

# **National Chiang Kai-shek Memorial Management Office Guidelines for the Licensing of Images and License Fees**

Established per Letter under Zheng-Yan-Zi No. 10430001832 dated February 4, 2015

- I. In order to promote the arts and cultural education and establish the actual value of collections and images, the National Chiang Kai-shek Memorial Management Office (herein referred to as “this Office”) hereby establishes the Guidelines in accordance with Article 5 of the Regulations Governing the Utilization of Cultural and Creative Assets promulgated by the Ministry of Culture to regulate the utilization of images duly owned by this Office.
- II. Definitions:
  - (1) This Office’s images: The images of which this Office owns the economic right or license and which this Office is entitled to license to a third party; the slides, positive films, digital pictures and other image materials produced based on this Office’s collections of which this Office owns the economic right and the right to license them.
  - (2) Derivatives: Products produced based on this Office’s images, including those developed jointly with this Office or with this Office’s license, and produced or made under a co-brand with a designated Company (excluding publications).
- III. The use of this Office’s images shall be subject to obtaining a valid license acquired pursuant to the Guidelines. An application for a license for this Office’s images may be filed for the following purposes only:
  - (1) For academic research, and reproduction for large-scale exhibitions.
  - (2) Reproduction and distribution of printed publications, the cover page and back page of printed publications, and multi-media publications.
  - (3) Reproduction and public transmission for online access; reproduction, modification and distribution of derivatives from developed commodities.
- IV. In order to be entitled to use this Office’s images, please pay a fee based on the National Chiang Kai-shek Memorial Management Office’s schedule of rates for a single license for images (see Attachment 1, hereinafter referred to as the “charge rate”), in one of the following manners:
  - (1) Where the applicant applies for a license to use multiple images of a single commodity owned by this Office, the fee payable by the applicant shall be multiplied on a pro rata basis. Where the applicant files for an application for use of this Office’s images for a non-profit-seeking purpose, the fee for a non-profit-seeking purpose shall be charged. Notwithstanding, where an application for the use of this Office’s images is filed for the purpose of complimentary gifts or indirect profit seeking, the fee for a profit-seeking purpose shall be charged. Where an application is filed for the purpose of developing derivative commodities, the fee shall be 3~6% of the production quantity and the price of the commodities.
  - (2) Where an application is filed for a purpose other than “academic research” and also meets any of the following criteria, the applicant may be entitled to a reduction of the fee upon this

Office's review and approval:

1. For the purpose of promoting the arts, history education and cultural heritage, and upon approval by this Office;
2. Collaboration with this Office in promotional activities;
3. Where the applicant is a government entity and the application is filed for non-profit-seeking purposes;
4. Submission of a proposal for the organization of activities, publicity, research & development of creative designs, digital development, exhibitions, or this Office's solicitation for submissions, and approved by this Office as a special case.

(3) Where the purpose for which the application is filed is beyond the stipulations of the charge rate, this Office may determine the purposes identified in the purpose of the application section to charge an appropriate fee. The purposes for which the application for a license is filed, the profit-seeking or non-profit-seeking purpose or conduct shall be determined by this Office. This Office reserves the right to impose adequate restrictions on the quantity, specifications and scope of any license for the images it provides.

