

General Introduction to the Regulations Governing The Entry , Departure and Inhabitation In Keelung Free Port

The "Regulations Governing The Entry , Departure and Inhabitation In Keelung Free Port"(hereinafter referred to as "these regulations") are prescribed pursuant to the provisions set forth in Paragraph 4, Article 33 of the "Act for Establishment and Management of Free Ports" by Keelung Harbor Bureau, Ministry of Transportation and Communications, in order to specify these regulations for personnel, vehicles and articles that enter and depart Keelung Free Port. They also outline limited conditions imposed upon those who want to reside in Keelung Free Port. These conditions are to ensure the operational safety and order of Keelung International Port. Key provisions of these regulations are summarized as follows:

I Personnel, vehicles and articles are not permitted to enter and depart the Free Port unless evidentiary document is available and has been inspected by security guards at the entrance (See Article 2).

II Types of access permits (See Article 3)

III Applications for long-term, short-term and temporary access permits and the corresponding regulations (See Article 4, 6 and 8)

IV Inspection methods imposed upon certain kinds of personnel and vehicles which need to enter and depart the Port for the purposes of work or official demands (See Article 5).

V Valid periods of long-term or short-term access permits (See Article 7)

VI Ways for articles to enter and depart the Port (See Article 9)

VII Methods of reissuing long-term or short-term access permits including when they are lost (See Article 10)

VIII Stipulations that those who hold a long-term or short-term access permit should return it in case of formal resignation, being dismissed or other reasons such that they

no longer need such an access permit (See Article 11).

IX Application for the reissuing of a long-term or short-term access permit if it is unrecognizable (See Article 12).

X Definitions of those who can apply to reside in the Port and the procedures for sending such an application to the management authority (See Article 13).

XI Specification of the necessary documents that should be provided by personnel from foreign countries, Mainland China, Hong Kong or Macau and used to apply to reside in this Port (See Article 14).

XII Invalidation of long-term or short-term access permits on account of any special conditions or violations (See Article 15).

XIII Stipulation that the fee for obtaining a long-term or short-term access permit shall be subject to the Fee Schedule in the Free Port (See Article 16).

Regulations Governing the Entry, Departure and Inhabitation In Keelung Free Port

Promulgated on October 1, 2004

Article 1

These regulations are enacted in accordance with Paragraph 4, Article 33 of the Act for the Establishment and Management of Free Ports.

Article 2

Personnel, vehicles and articles entering and departing Keelung Free Port (hereinafter referred to as the “Free Port”) shall be allowed for entry and departure with the relevant evidentiary documents and accept inspection by the security guards at the entrance.

The certificates mentioned above for personnel and vehicles to enter and depart the Free Port are access permits that are issued and managed by Keelung Harbor Bureau, Ministry of Transportation and Communications (hereinafter referred to as the “Management Authority”). Original harbor passes of Keelung Harbor are also valid if they are not null and void.

The certificates mentioned in Paragraph 1 for articles to enter and depart the Free Port are the relevant access clearance papers.

Article 3

Access permits can be classified as follows according to their different purposes:

1. Long-term access permits for personnel: issued to personnel who often enter and depart the Free Port as required by their work.
2. Long-term access permits for vehicles: issued to vehicles that often enter and depart the Free Port as required for work purposes.
3. Short-term access permits for personnel: issued to personnel who enter and depart the Free Port within a short time as required for work or construction.
4. Short-term access permits for vehicles: issued to vehicles that enter and depart the Free Port within a short period as required for work or construction.
5. Temporary access permits for personnel: only issued to personnel who occasionally enter and depart the Free Port in the event of any visit or special circumstances.
6. Temporary access permits for vehicles: only issued to vehicles that occasionally enter and depart the Free Port in the event of any visit or accident.

Article 4

The following personnel can apply for a long-term access permit:

1. Staff of management authorities of international harbors or free ports;
2. Staff of operating organizations located in the Free Port or port enterprises;
3. Other personnel if necessary.

The following personnel can apply for a short-term access permit:

1. Employees of construction units operating in the Free Port;
2. Personnel of companies which have contracts with official organizations, operating institutes or enterprises of the Free Port as required by their work;
3. Other personnel if necessary.

