

## Application Form for Entry to the Mainland Area by Political Appointees, Special Municipality Mayors, Personnel Involved in National Secrecy (Including Former Holders of the Aforesaid Three Kinds of Office), County Executives & City Mayors, or Senior Civil Servants with the 11<sup>th</sup> Grade or Above (Equivalent Ranks Included)

Date:        (yy)        (mm)        (dd)

Applicant's status	<input type="checkbox"/> Political appointee <input type="checkbox"/> Former political appointee <input type="checkbox"/> Person involved in national secrecy as per Article 9 Paragraph 4 of the Act Governing Relations Between the People of the Taiwan Area and the Mainland Area <input type="checkbox"/> Person formerly involved in national secrecy as per Article 9 Paragraph 4 of the Act Governing Relations Between the People of the Taiwan Area and the Mainland Area <input type="checkbox"/> Special municipality mayor <input type="checkbox"/> Former special municipality mayor <input type="checkbox"/> County executive or city mayor <input type="checkbox"/> Senior civil servant with the 11 <sup>th</sup> grade or above (equivalent ranks included) (without above-listed status) <input type="checkbox"/> Educator equivalent to senior civil servant ranked with 11 <sup>th</sup> grade or above <input type="checkbox"/> Personnel of the National Security Bureau, Ministry of National Defense, or Ministry of Justice Investigation Bureau, without civil servant status
Reason for application	<input type="checkbox"/> 43 Pay visit <input type="checkbox"/> 79 Work-related activity <input type="checkbox"/> 80 Attend meeting <input type="checkbox"/> 03 Visit relative <input type="checkbox"/> 64 Visit patient <input type="checkbox"/> 35 Funeral <input type="checkbox"/> 33 Tourism <input type="checkbox"/> 182 Other reason : _____
Chinese name	
Date of birth (yyyy/mm/dd)	
ID No.	
Current (former) service unit	
Current or last grade	(If no grade, write "None".)
Current or last position title	
Phone no. of agency's responsible office	
Applicant's contact address	
Applicant's contact phone no.	

<b>Applicant's email</b>	(Please fill in accurately, and keep checking mail. Notifications concerning document supplementation, approval or rejection of the application, or relevant reminders, will all be transmitted by email. Before heading to the Mainland, make sure that the approval process has been fully completed. Failure to read an email will not excuse an applicant from applicable liability.)
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**Summary of activity:**

Scheduled to start on	Scheduled to end on	Place(s) of stay	Itinerary	Invited by/ Paying visit to	Contact phone no. in Mainland	Remarks

**Applicant's signature/seal**

The following is to be completed by the applicant's central authority (institution), special municipality, county or city government, or agency so empowered thereby.

<b>Agency review &amp; opinions</b>	<input type="checkbox"/> Approve <input type="checkbox"/> Not approve Remark : ( If any particular opinion, please specify. )
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- The applicant is also approved to depart from the country under Article 26 of the Classified National Security Information Protection Act as concurrently having the status of personnel who handle classified information or exercise classification authority (including former holders of such office or those handling the transfer of classified information).
- The applicant is also approved to depart from the country under Article 5 of the Immigration Act as concurrently having the status of personnel involved in national security.

Approve    Not approve  
 Provision of the itinerary in accordance with Article 7 of the Freedom of Government Information Act.

**Please note:**  
 When the (former) service agency receives from the Ministry of the Interior via the online system a notification concerning document supplementation, granting or rejection of approval, or pertinent reminders, it shall be responsible for promptly relaying this to the applicant, in order to protect the applicant's rights and interests.

Phone no. for contacting the National Immigration Agency of the Ministry of the Interior: (02) 2388-9393 ext. 2687 or 2645.

**Related Penalties:**

1. Under the provisions of Article 9 Paragraph 3 and Article 91 Paragraph 2 of the Act Governing Relations Between the People of the Taiwan Area and the Mainland Area, a senior civil servant with the 11<sup>th</sup> grade or above (equivalent ranks included), who is not involved in secrecy and who enters the Mainland Area without the approval of the Ministry of the Interior, shall be subject to a fine of between 20,000 and 100,000 NT dollars; and under the provisions of Article 9 Paragraph 4 and Article 91 Paragraph 3 of the same Act, a political appointee, a person involved in secrecy, a special municipality mayor, a person who was formerly one of the three aforesaid and is still within the period of restriction, or a county executive or city mayor, who enters the Mainland Area without the approval of the Ministry of the Interior, shall be subject to a fine of between 200,000 and 1,000,000 NT dollars.
2. Under the provisions of Article 26 Paragraph 1 and Article 36 of the Classified National Security Information Protection Act, a person who handles classified information or exercises classification authority (including a former holder of such office or a person handling the transfer of classified information) who departs from the country without the approval of his/her (former) service agency or designated agency (the head of an agency should obtain such approval from the authority above his/her agency), or who goes beyond the approved destination, shall be subject to imprisonment for up to two years, criminal detention, and/or a fine of up to 200,000 NT dollars.
3. Under the provisions of Article 5 and Article 77 of the Immigration Act, a person involved in national security who departs from the country without the approval of his/her service agency (the head of an agency should obtain such approval from the authority above his/her agency) shall be subject to a fine of between 100,000 and 500,000 NT dollars.

