

## FAQ

### **Q1. What kind of files can I apply to Shilin Land Office?**

**A:** Official documents. Including transcription of Land / Building registration , land value, cadastral maps, cases of registration and surveying are also provided.

You may apply at one-stop service general reception in Shilin Land Office (5<sup>th</sup> Floor).

### **Q2. Am I eligible to apply for archives?**

**A:**Foreigners may apply archives of the Republic of China (ROC) in accordance with our Freedom of Government Information Law. Please check your nation's laws whether restrict ROC nationals to apply the government information of your country, and provide these evidences.

Furthermore, agency may deny the application for the following causes:

- (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 or agreements.
- (7) Other causes to ensure public interest or a third party's due right or interest.

### **Q3.May I entrust someone else to apply?**

**A:**You may entrust someone else to apply but an entrust letter is required.

### **Q4. What to bring when applying for official documents?**

**A:**Identity document. (eg. Republic of China National Identity Card, Valid passport or residence certificates)

## **Q5. How to fill out the application form?**

**A:**Please fill out the following information:

- (1) Name, date of birth, ID number, address and phone number of the applicant.
  - (2) If the applicant is a legal entity, please fill out title, tax ID number / government uniform invoice number , address, phone number and address. Besides, above-mentioned personal information of responsible person is needed.
  - (3)Name, birthday, identification, phone number and address of the representative.
  - (4) File number and subject of content.
  - (5) Choosing items applied for viewing, hand-copying or duplicating .
  - (6) Purpose of application.
  - (7) If there is necessity for the originals, please write down the reason.
  - (8) Application date.
- (You may download blank form on our website.)