All organizations, institutes or enterprises applying for long-term or short-term access permits for personnel should submit the applicants' documents as outlined in the application form provided in Appendices I and II.

Article 5

Different inspection methods are applied to certain personnel and vehicles as follows:

1. In-service crews should produce their seaman's service books or short passes and accept inspection by the security guards at the entrance;
2. Personnel who inspect vessels, entering and departing of cargos in the Free Port or who are the staffs of organizations located in the Free Port should produce their service ID cards and accept inspection by the security guards at the entrance;
3. Staff and vehicles of military organizations in the Free Port should produce their passes when entering and departing the Free Port and give the name of the place where they are stationed to the security guards at the entrance and also accept their inspection; and the passes for using military supplies handling places shall be issued in accordance with military regulations.
4. Vehicles marked with signs, stating their purpose is to inspect vessels and cargos entering and departing the Free Port or that they are affiliated to organizations located in the Free Port, can enter and depart the Free Port when they perform their official duties, but the passengers should produce their employee cards or service ID cards of the organizations to which they belong and accept inspection by the security guards at the entrance.

Article 6

All organizations, institutes or enterprises that apply for long-term or short-term access permits for vehicles should submit an application form as provided in Appendices III and IV, photocopies of motor licenses and other necessary documents.

Article 7

A valid period must be noted in long-term and short-term access permits.

The period mentioned in the previous paragraph shall be decided by the organizations or enterprises applying. Not more than 6 months will be allowed to a short-term access permit and not more than 5 years to a long-term access permit. The period will be reduced depending on the nature of entry or departure of the port.

Article 8

Procedures for applying for temporary access permits are as follows:

1. Temporary access permits for personnel: The official organizations of the Free Port, operating institutes or enterprises shall fill in application forms as provided in Appendix V to apply for temporary access permits for personnel and return the permits when they depart.
2. Temporary access permits for vehicles: The official organizations of the Free Port, operating institutes or enterprises shall fill in application forms as provided in Appendix VI to apply for temporary access permits for vehicles and return the access permits when they depart.

If an access permit is lost, the applicant shall not depart the Free Port until he or she submits a guarantee to the official organizations, operating institutes or enterprises and obtains a loss certificate as provided in Appendix VII. Such lost access permits shall be invalidated.

Article 9

Articles transported in and out the Free Port are subject to inspection by the security guards at the entrance and they must be consistent with the release documents or electronic information. Only articles in agreement with the relevant documents can be taken into and out of the Free Port.

Operations of containers entering and departing the Free Port shall be dealt with in accordance with the Regulations Governing Customs Clearance for Goods in Free Ports.

The release documents or electronic information mentioned in Paragraph 1 of the same article shall be retained by the management authority for one year.

Article 10

If a long-term or short-term access permit is lost, the organizations or enterprises, which the access permit holders are employed by, should provide a certificate as outlined in Appendices VIII and IX, after which the person who lost the document can reapply for an access permit.

Article 11

The organizations or enterprises, the long-term or short-term access permit holders were originally employed by, should take back access permits when holders are dismissed or resign and send them to the Keelung Harbor Police Office. Any access permit that is not returned after the holder has been reminded should be invalidated.

Article 12

Long-term or short-term access permit holders should apply to exchange the access permit on their own initiative if the access permit is smudged or otherwise unrecognizable and turn in the original.

Article 13

No one is permitted to reside in the Free Port except for persons that apply for a residence permit in accordance with the following provisions:

1. Organizations or enterprises should fill in an application form as provided in Appendix X for their necessary administrative personnel, security guards and personnel on duty and send it to the management authority for approval.
2. The application forms as provided in Appendices V, II and X for business personnel who need to reside in the Free Port, shall be filled in by the Free Port enterprises and relevant documents and identifications shall be sent to the management authority for approval.
3. For others who need to reside in the Free Port as required by their work or for other valid reasons such as the maintenance of safety, the relevant organizations or enterprises should fill in an application form as provided in Appendix X and send it to the management authority for approval.