- V. In order to apply for the use of this Office's images, please complete the application form for a license to use the images of the National Chiang Kai-shek Memorial Management Office (see Attachment 2), and provide the basic information, and indicate the purpose, distribution quantity, language, distribution territory, selling price, and terms of the license, et al. therein. Where the images are intended to be used for the development of derivative commodities, please attach a relevant proposal separately (including the size, function, design concept, cost analysis, projected production quantity and pricing thereof). Upon this Office's approval of a license, the applicant shall sign the "Agreement for a Single Non-Exclusive License for Images" (Attachment 3) and pay the fee and a security bond at the same time. Then, this Office will provide the applicant with a DVD containing the high-end digital pictures required by the applicant.
- VI. The applicant who receives such a DVD licensed by this Office is allowed to use the images contained in the DVD for one time only, and shall keep the same with care to ensure that the same would not be damaged or lost. Where the applicant fails to comply with these requirements, this Office will not refund the security bond furnished by the applicant. Where this Office suffers damages separately, this Office may claim the damages against the applicant. Without this Office's prior consent, the applicant shall not use the images in any manner for any purpose other than those claimed by it initially nor shall it sublicense the images to a third party; otherwise, the applicant shall bear the relevant legal liability and agree to pay this Office the liquidated damages equivalent to 10 times the fee.
- VII. Where the applicant uses this Office's images on commodities, it shall specify the author's name, title of the work and such wording as "Collections (or Images) of the National Chiang Kai-shek

Memorial Management Office” in an appropriate position on the commodities. In the case of the use of English or any other language, this Office’s full name, “National Chiang Kai-shek Memorial Management Office,” must be identified.

- VIII. The applicant shall return the DVD to this Office for archiving within 3 months upon execution of the non-exclusive license agreement as shown in Attachment 3. Any person who uses the images licensed by this Office shall submit a sample or a copy of the image file in place of a sample to this Office for inspection within 1 month upon completion of the sample. Then, such person may produce a finished work upon this Office’s review and approval. Where the applicant returns the DVD and submits the sample or image file for the sample within the designated time limit and obtains this Office’s approval, he/she may apply for a refund of the security bond.
- IX. The application for a license for this Office’s images filed by the applicant pursuant to the Guidelines requires this Office’s written consent. Without this Office’s written consent, no license shall be granted to the applicant. This Office may reject an application which meets any of the following conditions:
- (1) The application for a license for this Office’s images is likely to infringe upon another person’s copyright or other rights.
  - (2) The written proposal submitted by the applicant fails to satisfy the requirements, or the applicant fails to provide related documents per this Office’s notification.
  - (3) The applicant has violated any of the agreements or cooperative projects signed with this Office within two years and the violation is held by this Office as material.
  - (4) Any other circumstances which this Office considers are not appropriate for the production of derivative commodities or the granting of a license for the images.
  - (5) Any other circumstances under which this Office considers it is inadequate to grant the license with justified reasons.
- X. Where the applicant meets any of the following conditions, this Office may rescind or terminate the license granted to the applicant, and no paid expenses will be refunded, and no further application for a license filed by the applicant will be accepted within two years.
- (1) Violating national laws and regulations;
  - (2) Engaging in immoral conduct;
  - (3) Using such images in ways inconsistent with the purposes specified in the application;
  - (4) Sublicensing a third party to use such images or making the same available to a third party, without this Office’s consent;
  - (5) Materially violating any provision in the non-exclusive license agreement.
- XI. Where the use of images licensed by this Office violates the Guidelines or the non-exclusive license agreement, this Office may terminate the license and claim liability for infringement and default, in addition to damages, against the applicant.

XII. Any matters not covered herein shall be implemented in accordance with other related laws.

Attachment 1

**National Chiang Kai-shek Memorial Management Office**  
**Charge rate for single license of images**

Remarks:

- I. Where the application for license is filed the package consisting of multiple images, the charges shall be calculated based on the actual number of photos.
- II. Considering that the complimentary gifts or use for indirect profit seeking helps the sales of commodities, the charges for the profit-seeking use shall apply.
- III. In order to encourage the use for academic research, additional service charges and production cost for DVD per image, NT\$100, will also be charged. If publication is involved, the charges for license to printed publications shall apply.
- IV. In the circumstances other than academic research, online access, printed publications, multimedia output and large-scale output exhibitions, the charges shall be collected based on the derivative commodities referred to in Schedule 2 hereto on a pro rata basis.
- V. The applicant shall also pay the security bond equivalent to 20% of the royalty. The security bond will be refunded without interest after the DVD and sample or image file for the sample is returned, provided that where the royalty is less than NT\$10,000, no security bond is required.
- VI. In the event of any dispute over the determination of the profit-seeking or non-profit-seeking use, this Office's decision shall govern.
- VII. For the use by a foreign unit or individual, the royalty shall be 1.5 times the amount referred to in the charge rate and then converted into USD.

