

# 國立中興大學單位章戳刻製申請表

Application for Engraving the Unit's Stamp of National Chung Hsing University

申請日期： 年 月 日

Application Date(Y/M/D)

申請單位名稱 Name of Unit	中文名稱 (全名): Chinese Name (Full Name)	
	英文名稱 (全名): English Name (Full Name)	
所屬學院 Respective College	中文名稱 (全名): Chinese Name (Full Name)	
	英文名稱 (全名): English Name (Full Name)	
申請原因 The Reason of Applying	<input type="checkbox"/> 新成立單位 ( 年 月 日成立) New Unit (Y/M/D established) <input type="checkbox"/> 單位合併或更名 Unit rename or merged <input type="checkbox"/> 章戳毀損申請補發 Application for reissuance if the stamp is damaged <input type="checkbox"/> 其他：請敘明原因 _____ Others (Please explain the reason)	
會辦單位 Processing Units		
申請人簽章 Applicant's Signature	單位主管簽章 Unit Supervisor's Signature	刻印後領用 To Receive the Stamp
聯絡電話： Telephone No.		章 樣： Seal Style  領用人簽章： Receiver's Signature  領用日期： Date of Receiving

備 註(Remark):

1. 如屬單位更名、合併或章戳毀損情況，於領取新章戳時，應繳銷原印章。  
(If the unit is renamed, merged or the stamp is damaged, the original stamp should be canceled in the case of receiving the new one.)
2. 單位章戳應指定專人審慎保管，並於主管交接時納入移交。  
(The unit stamp should be carefully kept by a designated person and included in the transition during the supervisor handover.)
3. 章戳之申請，僅限本校組織架構表所列單位或經校務會議、研究發展會議審議通過之附屬單位。  
(Applications for stamp are limited to units listed in our university's organizational structure table or affiliated units that have been approved by the NCHU Affairs Meeting and the Research and Development Meeting.)
4. 英文譯本僅供參考，文義如與中文版有歧異，概以中文版為準。  
(The English version is provided for reference only. The Chinese version shall prevail in case of any discrepancies between the English and Chinese versions.)

※本表請於填列完成並核章後，送秘書室製刻印章。

(After completing the form and verifying the seal, please send it to the Office of Secretariat for engraving the stamp.)