

臺北基督學院印信管理暨蓋用作業規範

Rules of the Management and Use Operation of Official Seals of Christ's College Taipei

民國 105 年 11 月 17 日本校 105 學年度第 3 次行政會議通過

第一條 本辦法依據行政院93年10月13日修正發布之「印信製發啟用管理換發及廢舊印信繳銷辦法」暨本校實際需要訂定之。

Article 1 The Rules is established in accordance with the actual need of Christ's College and the "Ordinance of Production, Issuance, Commencement, Management and Replacement of Seals, and the Cancellation of Obsolete or Damaged Seals" issued by Executive Yuan on 10/13/2004.

第二條 本辦法管理範圍包括本校印信、校長職章之製發、啟用、蓋用、換發及廢舊印信繳銷等作業，以及校長私章、校長職銜簽名章、校長中文簽名章、校長英文簽名章、本校條戳及本校鋼印之蓋用作業規範。

Article 2 The Rules covers i) the management of production, issuance, commencement, imprinting, replacement, and cancellation of seals of Christ's College and the President's job title, and ii) the procedure of imprinting documents with the President's personal seal, seal of the President's title and signature, the President's signature seal in Chinese, the President's signature seal in English, and the stamp with College's name and of embossing documents with Christ's College's steel seal.

第三條 學校印信之管理

Article 3 Management and Control of Seals of Christ's College

一、本校印信由教育部製發，啟用時，銼去四角小柱，填具「印信啟用報備表」（如附件一），於啟用後一週內報請教育部備查。

1. All of College's official seals are produced and issued by MOE. Upon the commencement of a seal, the four small posts at corners of the seal shall be cut/filed off. Concurrently, the "Report Form of the Commencement of Seal, Christ's College of Taipei" (Appendix 1) shall be completed and submitted to MOE for future reference within a week from the commencement date.

二、人事暨秘書室應指定專人負責監印事宜。

2. Director of HR and Administration shall assign a staff member as Seal Controller to safe keep the seals, and to control and record the imprinting activities of seals in details.

三、對於已核定需蓋用印信之文件，於印信蓋用時，監印人員對送印之紙本文件於核符，由校長指定之見證人確認後始用印，原稿不蓋用印信，但應在原稿簽章，並加蓋「已用印信」章戳，再送交發文。監印人員應備置「印信蓋用登記簿」(如附件二)，載明蓋用印信之收(發)文字號，存檔備查。

3. After a document has been approved for imprinting with an official seal, the Seal Controller shall inspect the written document and its ID number to ensure that the respective document has been correctly received for imprinting. The controller upon stamping the documents will select from a list of college employees appointed by the president to be a witness. The original document shall not be imprinted or stamped with the seal; however, such document must be signed and stamped with “Document Has Been Imprinted with Seal” stamp by the Seal Controller, and returned to the Applicant for issuance. The Seal Controller must record the details of each imprinting activity, i.e., document ID number, receiving date, and imprinting date, in “Logbook of Seal Imprinting Activities at Christ’s College at Taipei” (Appendix 2) for future reference.

四、不辦文稿之文件，如需蓋用印信時，應先由申請人填具「蓋用印信申請表」(如附件三)，陳奉校長或經校長授權之主管核定後，始予蓋用印信，並在「蓋用印信申請表」註明「已用印信」後存檔備查。「蓋用印信申請表」由人事暨秘書室設計印製供各單位領用。

4. When the written document is not presented, the applicant shall complete and submit “Application Form for Seal-imprinting on an Official Document” (Appendix 3; hereafter referred to as “Application Form”) for the approval of the President or his/her designated Department Director. The document shall be imprinted with the respective seal and the “Application Form” shall be stamped with “Document Has Been Imprinted with Seal” stamp by the Seal Controller, and placed it in file for future reference. The Department of HR and Administration shall design, and print “Application Form” for the use of all departments.

五、「印信蓋用登記簿」及「蓋用印信申請表」於新舊任校長交接時，隨同印信一併移交。

5. When incumbent president is handing over the presidency to his or her successor, the files of “Logbook of Seal Imprinting Activities at Christ’s College of Taipei” and the “Application Form” as well as all official seals shall be turned over to the successor.

六、需將印信拓模或縮小製模套印於文件者，應經校長核准，並填具「印信啟用報備表」(如附件一)拓墨色印模二份，於啟用後一週內向教育部報備。印信在拓模製版套印過程中，應指定專人監督；套印完畢後，底片、印版

應予銷毀或指定專人保管。

6. When there is a need to overprint the seal on documents or overprint the scaled-down seal on documents using a printing press, the President must approve the production of such press plate and submit the completed “Report Form of the Commencement of Seal” and two sets of black imprints of the press plate to MOE within one (1) week from the commencement date. An appointed supervisor must oversee the production of the seal and printing activities. After the use of the press plate or after printing, the negative film and the press plate must be cancelled and/or destroyed or be kept in safe by an appointed supervisor.

七、印信蓋用日久，致印文模糊或變更名稱必須申請換發者，應填具「請製發印信申請表」（如附件四）向教育部申請換發。

7. When a seal becomes fuzzy due to wear and tear or obsolete due to name change, the “Request Form for the Production and Issuance of Seal or Stamp” (Appendix 4) must be completed and submitted to MOE for a replacement seal.

八、印信毀損或遺失需申請補發者，應填具「請製發印信申請表」（如附件四），並將毀損或遺失經過詳情及失職人員議處情形一併函報。

8. When a seal is lost (or damaged), the completed “Application Form” and the description of the loss of the seal and the punishment to the responsible personnel (or the damaged seal) shall be submitted to MOE for a substitute seal.