Schedule 1: Charge rate for non-derivative commodities

Purpose of application	Use for non-profit-seeking purpose (NT\$/pc)	Use for profit-seeking purpose (NT\$/pc)
Online access	300	1,500
Printed publications	300	1,500
Cover page and back page of printed publications	600	3,000
Multimedia publication	300	1,500
Large-scale output exhibition	1,000	5,000

Schedule 2: Charge rate for development of derivative commodities (including complimentary gifts and souvenirs)

Formula: Number of images as requested x selling price of the commodity x 3~6% x production quantity.

Selling price (Unit: NT\$)	Proportion of royalty
Less than 500	3%
501 ~ 2,000	4%
2,001 ~ 5,000	5%
More than 5,001	6%

**Application form for single use of the images of National Chiang Kai-shek Memorial  
Management Office**

Date of Application: MM/DD/YY

Image/ Collection No.					
Image/ Title of collection					
Number of pieces requested	Pieces	Term of licensee	MM/DD/YY~MM/DD/YY		
Applicant		Tel. No.		Mobil e No.	
Address					
Email					
P u r p o s e	<input type="checkbox"/> <b>Use for non-profit-seeking purpose</b> ( <input type="checkbox"/> Presentation of academic paper <input type="checkbox"/> Online access <input type="checkbox"/> Printed publications <input type="checkbox"/> Cover page and back page of printed publications <input type="checkbox"/> Multimedia publication ) <input type="checkbox"/> <b>Use for profit-seeking purpose</b> ( <input type="checkbox"/> Presentation of academic paper <input type="checkbox"/> Online access <input type="checkbox"/> Printed publications <input type="checkbox"/> Cover page and back page of printed publications <input type="checkbox"/> Multimedia publication <input type="checkbox"/> Large-scale output exhibition ) <input type="checkbox"/> <b>Others:</b>				
	Language		Distribution territory		
	Distribution quantity		Projected selling price		
	<input type="checkbox"/> <b>Development of derivative commodities</b> Items and briefed introduction:  <ul style="list-style-type: none"> <li>● <b>Please attach the proposal for the commodity.</b></li> </ul>				
Applicant's signature:					
Remark: 1. Before filing the application, please access this Office's official website at ( <a href="http://www.cksmh.gov.tw/">http://www.cksmh.gov.tw/</a> )/Research and Collection Division/Cultural and Creative Industries and Brands to read the "National Chiang Kai-shek Memorial Management Office Guidelines for License of Images and Charge of License Fees" carefully. 2. In the event of development of certain derivative commodity, please attach the relevant proposal for the commodity (including size, function, design concept, cost analysis, projected production quantity and pricing thereof). 3. For the other related forms, please download them from this Office's official website. 4. Should the applicant have any related questions, please call this Office's Research and Collection Division at (02)2343-1100, ext. 1204.					

## **National Chiang Kai-shek Memorial Management Office**

### **Agreement for Single Non-Exclusive License of Images**

Whereas National Chiang Kai-shek Memorial Management Office (hereinafter referred to as “Party A”) grants a non-exclusive license to \_\_\_\_\_ (hereinafter referred to as “Party B”) to

use the images licensed by Party A for profit-seeking purpose non-profit-seeking purpose development of derivative commodities, now, therefore, both parties hereby conclude the Agreement, upon the following terms and conditions:

#### Article 1. Subject Matters and Contents of License

Party A hereby licenses Party B to use the following images licensed by Party A to produce the following products in the agreed manner:

