


## Content

Title :	Regulations Governing the Administrative Affairs of the National Property Administration, Ministry of Finance 
Date :	2013.01.04
Legislative :	1.The full text contains 16 articles and was enacted and promulgated in accordance with Ministry of Finance Order Tai-Cai-Ren-Zi. No. 10100732420, and came into full force on January 1, 2013.
Content :	<p>Article 1 This set of Regulations is instituted for the proper assignment of duties to the units of National Property Administration (NPA), Ministry of Finance</p> <p>Article 2 The Director-General shall administer the operation of the NPA, and commands and supervises its subordinated departments and personnel. The Deputy Director-General shall assist the Director-General in administering the operation of the NPA.</p> <p>Article 3 The functions of the Chief Secretary are specified below:</p> <ol style="list-style-type: none"><li>1. Administer, review, and make judgment on documents on behalf of the NPA.</li><li>2. Process confidential and essential documents.</li><li>3. Coordinate all functional departments and review all issues pertaining to authority and responsibility.</li><li>4. Organize important meetings.</li><li>5. Perform assigned duties from superior officers.</li></ol> <p>Article 4 The Administration establishes the Divisions and Offices as follows:</p> <ol style="list-style-type: none"><li>1. Division of Takeover and Custody, with 3 subordinate sections</li><li>2. Division of Public Use Property, with 3 subordinate sections</li><li>3. Division of Management and Disposition, with 4 subordinate sections</li><li>4. Division of Improvement, with 3 subordinate sections</li><li>5. Secretariat</li><li>6. Office of Personnel Administration</li><li>7. Office of Civil Service Ethics</li><li>8. Office of Budget, Accounting and Statistics</li><li>9. Office of Information Service, with 3 subordinate sections</li><li>10. Office of Legal Affairs</li></ol> <p>Article 5 The Division of Takeover and Custody shall be in charge of the following duties:</p> <ol style="list-style-type: none"><li>1. Processing the property accepted by the state from donation.</li><li>2. Taking custody of unclaimed estate and supervision of offsetting of estate tax of gift tax.</li></ol>

3. The processing of converting public use property into non-public use property.
4. The processing and supervision of statistics of national property and management of national property cadastration.
5. Cleaning up and registration of unregistered lands, and the planning and supervision of the inspection and survey of national property.
6. Processing and supervision of the reclassification, second survey, and expropriation of land sections.
7. Processing the delivery of non-public use lands from designated authorities and the inclusion of reserved lands for aboriginal people on national lands for registration.
8. Processing the entitlement of national property.
9. Supervision of the application for excavation and salvage of buried or submerged substances and the acquisition of property right by local governments in investment for improvement of lands.
10. Other duties pertaining to takeover and custody of national property.

Article 6 The Division of Public Use Property shall be in charge of the following duties:

1. The appropriation, abolition of appropriation, and borrowing of state-owned realty.
2. The appropriation of property other than state-owned realty.
3. Allotment of national office space.
4. The management, use, revenue and disposition of national property for public use.
5. Organization and adjustment for the delivery of national property.
6. Processing the change of use of national property for public use.
7. The planning, supervision, evaluation, and compilation of report on the inspection of national property for public use.
8. Supervision of accommodation for central government agencies and assistance in the review and discussion on related construction plans.
9. The appropriation, borrowing of state-owned realty and the study and establishment of accommodation management regulations.
10. Other duties pertaining to the management of public use property.

Article 7 The Division of Management and Disposition shall be in charge of the following duties:

1. The planning, supervision, evaluation, and review of occupied national property for non-public use.
2. Entrusted management, taxation, and scrapping of national property for non-public use.
3. Processing the application for gravel mining by people, pass right, acquisition of prescription for superficies,

easement on national lands.

4. The leasing of non-public use national property, and the planning, supervision, evaluation, and approval of rent collection.

5. Processing, planning, supervision, evaluation, and approval of the sale of national property for non-public use.

6. Granting, pricing for investment of national lands for non-public use.

7. Donation of state-owned realty, donation of national property for non-public use to temples and churches, and exchange of state-owned realty.

8. Management and disposition of national property for non-public use and budgeting for the allocation and supervision of the proceeds from the transactions.

9. Study and establishment of applicable legal rules for the management and disposition of national property for non-public use.

10. Other duties pertaining to the management and disposition of national property for non-public use.

Article 8 The Division of Improvement shall be in charge of the following duties:

1. The planning and approval of reserving national lands for non-public use for improvement and utilization.

2. The planning, execution, supervision, and evaluation of the improvement and utilization of state-owned realty for non-public use.

3. The planning, review, supervision, and evaluation of establishment of superficies on national lands for non-public use.

4. The planning, review, supervision, and evaluation of urban renewal of state-owned realty.

5. The planning, review, supervision, and evaluation of consigned operation of state-owned realty for non-public use.

6. The processing and supervision of changing control in the use of national lands for non-public use.

7. The study and establishment of legal rules for the improvement and utilization of national lands for non-public use.

8. Other duties pertaining to the improvement and utilization of state-owned realty for non-public use.

Article 9 The Secretariat shall be in charge of the following duties:

1. Custody of official seals and management of documents and files.

2. Cashier, financial management, construction and maintenance, purchase, and general affairs.

3. Acquisition, management and allotment of realty such as office space for the NPA.

4. Congressional liaison, media, public relation matters, and policy planning, research, implementation, and evaluation.

5. Compilation and control of administrative plans.
6. Control, implementation, and evaluation of research and development plan.
7. Management of workers (including technical workers and drivers).
8. Affairs not belonging to other divisions or offices.

Article 10 The Office of Personnel Administration shall administer human resources and related matters of the NPA.

Article 11 The Office of Civil Service Ethics shall administer ethics and anti-corruption affairs of the NPA

Article 12 The Office of Budget, Accounting and Statistics shall be in charge of the budgetary, accounting and statistical affairs of the NPA.

Article 13 The Office of Information Service shall be in charge of the following duties:

1. The planning, coordination and promotion of the information application service strategy for the NPA and its subordinate agencies.
2. The planning and management of the information application environment for the NPA and its subordinate agencies.
3. The planning and promotion of information and communication security for the NPA and its subordinate agencies.
4. Other duties pertaining to information of national property.

Article 14 The Office of Legal Affairs shall be in charge of the following duties:

1. Review of legal rules cases.
2. Arrangement and review of legal rules.
3. Study, discussion, and interpretation of queries of legal rules.
4. Other duties related to legal affairs and petitions.

Article 15 The NPA adopts the system of hierarchical responsibilities and delegation, which is in accordance with the detailed chart of responsibilities.

Article 16 The Regulations shall come into force on January 1, 2013.