Article 14

If the personnel mentioned in Article 13 are from foreign countries, Mainland China, Hong Kong or Macau, the following documents are also required:

1. Passport or Travel Documents;
2. Alien Resident Certificate or Certificate for Persons Without Residences;
3. Other documentary evidence as requested by the official organizations, operating institutes or enterprises in the Free Port.

Article 15

In the event any of the following circumstances occurs, the long-term or short-term access permit will be invalidated and will not be reissued within six months: where the holder

1. Is in custody and under investigation for possible crimes;
2. Forges a long-term, short-term or temporary access permit;
3. Lends a long-term or short-term access permit to others; or
4. Smuggles prohibited products and there is valid evidence of this;
5. Severely obstructs the actions of officers

Article 16

Applicants should pay the processing fees when they apply for issuing, reissuing or exchanging of long-term or short-term access permits for personnel or vehicles. The fee should be charged in accordance with the Fee Schedule in Keelung Free Port .

Article 17

These regulations shall come into force from the date of promulgation.

Appendix I

Application Form for Long-Term Access Permit for Personnel to enter
Keelung Free Port

Date:

Name			
Sex			
ID No. (Passport No. or Travel Document No.)			
Date of Birth			
Title			
Address			
Period Applied for			
Photo			
Remarks			
No. of Long-Term Access Permit for Personnel			
Reference	The spaces below double underline shall be filled in by the issuing unit.		

Remarks:

1. If applicants do not have their IDs, they must provide their passport or travel document numbers.
2. Photocopies of ID, passports or travel documents.
3. Two photos.

Organization Applying (With Seal):

Person in Charge (With Seal):

Filled in by (With Seal):

Tel:

Appendix II

Application Form for Short-Term Access Permit for Personnel to enter
Keelung Free Port

Date:

Name			
Sex			
ID No. (Passport No. or Travel Document No.)			
Date of Birth			
Title			
Address			
Period Applied for			
Photo			
Remarks			
No. of Short-Term Access Permit for Personnel			
Reference	The spaces below double underline shall be filled in by the issuing unit.		

Remarks:

1. If applicants do not have their IDs, they must provide their passport or travel document numbers.
2. Photocopies of ID, passports or travel documents.
3. Two photos.

Organization Applying (With Seal):

Person in Charge (With Seal):

Filled in by (With Seal):

Tel:

Appendix III

Application Form for Long-Term Access Permit for Vehicles to enter
Keelung Free Port

Date:

Driver's Name				
Sex				
ID No. (Passport No. or Travel Document No.)				
Date of Birth				
Title				
Address				
Purpose				
Period Applied for				
Vehicle	Type			
	License No.			
Remarks				
No. of Long-Term Access Permit for Vehicles				
Reference		The spaces below double underline shall be filled in by the issuing unit.		

Remarks:

Photocopies of driving license, motor license and ID card (Passport or travel document) must be provided.

Organization Applying (With Seal):

Person in Charge (With Seal):

Filled in by (With Seal):

Tel:

Appendix IV

Application Form for Short-Term Access Permit for Vehicles to enter
Keelung Free Port

Date:

Driver's Name				
Sex				
ID No. (Passport No. or Travel Document No.)				
Date of Birth				
Title				
Address				
Purpose				
Period Applied for				
Vehicle	Type			
	License No.			
Remarks				
No. of Short-Term Access Permit for Vehicles				
Reference		The spaces below double underline shall be filled in by the issuing unit.		

Remarks:

Photocopies of driving license, motor license and ID (Passport or travel document) must be provided.

Organization Applying (With Seal):

Person in Charge (With Seal):

Filled in by (With Seal):

Tel:

Appendix V

Application Form for Temporary Access Permit for Personnel to enter
Keelung Free Port

Date:

Name				
Sex				
ID No. (Passport No. or Travel Document No.)				
Date of Birth				
Title				
Address				
Working (operations) Place in the Port				
Period	From			
	To			
No. of Temporary Access Permit for Personnel				
Reference		The spaces below double underline shall be filled in by the issuing unit.		
<p>The safety of _____ mentioned above during their stay in Keelung Free Port is the responsibility of this authority.</p> <p>Greetings Keelung Harbor Police Office, National Police Agency, Ministry of the Interior</p> <p style="text-align: right;">Organization Applying: Supervisor: Responsible Person (Signature):</p>				

Remarks:

If applicants do not have their IDs, they must provide their passport or travel document numbers.

