

Regulation on the Electronic Exchange Operations of Official Documents of Government Agencies

1. Promulgated per the Executive Yuan Decree No. Tai-Mi 1991 dated June 3, 1994
2. Articles 5, 6, 7, 8 and 9 amended and promulgated per the Executive Yuan Decree No. Tai-Mi 23294 dated June 14, 1999
3. Articles 7, 8 and 13 amended and promulgated per the Executive Yuan Decree No. 0992460478 dated May 11, 2000

Article 1

This Regulation is prescribed in accordance with Article 12-1 of the Official Document Formats Act.

Article 2

Electronic official document exchange operations shall be governed by this regulation unless such operations are otherwise subject to legal provisions from the Office of the President, the Legislative Yuan, the Judicial Yuan, the Examination Yuan, and the Control Yuan.

Article 3

The term electronic exchange herein means the transmitting and receiving of a document by using of a computer system and a telecommunications network.

Article 4

When the government agencies have the official documents that are appropriate for electronic exchange, if there are equipment and personnel capable of carrying out the exchange, the document shall be exchanged electronically.

Article 5

The official documents that are exchanged electronically need not be affixed with a seal or signed, and the text may be laid out to read horizontally from left to right.

Article 6

The government agencies' document handling unit shall be responsible for handling electronic official documents exchange operations; however, it is possible that this requirement shall not apply to the specific official documents depending on the nature of the documents, the recipients, and the time sensitivity of the exchange, so long as there are appropriate control procedures in place.

Article 7

The procedures and matters for the electronic exchange of official documents dispatching are as follows:

1. Before the electronic exchange of official documents, the documents shall be proofread to remove all errors. If the documents are printed out, a duplicate original may also be produced, and shall accompany the first original when the latter is either returned to the case officer or be filed.
2. The documents dispatch officer shall input an identification code, a password, or some other means of identification, and shall use the computer system to verify a match before carrying out the documents dispatch operation.
3. The documents dispatch officer shall check messages already dispatched by the computer system.
4. If the official documents recipient have both electronic exchanges and non-electronic exchanges, a list of them should be listed for identification.
5. After electronic exchange, the original official documents may be stamped "Electronically Exchanged" and filed.
6. After official documents have been transmitted through an electronic exchange procedure, the computer system shall be reviewed no later than the following day to check the result of the documents dispatch, and any necessary actions shall be taken. The documents dispatching agency may as necessary archive the transmitted official documents and record of dispatch.

Article 8

The procedures and matters for the electronic exchange of official documents receiving are as follows:

1. Document receipt personnel shall input identification codes, passwords, or other means of identification, and shall use the computer system to verify matches before immediately or periodically carrying out document receipt operations.
2. When an official document received via electronic exchange is subsequently printed out, the document recipient's computer system shall print out page numbers and affix a paging seal across the adjacent edges of consecutive pages, and may also indicate that the printout was made from an electronic official document. These matters shall be handled in accordance with document receipt procedures.
3. When a document is misdelivered or delivered with omissions, the document recipient shall notify the document dispatching agency to handle the matter.

Article 9

When an electronic official document exchange is conducted, the document receipt and dispatch procedures shall be handled by means of electronic authentication, and other security control measures may be additionally adopted as necessary.

Article 10

The regulation regarding the electronic exchange of official documents shall be conducted by the agency appointed by the Executive Yuan.

Article 11

When the government agencies conduct electronic exchange of official documents, their computerization operations shall be carried out in accordance with the relevant regulations promulgated by the Executive Yuan.

Article 12

To accommodate operational needs, the government agencies may, based on this Regulation and relevant laws and regulations, adopt their own directions governing electronic official document exchange operations.

Article 13

If the recipient of an electronically exchanged official document is a private individual, a legal person, or unincorporated association, Article 6 to Article 8 do not apply; government agencies may as necessary for the sake of their operations separately adopt their own requirements.

Article 14

This Regulation shall apply *mutatis mutandis* to government-owned enterprises and public schools.

Article 15

This Regulation shall come into force from the date of promulgation.