- (1) Image/Collection No.:
- (2) Title of Image/Collection:
- (3) Number of images:
- (4) Product name:
- (5) Selling price and production quantity:
- (6) Territory and term of license:

#### Article 2. Calculation and Payment of Fees Payable for License of Images

At the same time when Party B executes the Agreement, Party B shall pay the royalty, NT\$\_\_\_\_\_, and security bond, NT\$\_\_\_\_\_, in cash or by T/T in accordance with the “National Chiang Kai-shek Memorial Management Office Guidelines for License of Images and Charge of License Fees” (including the charge rate). Where Party B fails to make the payment in full upon Party A’s confirmation, the Agreement shall expire automatically, and no further application for license of the same image or collection filed from Party B will be accepted within two years.

#### Article 3. Term of License

MM/DD/YY~MM/DD/YY

#### Article 4. Obligation to identify and Submit for Inspection

- (1) Party B shall produce the products based on the sample reviewed and approved by Party A (including specifications, size and quantity, et al.), and identify the author’s name, title of the

work and such wording as “Collections (or Images) of the National Chiang Kai-shek Memorial Management Office” on the appropriate position thereon, in accordance with the “National Chiang Kai-shek Memorial Management Office Guidelines for License of Images and Charge of License Fees” and the Agreement.

- (2) Upon completion of the sample, Party B shall submit a sample or a copy of the image file for the sample per product series to Party A for inspection, and may produce finished work upon Party A’s review and approval.
- (3) Party B’s violation of the obligation to identify referred to in the subparagraph 1 of this provision shall constitute a material breach of the Agreement. Accordingly, Party B shall pay the agreed liquidated damages equivalent to 10 times the total royalty for the images referred to herein, and Party A may claim the infringement and default liability against Party B and terminate the Agreement immediately.

#### Article 5 Obligation to Keep and Return DVD Containing the Images

- (1) Party B shall keep the images delivered by Party A with due diligence as a good administrator and ensure that its use of the images is free from violations of the license granted herein. Where the images delivered by Party A are damaged or lost, the security bond furnished by Party B will be confiscated by this Office in full, and Party B shall be liable for the damages beyond the scope guaranteed by the security bond.
- (2) The DVD containing the images provided by Party A to Party B shall be returned to Party A within 3 months upon Party B’s receipt of the same, irrelevant with whether Party B finishes the use of the same. Where any circumstances requiring rescission or termination of the Agreement arise during said-noted three months, Party B shall return the DVD within 3 days upon occurrence of the circumstances, and cease to exercise any rights exercisable by it pursuant to the Agreement immediately.

#### Article 6 Restriction on Scope of Use of Subject Matters and Prohibition of Sub-license

- (1) Without Party A’s prior written consent, Party B shall not sub-license any of its rights herein to a third party.
- (2) Party B’s use of the images licensed herein shall not be beyond the scope and mode of license granted herein. Party B’s failure to comply with the requirement shall constitute its infringement upon Party A’s copyright and material breach of the Agreement.
- (3) Party B shall ensure, with the due diligence as a good administrator, that it and its employees, contractors and trustees will comply with the scope of license agreed herein when using the subject matters, and procure that its employees, contractors and trustees fulfill the obligation to comply with the same as if they were obligated to comply with the same personally. The violation by either of them of the scope of license shall constitute Party B’s breach of the

obligation herein. Party B agrees to bear the damages against infringement jointly and severally.

Article 7 No warranty and Obligation of Legal Aid

- (1) Unless required or prohibited by laws, Party A provides no warranty toward the fitness of the subject matters herein and bear no liability for the defects in things or rights.
- (2) Where a third party claims any intellectual property right or other interests against the use of the subject matters licensed herein, Party B shall provide all necessary assistance per Party A's instruction to ensure that Party A may protect its intellectual property rights and other legal interests and rights. Where Party B is entangled in any legal action therefor, Party A shall provide Party B with the information and assistance about intellectual property rights.
- (3) Where any third party infringes upon the subject matters licensed by Party A, Party B shall provide the facts and relevant information to Party A. Party A shall decide whether a claim against infringement or a legal action shall be initiated. The compensation or settlement amount generated therefor, if any, shall remain vested in Party A.

