

臺北市立南門國民中學文書組申請表

Taipei Municipal Nanmen Junior High School Clerical Section Application Form

申請項目	1. ☐ 錦旗（免填下一列） Commemorative Banner 2. ☐ 紀念品（免填下一列） Commemorative Gift 3. ☐ 空白信封（免填下一列） Envelope 4. ☐ 需用印信書狀（續填下一列） Documents Requiring Official Seal		
需印信 書狀名稱 Document Title	1. ☐ 獎狀 Certificate of Merit 2. ☐ 感謝狀 Certificate of Appreciation 3. ☐ 聘書 Letter of Appointment 4. ☐ 證書、證明書 Certification 5. ☐ 執照 License 6. ☐ 獎牌、獎座 Medal、Trophy 7. ☐ 契約書 Contract 8. ☐ 授權狀 Letter of Authorization 9. ☐ 其他 Others：		
申請事由 Subject of Application			
申請份數 Number of Copies		起訖號碼 Start & End No.	
附件 Attachment			
簽辦單位審核 Applicant Unit Review （電話 TEL： ）			批示 Approver (Chief)
敬會 Countersigned By			

備註 (Notes)：

- 經批示核可後憑本表至監印人員處用印。Upon official approval, please submit this form to the Seal Custodian to affix the seal.
- 監印人員應依請印份數用印，不可增減用印份數。The Seal Custodian shall affix seals strictly according to the approved number of copies.
- 如需領取印模者，應由使用機關填妥領據暨保證書，並檢具承印廠商不得移作他用之切結書。If a seal impression is required, the requesting unit must complete a receipt and letter of guarantee, and submit a letter of undertaking from the printing contractor pledging not to use it for other purposes.
- 案情複雜，不適用本表者，請改用「簽」之方式簽辦。（文號）
If the matter is complex and this form is not applicable, please submit an official internal memo ("Chian") instead. (Official Doc. No. _____)