

TKU Guidelines on Applications for Vehicle Entry Permits for the Tamsui Campus

Secretariat Regulation No. 1010000040 (06/08/2012)

Amended in General Affairs Meeting (05/30/2012)

1. Eligible applicants:
 - a) Current full-time or part-time faculty and staff.
 - b) Special case educational researchers.

2. Method of application:
 - a) Applications should be made online after registering. Those who are unable to register should call or go in person to the Safety Section, Office of General Affairs, to seek assistance.
 - b) A maximum limit applies of one permit per person.
 - c) First-time applicants or those registering a new car must submit related documents of proof. After verification, these documents will be returned to the applicant.

3. Application (Registration) Period
 - a) Personal applications may be made at any time at the start of each academic year.
 - b) Special case (group) applications should be submitted by the department / office to which the applicants belong, by first compiling a list of applicants and sending it to the Safety Section, Office of General Affairs, or applying in person.

4. Documents for Submission
 - a) Proof of employment (Letter of Employment or salary slip)
 - b) Vehicle license:
 - i) Scooter owners must submit their vehicle license, a stamp from an exhaust inspection carried out in the same year, and a certificate of approval for inspection standards. Those who submit these documents may also receive a parking permit.
 - ii) For car owners, applicants must be: the car owner, the car owner's spouse, or the car owner's parents or children. If the applicant is not the owner, a proof of relationship document must be submitted.
 - iii) Car owners whose car is registered under a company name must submit a copy of a business registration certificate.

5. Special purpose applications

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- a) Overnight parking:
 - i) Evening duty: those who need to temporarily park their car on campus overnight must notify the TKU Shui-yuan Guard House before 10pm.
 - ii) The dormitory area

- b) Certain residents in areas close to the campus (Da Tian Liao), as well as nearby proprietors or disabled people may also be eligible to apply for vehicle entry permits.

- c) Those who have recently acquired a new car must apply for a new permit. Only one such application may be made per year, and the old permit must be handed in.

- 6. This set of guidelines will take effect on the date of its publication after being passed in a general affairs meeting and approved by the TKU President. The same applies to any later amendments made.