

臺北市立南門國民中學蓋用印信申請表

Taipei Municipal Nanmen Junior High School Stamp Application Form

書狀名稱 Types of Forms	1. <input type="checkbox"/> 獎狀 Certificate of Merit 2. <input type="checkbox"/> 感謝狀 Certificate of Appreciation 3. <input type="checkbox"/> 聘書 Letter of Appointment 4. <input type="checkbox"/> 證書、證明書 Certification 5. <input type="checkbox"/> 執照 License 6. <input type="checkbox"/> 獎牌、獎座 Medal、Trophy 7. <input type="checkbox"/> 契約書 Contract 8. <input type="checkbox"/> 授權狀 Power of Attorney 9. <input type="checkbox"/> 其他 Others：_____		
請印事由 Subject of Application			
請印份數 Number of Copies		起訖號碼 Starting and ending NO.	
附件 Attachment			
簽辦單位審核 Applicant Reviewer (電話 TEL：_____)		批示 Approver(Chief)	
敬會 Processing Unit			

備註：

- 1、經批示核可後憑本表至監印人員處用印。After getting Chief's approval, please take this form to the supervisor for stamping.
- 2、監印人員應依請印份數用印，不可增減用印份數。The supervisor for stamping cannot increase or decrease the number of copies.
- 3、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 you need an impression, please fill in the receipt and guarantee letter, and ask the printing house to sign the recognizance(法律上切結書), stating not to be used for other purposes.
- 4、案情複雜，不適用本表者，請改用「簽」之方式簽辦。（文號）
If the case is complicated, and this form is not applicable, please use official document instead.(The official document no._____)