Article 8 Settlement of Damages and Dispute Attributed to Party B

Where any legal dispute arises between Party B and a third party due to defects in products or any other causes attributed to Party B, in the process of the sale of products, Party B shall settle the dispute and bear related legal liability and damages independently. Party B agrees to indemnify and keep Party A harmless from any legal action or property or non-property damages caused to Party A therefor.

Article 9 Non-Transfer of Right and Obligation

Without Party A's prior written consent, Party B shall not transfer the right and obligation herein to another person, in whole or in part, unless in the event of merger, division and transfer of companies subject to Party A's written consent.

Article 10 Maintenance of Intellectual Property Rights and Settlement of Dispute Over Infringement

In order to protect Party A's intellectual property rights, Party B shall ensure that it will comply with the following requirements:

- (1) Without Party A's prior written consent, Party B is only allowed to use the images for the purpose and at the quantity no more than the product quantity agreed herein. Party B shall use the images out of the respect toward the author's interest and right and in accordance with the "National Chiang Kai-shek Memorial Management Office Guidelines for License of Images and Charge of License Fees", and guarantee that it will never lease, sell, transfer,

Comment [CC1]: 原文: 訴訟協助, Legal 這個字在此處能表示訴訟嗎?  
再麻煩確認。

Comment [CC2R1]: 可以!謝謝

disseminate or deliver the same to others, or use the same for the purpose beyond the scope of the Agreement. Party B shall also be obligated to maintain the intellectual property rights pursuant to the Copyright Act and the Agreement.

- (2) Party B shall return the DVD to Party A within the Term of License, and guarantee to remove all backup files saved in Party B's computer upon expiration of the Term of License.
- (3) Where the image files are accessed by a third party due to circumstances attributed to Party B, Party B agrees to pay Party A the liquidated damages equivalent to 10 times the royalty payable by it to Party A, in addition to all damages suffered by Party A therefor, if any.

#### Article 11 Default Liability

- (1) Unless otherwise agreed herein, where Party B violates either provision herein, Party A may notify Party B to rectify the misconduct within specific time limit. Where Party B fails to rectify the same or rectified the same only in part within the specific time limit, Party A may terminate the Agreement immediately, and claim the damages suffered by it therefor against Party B, in addition to the liquidated damages equivalent to 10 times the royalty.
- (2) Where Party B also violates the "National Chiang Kai-shek Memorial Management Office Guidelines for License of Images and Charge of License Fees," Party A may claim Party B's liability pursuant to said Guidelines and may also reject Party B's further application for license of Party A's images.

#### Article 12 Additions to/Deletions of the Agreement and Settlement of Dispute Over Invalidation of Provisions in Part

- (1) Any required additions to/deletions of the Agreement shall be held effective and constitute a part of the Agreement, only after they are agreed by both parties in writing, signed/sealed by both parties' duly authorized representatives, attached to the Agreement, and affixed with valid embossing seal.
- (2) Where any provision herein is held invalid by any competent juristic authority, the effect of the other provisions herein or the Agreement shall remain unaffected. Both parties agree to negotiate for another provision satisfying both parties' original intent separately to replace the invalid one.

#### Article 13 Settlement of Matters Not Covered Herein

Both parties agree to settle and negotiate for any matters not covered herein in accordance with the "National Chiang Kai-shek Memorial Management Office Guidelines for License of Images and Charge of License Fees," Civil Code, Copyright Act, and the principles of good faith.

#### Article 14 Governing Law and Jurisdictional Court

The Agreement shall be governed by the R.O.C. laws. Both parties agree that the legal action arising from the Agreement, if any, shall submit to the jurisdiction of the district Court situated in the territory where Party A is situated in the first instance.