Appendix VI

Application Form for Temporary Access Permit for Vehicles to enter
Keelung Free Port

Date:

Driver's Name				
Sex				
ID No. (Passport No. or Travel Document No.)				
Date of Birth				
Title				
Address				
Period	From			
	To			
No. of Temporary Access Permit for Vehicles				
Reference		The spaces below double underline shall be filled in by the issuing unit.		
<p>The safety of _____ vehicle mentioned above during its stay in Keelung Free Port is the responsibility of this authority.</p> <p>Greetings</p> <p>Keelung Harbor Police Office, National Police Agency, Ministry of the Interior</p> <p style="text-align: right;">Organization Applying: Supervisor: Responsible Person (Signature):</p>				

Remarks:

1. If applicants do not have their IDs, they must provide their passport or travel document numbers.
2. The driving license, motor license and ID (Passport or travel document) must be provided for checking. They will then be returned.

Appendix VII

Loss Certificate for a Temporary Access Permit for personnel/vehicles to enter Keelung Free Port

I, inadvertently, lost one temporary access permit No. _____ for
(personnel / vehicles) to enter Keelung Free Port in
(name of place) _____ at (mm/hh)_____ on (dd/mm/yy)_____ .
This is to certify that all statements above are true and that I am applying for it to be
invalidated.

Greetings

Keelung Harbor Police Office, National Police Agency, Ministry of the Interior

Contractor (Signature):

No. of ID (Passport or Travel Documents):

Address:

Tel:

Witnesses:

Name of the Organization:

Person in Charge(Signature):

Remarks:

If applicants do not have their IDs, they must provide their passport or travel
document numbers

Date:

Appendix VIII

Loss Certificate for a Long-Term Access Permit for personnel/vehicles to enter Keelung Free Port

I, inadvertently, lost one long-term access permit No. _____ for
(personnel / vehicles) to enter Keelung Free Port in
(name of a place) _____ at (mm/hh)_____ on (dd/mm/yy)_____. This
is to certify that all statements mentioned above are true and that I am applying for it
to be invalidated.

Greetings

Keelung Harbor Police Office, National Police Agency, Ministry of the Interior

Contractor (Signature):

No. of ID (Passport or Travel Documents):

Address:

Tel:

Witnesses:

Name of the Organization:

Person in Charge(Signature):

Date:

Appendix IX

Loss Certificate for a Short-Term Access Permit for personnel/vehicles to enter Keelung Free Port

I, inadvertently, lost one short-term access permit No. _____ for
(personnel / vehicles) to enter Keelung Free Port in
(name of a place) _____ at (mm/hh)_____ on (dd/mm/yy)_____. This
is to certify that all statements mentioned above are true and that I am applying for it
to be invalidated.

Greetings

Keelung Harbor Police Office, National Police Agency, Ministry of the Interior

Contractor (Signature):

No. of ID (Passport or Travel Documents):

Address:

Tel:

Witnesses:

Name of the Organization:

Person in Charge(Signature):

Date:

Appendix X

Application Form for Permit to Reside in Keelung Free Port

Date:

Name			
Sex			
Title			
Reasons for Wishing to Reside in the Port			
Period Applied for			
No. of Permit to Reside			
Remarks			
Reference	The spaces below double underline shall be filled in by the issuing unit.		

Remarks:

The following documents are required for personnel from foreign countries, Mainland China, Hong Kong or Macau:

1. Passport or travel documents; and
2. Alien Resident Certificate or Certificate for Persons Without Residence; and
3. Other documentary evidence as requested by the official organizations, operating institutes or enterprises in the Free Port.

Organization Applying (With Seal):

Person in Charge (With Seal):

Filled in by (With Seal):

Tel: