代理人 Agent (法定代理人) (Attorney)	(代理人請附委任書) for the Agent, please attach the P.A (Power of attorney) .				
閱覽資料內容 要旨及案件文號 Archive Contents and Number	受理拋棄式及簡易型打火機依 CNS10666 辦理型式試驗之委託試驗，相關事宜案 0930003699-93/232/1/1/8 The relative case, the commissioned test of Disposable Gas-Lighter according to CNS10666 Inspection Standard.				
用途 Usage	了解拋棄式及簡易型打火機依 CNS10666 相關規定 To understand the Disposable Gas-Lighter according to CNS10666 Inspection Standard.				
釋明閱覽之 法律上利益 Expressing Reading Advantage in Law	製造商對 CNS10666 檢驗規範 Manufacturer's understanding on the CNS10666 Inspection Standard.				
中華民國 93 年 (Y) 11 月 (M) 20 日 (D) (YYYY/MM/DD)					

註：

申請人如為法定人、團體或外國人時，姓名欄應註明名稱及代表人或管理人；身分證統一編號欄應註明立案證號或護照號碼；地址欄應註明事務所或營業所。

Note:

If the applicant is a legal person, an organization or a foreigner, accordingly, the name column should bear the Name and Agent, or Managing Officer. The ID. No. column should bear the registration number or Passport Number. The mailing Address column should bear the address of business office.