#### Article 15 Number of Copies

The Agreement is made out in duplicate, and each party retains one original copy and one duplicate respectively.

**Acknowledged and Agreed by:**

Party A: National Chiang Kai-shek Memorial Management Office

Legal Representative:

Address: No.21, Zhongshan S. Rd., Zhongzheng Dist., Taipei City

Tel. No.: (02) 2343-1100

Fax No.: (02) 2393-7444

GUI No.: 04137605

Party B:

Representative:

Address:

Tel. No.:

Fax No.:

GUI No.:

MM/DD/YY

## National Chiang Kai-shek Memorial Management Office

### Assessment on Application for License of Images

Image/ Collection No.		Images
Image/ Title of collection		
Number of pieces requested	Pieces	
Term of licensee	MM/DD/YY~MM/DD/YY	
Purpose	<input type="checkbox"/> <b>Use for non-profit-seeking purpose</b> ( <input type="checkbox"/> Presentation of academic paper <input type="checkbox"/> Online access <input type="checkbox"/> Printed publications <input type="checkbox"/> Cover page and back page of printed publications <input type="checkbox"/> Multimedia publication ) <input type="checkbox"/> <b>Use for profit-seeking purpose</b> ( <input type="checkbox"/> Presentation of academic paper <input type="checkbox"/> Online access <input type="checkbox"/> Printed publications <input type="checkbox"/> Cover page and back page of printed publications <input type="checkbox"/> Multimedia publication <input type="checkbox"/> Large-scale output exhibition ) <input type="checkbox"/> <b>Development of derivative commodities</b> Name of the commodity:	
Mode and scope of the use		
<b>A s s e s s m e n t o n e f f e c t s</b>		
<b>Assessment indicators</b>	<b>R e m a r k s</b>	<b>Assessment level</b>
Educational		<input type="checkbox"/> H i g h <input type="checkbox"/> M e d i u m <input type="checkbox"/> L o w
Merchandising		<input type="checkbox"/> H i g h <input type="checkbox"/> M e d i u m <input type="checkbox"/> L o w
Brand identity		<input type="checkbox"/> H i g h <input type="checkbox"/> M e d i u m <input type="checkbox"/> L o w
Other suggestions		
Meeting resolutions	<input type="checkbox"/> Charges for the use for profit-seeking purpose <input type="checkbox"/> Charges for the use for non-profit-seeking purpose <input type="checkbox"/> The royalty equivalent to ____% of the selling price of the commodity shall be charged for development of the derivative commodity. <input type="checkbox"/> No license shall be granted with the following reasons:	

