

銘傳大學用印作業辦法

Procedures for Official Stamp Application at Ming Chuan University

中華民國 99 年 11 月 4 日法規審查委員會審議通過

中華民國 99 年 11 月 8 日行政會議審議通過

Revised and passed at the Regulation Review Committee Meeting on November 4, 2010

Reviewed and passed at the University Affairs Committee Meeting on November 8, 2010

第一條 目的：Article 1. Purpose

為使本校公文及相關文書、表件，需加蓋印信時有所依循，以建立正確之用印原則，特制定本辦法。

These procedures are established to set up clear principles for processing official stamp application on official documents and forms.

第二條 一般規定：Article 2. General Regulations

一、舉凡蓋用印信之文件，需經校長或授權代理人核可，始得蓋用印信。

1. All documents which are presented for applying an Official Stamp must first be approved by the president or an authorized deputy.

二、不辦文稿之文件，均應填寫「用印申請表」申請用印；並依陳核程序核可後，送秘書處用印。

2. Those documents which do not need to be countersigned must be accompanied by a completed Official Stamp Application Form and sent to General Secretary's Division; after the application procedure is completed and permission is granted, the Official Stamp will be applied.

三、一般例行文件用印：3. Official Stamp Application for Routine Documents

(一)人資處：公勞保資料表格。

a. Human Resources Division: Civil Servants' and Labor Insurance Form

(二)教務單位：證書及證明書。

b. Academic Affairs Units: Diploma and Certificate

(三)學務單位：學生團體保險理賠申請書。

c. Students Affairs Units: University and College Students Group Insurance Insurance Benefit Application Form

(四)財務處：薪資所得扣繳稅額繳款書及各類所得扣繳暨免扣繳憑單申報書。

d. Controller's Division: Demand notice for withheld tax from salary income and applications related to withholding and non-withholding tax statement

四、一般例行性文件用印時，由承辦單位審核，連同用印登記本，送文書組用印。

4. When routine documents need an Official Stamp, they are to be sent to Document Section of General Secretary's Division along with the Official Stamp Record Book after they have been verified by the responsible unit.

五、 蓋用印信將視文件之性質、內容、對等原則及慣例等配合辦理用印。

5. Document Section of General Secretary's Division will apply different types of official stamps in accordance with document type and content, following the principle of reciprocity, and considering the previously handled examples.

第三條 蓋用校印及簽署部份：Article 3. Details for Using Official Stamp and President's Signature

一、 函：上行文署校長職銜、姓名，蓋官章，平行及下行文蓋校長職銜簽字章。

1. Official Letter: Uses president's title, full name, and official stamp when documents are sent to higher-level units; uses the stamp of president's title and signature when documents are sent to same-level or lower-level units.

二、 公告、通報、聘書、獎狀、證書、證明書、合約書及其他依法規定應蓋用印信之文件，視需要蓋用學校印信、官章、校長中文簽名章、校長英文簽名章、校長私章或校名鋼印。

2. Documents such as notification, report, offer letter, diploma, certificate, and cooperation agreement should follow related regulations as to which kind of Official Stamp should be affixed, such as official university stamp, president's Chinese signature stamp, president's English signature stamp, president's private stamp or university name steel embossed seal.

三、 校長出缺由代理人代理校長職務時，學校公文應由校長署名者，由代理人署名。校長因故不能視事，由代理人代行校長職務時，學校公文除署名校長姓名註明不能視事事由外，應由代行人附署職銜、姓名於後，並加註「代行」二字。

3. When the president's position is vacant, official university documents need to be signed by the acting president. When president cannot handle university affairs for some specific reasons, authorized deputy needs to write the president's name along with the reason the president is unavailable to personally sign the document, and write "for and on behalf of XXX (authorized deputy's name) under the president's name on official documents.

四、 學校依分層負責之授權由單位主管代為決行之文稿，於對外行文時，仍以本校名義行之，由校長署名，加蓋「依分層負責規定授權單位主管決行」章戳附署之。

4. Those official documents which follow the principle of vertical delegation of responsibilities need to be signed by the president and sent to external units on behalf of MCU after the unit director makes a final decision. Such documents also need to include the statement "In accordance with the principal of vertical delegation of responsibilities, the unit director is authorized to supervise the case" under the president's signature.

第四條 用印應注意事項：Article 4. Notices Related to Official Stamp Application

一、用印時檢查用印文件之行政程序及相關資料是否完整無誤，如未經判行或有其他錯誤，應即退還補判或更正後再用印。

1. Make sure that all the administrative procedures and related information are completed and accurate before applying for an Official Stamp; responsible units should re-apply or modify the information if their application information is found to contain errors or permission is not granted.

二、用印完畢後，應於簽陳、文件原稿或「用印申請表」加蓋「已用印信」之戳記，並登記於「用印登記表」以供存檔備查。

3. After applying for an Official Stamp, the original document or official stamp application form should be mark “Official Stamp Applied”; this also has to be registered in the Official Stamp Record Book, and archived for future reference.

三、影印文件申請用印，先由承辦單位(人)加蓋「核與正本相符」章戳並蓋章證明後再行申請用印。

3. Photocopied documents need to be marked “copy of document same as original” before applying for affixing an Official Stamp.

四、契約或合約書用印：承辦人應填寫合約訂立甲乙雙方全名、代表人(或負責人)及地址等完整資料，並經相關單位審核後，再申請用印。

4. Official Stamp Application for Contract or Cooperation Agreement: Responsible staff should complete all the related information which includes the full name of party A and B, full name of representatives, and addresses. Responsible staff can apply for an Official Stamp after their documents are reviewed and verified by related units.

五、聘書、獎狀、證書及證明書等多人申請用印時，應檢附用印名冊。

5. Roster for Official Stamp Application needs to be attached when there are official stamp applications for multiple persons' offer letters, diplomas, or certificates.

第五條 使用表單及流程(如附件) Article 5. Form and Procedure for Official Stamp Application

一、用印申請表。1. Official Stamp Application Form

二、用印名冊。2. Roster for Official Stamp Application

第六條 本辦法經行政會議通過，校長核定後實施，修正時亦同。

Article 6. Upon being passed at the University Affairs Committee Meeting and approved by the president, these regulations were implemented. Any revision must follow the same procedure.

In the event of any inconsistency or discrepancy between the Chinese and other language versions of this document, the Chinese version shall prevail.