

Questionnaire for Business Operations and Part-Time Jobs of Civil Servants

Checklist (please complete in full)

1. Do you run a commercial/speculative business or serve as the responsible person, director, or supervisor of a company (firm)?

No

Yes

(If “yes,” please cancel or relinquish your registration in accordance with relevant regulations unless otherwise specified by law.)

2. Have you invested in any company or enterprise overseen by a service agency?

No

Yes

(If “yes,” please withdraw your shares/investments in accordance with relevant regulations.)

Have you invested in any company where you hold more than 10% of the company's shares?

No

Yes

(If “yes,” please decrease your share percentage in accordance with relevant regulations.)

3. Do you hold any public office outside of your full-time employment?

No

Yes

(If “yes,” please resign from your part-time position in accordance with relevant regulations unless otherwise specified by law.)

4. Are you employed in a part-time job that requires you to possess a license/certificate in order to practice your profession?

(1) Do you possess any related licenses/certificates? **No**

Yes, I possess a license/certificate for _____.

(If “yes”, please answer question (2) below.)

(2) Do you have a practice registration?

No

Yes

(If “yes”, please cancel your practice registration in accordance with relevant regulations unless otherwise specified by law.)

5. Are you employed in any part-time position other than those described in the preceding two items?

No

Yes

(If “yes”, you may retain the position only if explicitly allowed by law.)

6. Do you work part-time at a non-profit enterprise or group?

No

Yes

(If “yes”, please obtain the consent of the relevant service agency or competent authority prior to working part-time at the enterprise or group.)

7. Do you teach or conduct research on a part-time basis?

No

Yes

(If “yes”, please obtain the consent of the relevant service agency or competent authority prior to teaching or conducting researching part-time.)

1. I understand the regulations that are in effect and have filled out the form truthfully. I will bear all legal liability if the information provided proves to be inaccurate or false.
2. If there are any changes to the information above, I shall report it to the authorities or obtain the relevant consent in accordance with regulations. If a review determines a violation of the *Public Functionary Service Act* (“the Act”), it shall be handled immediately according to applicable regulations and made to comply with the law.
3. The aforementioned information may only be used by relevant agencies to verify whether or not their civil servants have complied with the Act. I authorize these agencies to collect, process, and use such information for said purpose.

Completed by: _____ **(please personally sign)**

National ID number:

Service agency/institution:

Job title:

Date: _____ **(YYYY/MM/DD)**

Instructions:

1. This questionnaire is for civil servants, members of the armed forces, and service personnel working in other public institutions who are paid in accordance with Article 24 of the Act, as well as for those to whom other relevant regulations or the Act have determined it applies.
2. The purpose of this form is to help agencies/institutions learn whether their civil servants are engaged in business operations or other part-time positions. The aforementioned agencies/institutions may add or make adjustments to the form to meet their operational needs or better suit the nature of their work.
3. If the part-time work does not fall under the scope of Articles 14, 14-2, and 14-3 of the Act (e.g., those working in a licensed occupation, those concurrently serving on a task force for or at a position to meet a temporary need for a government agency/institution or non-profit enterprise or group), the agency/institution may decide whether it is necessary for the employee to fill in this form.
4. During the training of civil servants enlisted via examination, the personnel department (or training agency) of the service agency shall have civil service trainees study the contents of this questionnaire and complete it at the end of the training period.
5. If a review by the responsible authority determines that a civil servant has committed a business or investment violation as stipulated in Article 13 of the Act or has violated the part-time regulations in Articles 14, 14-2, and 14-3 of the Act, the civil servant shall be penalized in accordance with Article 13, Paragraph 4 and Article 22 of the Act.
6. Interpretations of the matters described in this form can be found under “Laws and Regulations” on the official website of the Ministry of Civil Service (<http://www.mocs.gov.tw/>). When filling out the form, please read the latest laws and regulations.
7. After this form has been completed, it shall be forwarded to the personnel department of the service agency for retention. If you have any questions when filling out this form, please contact the personnel department of the service agency for clarification.