**National Chiang Kai-shek Memorial Management Office**  
**Written Response to Application Form for License of Images**

Applicant		Contact No.		Images
Image/ Collection No.				
Image/ Title of collection				
Term of licensee	MM/DD/YY~MM/DD/YY			
Notes to Mode and Scope of the Use	The images are licensed for _____ only, excluding any other purposes.			
Payables	<input type="checkbox"/> For the use for profit-seeking or non-profit-seeking purpose: NT\$___ per pc; for the ___ pcs of digital images as requested, the payable expenses total NT\$_____. <input type="checkbox"/> For development of derivative commodities: ___ pcs of digital images x ___ % x selling price, NT\$___ x production quantity, ___ pcs, and the total is NT\$_____. <input type="checkbox"/> In the case of the royalty more than NT\$1,000, the security bond, NT\$_____, is required additionally. The security bond will be refunded without interest in full after the DVD containing the images is returned to this Office as it is within the prescribed 3-month time limit, and the <input type="checkbox"/> sample <input type="checkbox"/> image file for the sample is submitted within one month upon return of the DVD as inspected and confirmed by this Office.			
Deliverables	<p>In order to use this Office's images, it is necessary to complete the following procedures:</p> <p>I. Payment of royalty and security bond:  Bank: Bank of Taiwan, Nanmen Branch                      Account Name: 401 Operating Fund Account of  National Chiang Kai-shek Memorial Management Office                      Account No.: 033036070137</p> <p>II. Remittance memo: Please fax the remittance memo to this Office by fax on the same date. The fax number is (02) 2393-7444.</p> <p>III. The applicant shall execute the Agreement for Single Non-Exclusive License of Images at this Office on the date as agreed.</p> <p><b>Note: If the royalty is less than NT\$1,000, no security bond is required.</b></p>			
Remarks:	<p>1. Upon payment of the relevant expenses, the applicant may claim the DVD on the site immediately after executing the Agreement at this Office.</p> <p>2. When returning the DVD, the applicant shall complete the letter of undertaking for disposition of DVD containing images of National Chiang Kai-shek Memorial Management Office, and submit the sample or image file for the sample within one month. The case may be closed only upon this Office's inspection. <b>Where the DVD is damages or lost, it is necessary for Party B to complete a letter of undertaking and agree that this Office may confiscate the security bond in whole.</b></p> <p>3. Where it is impossible to return the same with causes within the specific time limit, an extension of one month may be granted upon this Office's written consent.</p> <p>4. Should the applicant have questions or special requirements, please call this Office's Research and Collection Division at (02) 2343-1110, Ext. 1204.</p>			

**National Chiang Kai-shek Memorial Management Office**  
**Letter of Undertaking for Disposition of DVD Containing Images**

I/We, \_\_\_\_\_, have applied for the DVD containing the images of National Chiang Kai-shek Memorial Management Office on MM/DD/YY, and used the DVD already. I/We hereby declare that:

- the original DVD has been returned to National Chiang Kai-shek Memorial Management Office.
- the original DVD was damaged or lost, so that it is impossible to return the same (the security bond shall be confiscated by you).

Meanwhile, I/we did not make the image file available to a third party during the term of license, and already removed all backup files. I/We are willing to bear all legal liabilities, if I/we use the images without permission.

To:

National Chiang Kai-shek Memorial Management  
Office

Undersigned (seal/signature):

ID No.:

Company/Entity (seal):

Tel. No.:

Mobile:

Mailing address:

MM/DD/YY

**National Chiang Kai-shek Memorial Management Office  
Certificate of Return of DVD**

National Chiang Kai-shek Memorial Management Office hereby certifies that it has already received the DVD for \_\_\_\_\_ returned by \_\_\_\_\_ on MM/DD/YY, as well as the letter of undertaking for disposition of DVD containing images of National Chiang Kai-shek Memorial Management Office executed by the applicant.

National Chiang Kai-shek Memorial Management Office

MM/DD/YY

**National Chiang Kai-shek Memorial Management Office**  
**Checklist for Refund of Security Bond for License of Images**

The applicant, \_\_\_\_\_, has applied for the license of this Office’s images on MM/DD/YY, and returned the DVD containing the images on MM/DD/YY. The applicant

- has already submitted a sample (or the image file for the sample) to this Office for inspection.
- has executed the agreement and paid the contract amount, while the applicant doesn’t use this Office’s images to produce any products with causes.