**Points of Attention for Political Appointees, Special Municipality Mayors, Personnel Involved in National Secrecy (Including Former Holders of the Aforesaid Three Kinds of Office), County Executives & City Mayors, or Senior Civil Servants with the 11<sup>th</sup> Grade or Above (equivalent ranks included)-Entering the Mainland Area**

1. While in the Mainland Area, place primary emphasis on protecting personal safety. You should be accompanied when going out to visit or travel, should not go alone to locations that are strange to you or where there is cause for concern about who you may encounter, and you should avoid accepting inappropriate gifts or hospitality or entering inappropriate premises.
2. To ensure your health and safety, you should not without necessity go to parts of the Mainland Area where there is a major epidemic, as a precaution against infection. For relevant information, please refer to the website of the Ministry of Health and Welfare's Centers for Disease Control ([www.cdc.gov.tw](http://www.cdc.gov.tw)).
3. While engaging in activities in the Mainland Area, you should insist on social activities under the principle of equality and dignity. If you apply to enter the Mainland Area for non-official purposes, you must not become involved in activities related to official business.
4. Please comply with relevant laws and regulations, and do not engage in activities that are harmful to national security or interests. You should heighten your guard against requests from Mainland people, and take care to protect national secrets and ordinary official secrets, strictly preventing the leakage or transmission of documents, drawings, information, articles or news which the law requires to be kept confidential.
5. Civil servants going to the Mainland Area should scrupulously conduct the leave request procedure, fully and accurately reporting the purpose and place of the trip, and factually presenting the request. They may not make an unrequested and unauthorized visit to the Mainland Area or transfer to the Mainland Area from a third area. Violations will be penalized according to the applicable provisions of the law.
6. While engaging in activities in the Mainland Area, you must not do any of the following:
  - (1) Contravene Article 5-1 or Article 33-1 Paragraph 1 of the Act Governing Relations Between the People of the Taiwan Area and the Mainland Area by concluding an agreement or entering into any other form of cooperation with any individual, juristic person, organization, or other authorities or

institution of the Mainland Area without due authorization.

- (2) Enroll in school for advanced studies, elective credits, topical research, or any other type of further education activity. (Applies only to persons currently in office.)
  - (3) Anything else that is prohibited by law or for which the requisite approval of the relevant competent authority has not been obtained.
7. You should heighten your guard in the event that the arrangement of your trip is deliberately changed by the Mainland Area unit which invited you to visit, or you are given special or abnormal treatment by an official unit. If for any reason you are subjected to violence, intimidation, inducement or other means, such as to render a threat of violation of relevant laws and regulations, you should report it to the head of your agency, commissioning agency, or supervising agency, and when necessary request the Ministry of Justice Investigation Bureau to provide assistance .
  8. In order to assist each agency to establish a complete internal management and assistance-handling platform, within one week after returning to work in Taiwan, you must fill in the requisite form for reporting on a visit to the Mainland Area. Current personnel should submit the form for reference filing to the authority (or institution) to which they belong, heads of agencies should submit it to the next-level authority above that to which they belong, city mayors and county executives should submit it to the National Immigration Agency of the Ministry of the Interior, special municipality mayors should submit it to the Executive Yuan, commissioned personnel should submit it to the commissioning authority, and former personnel under restriction of entry to the Mainland Area should submit it to their former service authority (institution) or commissioning authority.
  9. When a visit to the Mainland Area has a change of itinerary or is cancelled, please request your (former) service agency to apply to the National Immigration Agency of the Ministry of the Interior in accordance with the stipulated procedure.

The applicant has truly complied with factually filling in and carefully reading the above application form and points of attention.

**Applicant's signature/seal:** \_\_\_\_\_

#### **Little reminders:**

1. Make sure to keep your passport safe.
  - (1) If you lose your passport in the Mainland Area, request an airline at your place of departure to help arrange your return to Taiwan.
  - (2) If you lose your Mainland Travel Permit for Taiwan Residents, contact a public security bureau (110) to obtain a certificate of report, and apply to the Mainland's entry and exit agency for the issuance of a temporary replacement Mainland Travel Permit for Taiwan Residents.
2. If you experience an emergency situation in the Mainland Area (injury/illness, traffic accident, robbery, etc.), you can call the following for assistance:
  - (1) Straits Exchange Foundation Cross-Strait Emergency Service Center: 00-886-2-25339995.
  - (2) Phone numbers of relevant Mainland agencies: Public security bureau police report hotline (110); ambulance hotline (120); for Tourism Administration offices and Taiwanese business associations in each location, obtain phone numbers from directory enquiries (114 for directory assistance within area code; 116 for domestic long-distance calls).
3. If a civil servant in the Mainland Area is subjected to violence, intimidation, inducement or other means, such as to render a threat of violation of relevant laws and regulations, he/she should immediately or within one month after returning to Taiwan report this to a senior official of his/her service agency, commissioning agency or supervising agency. When necessary, seek assistance from the Ministry of Justice Investigation Bureau (toll-free hotline: 02-29161295).
4. If it is your first time to visit the Mainland, before going you are advised to attend the relevant study course on Regulations and Procedures for Visits to the Mainland Area, or log onto the government e-learning website to read the lessons posted for "Civil servant, how much do you know about visiting the Mainland?"