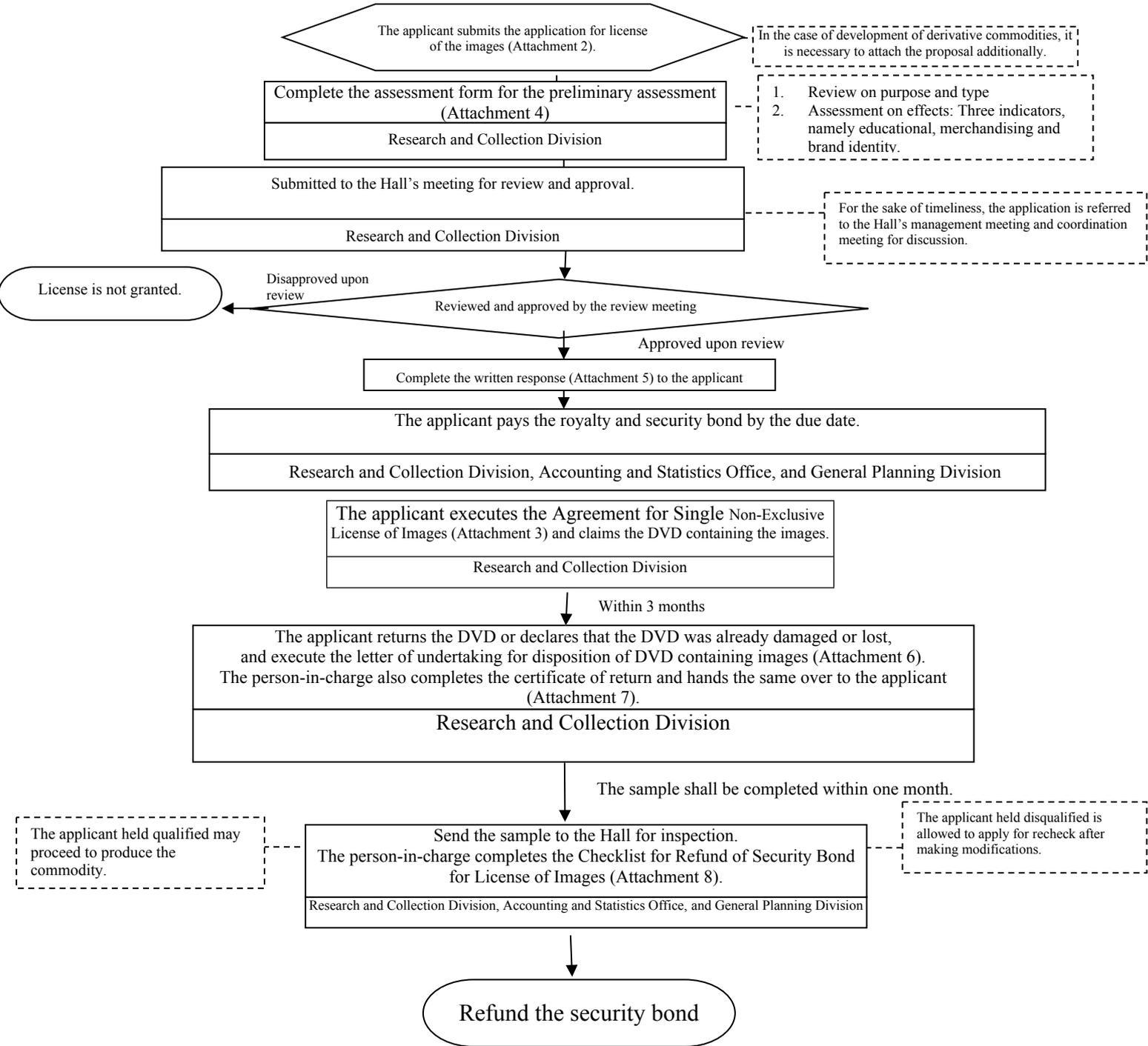
Upon acknowledgement by this Office’s Research and Collection Division, this Office hereby refunds the security bond, NT\$\_\_\_\_, in accordance with Article 7 of the “National Chiang Kai-shek Memorial Management Office Guidelines for License of Images and Charge of License Fees.”

To:

<b>Research and Collection Division</b>	
Person-in-Charge:	Chief:
<b>Accounting and Statistics Office</b>	
Person-in-Charge:	Chief:
<b>Head Office</b>	
Research associate:	

MM/DD/YY

## National Chiang Kai-shek Memorial Management Office Internal Operating Flow Chart for License of Images



**National Chiang Kai-shek Memorial Management Office**  
**Operating Flowchart for Application for License of Images**