九、經換發或補發之印信須依規定向教育部報備。

9. The event of obtaining a replacement seal or a substitute seal must be reported to MOE for future reference.

十、繳銷舊印信時，應填具「繳銷廢舊印信申請表」（如附件五），並將原印信左下方截去一角，其他部分不得毀損，先洗刷潔淨，拓具墨模後，連同封固之廢舊印信報請教育部銷毀。

10. When an old or obsolete seal is being cancelled for its return to MOE, the “Request Form for the Return and Cancellation of a Damaged or Obsolete Seal or Stamp” (Appendix 5 or “Request Form”) must be completed for submission to MOE along with such cancelled seal, of which the bottom-left corner must be truncated without damaging the other parts of the seal. It is washed, brushed and cleaned and an imprint of the seal is made. The Request Form, the cancelled seal, and its imprint shall be submitted to MOE.

第 四 條 蓋用印信之種類及其申請使用時機

Article 4 Types of Seals Defined for Specific Applications and the Occasions for their Uses

一、印信：聘書、證明書、保證書、學位證書、申請書、預算書、人事命令、合約書、感謝狀、團體保險文件等使用。

1. College Seal: It is used for Letter of Appointment, Certificate Letter, Letter of Guarantee, Certificate of Degree, Application Letter, Budget Letter, Personnel Announcement, Contract, Appreciate Certificate (Honorary Certificate), Group Insurance Document...etc.

二、校長職章：質權設定通知書、質權消滅通知書、私立學校教職員工履歷表、上行文，行文教育部用等使用。

2. President Seal: It is used for Notification of Delegation of Authorities, Cancellation of Delegation of Authorities, Resume of Faculty and Administration Staff of Private Schools, Official Document to Supervisory Agency, Official Document to MOE...etc.

三、校長私章：合約書、契約書、團體保險文件、申報表、申請書、收款收據、興學基金捐款謝函、會計表單等使用。

3. President's Personal Seal: It is used to stamp Agreement, Contract, Group Insurance Document, Application Form, Letter of Application, Official Receipt, Thank-You Letter for Donations to Endowment, Budget...etc.

四、校長職銜簽名章：聘書、證明書、學位證書、獎狀、對內對外行文等使用。

4. Seal of President's Title and Signature: It is used to stamp onto Letter of Appointment, Letter of Certificate, Certificate of Degree, Award Certificate, internal and external official documents...etc.

五、校長中文簽名章：已印製職銜之聘書、證明書、學位證書、獎狀、公告等使用。

5. Seal of President's Signature in Chinese: It is used to stamp on the Chinese documents, which already have the pre-printed job title of the President, including Letter of Appointment, Letter of Certificate, Certificate of Degree, Awards Certificate, Public Announcement, Certificate of Employment...etc.

六、校長英文簽名章：已印製職銜之英文證明書、英文學位證書、英文在職證明等使用。

6. Seal of President's Signature in English: It is used to stamp English documents, which already have the pre-printed job title of the President, including Letter of Certificate, Certificate of Degree, Certificate of Employment...etc.

七、學校條戳：對內對外書函、開會通知單、公告等發文使用。

7. College Rectangle Rubber Stamp: It is used to stamp onto internal and external correspondences, meeting notification, public announcement...etc.

八、學校鋼印：成績單、畢業證書等使用。

8. College Steel Seal: It is used to emboss Christ's College Seal onto official transcripts, Graduation Diploma...etc.

第 五 條 申請用印注意事項

Article 5 Special Proceedings of the Application for Seal-imprinting on an Official Document.

一、本校任何文件、證件（書）、非經校長或依分層負責規定授權主管判發或決行者，不得蓋用印信；監印人員如發現原稿未經判決或有其他錯誤者，應即退送補判或更正後再蓋印。

1. No documents of Christ's College shall be imprinted with an official seal without the approval of the President or his/her delegated department director. Should the Seal Controller notice the absence of such approval or any mistakes, he or she must immediately return the documents for approval or corrections.

二、契約或合約書之用印申請，承辦人應填寫甲乙雙方全名、合約名稱、案號、標的物或約定內容、合約金額、訂立合約年月日等完整資料，方得申請用印。

2. For imprinting the official seal(s) on a contract or agreement, the processor must also compile a complete set of information including the names of Party A and Party B, name/title of the agreement, file ID number, subject matter or content of the contract, monetary amount of the contract and the Effective Date of the contract.

三、以影本文件申請蓋用印信時，申請人應於用印名稱欄內載明用途（正本應由原申請單位或證明單位查核），並加蓋「核與正本相符」之戳記及由申請單位校對人用印後，填寫「蓋用印信申請表」申請用印。

3. Should a copy of document be submitted with the "Application Form", the applicant must state the reason in such Application Form and imprint the copy (ies) with a stamp of "Certified to Be Identical to the Original" and, then, have it verified against the original document by an auditor of the same department.

四、定期存單質權設定申請書之用印，應下載行政院公共工程委員會最新定型表格格式並填妥金額、往來銀行、帳號、廠商名稱等相關資料，再行提出申請。

4. For imprinting an official seal on the application of authorization for direct

deposit into an applicant's bank account, the applicant must download, complete and submit the latest-version forms from Public Works Committee of the Executive Yuan, which contain all relevant information, such as the dollar amount, names of the two banks, account number and company name.

- 五、保證書之用印，應由保證人親自申請，或由保證人與被保證人共同申請，並蓋用與保證書相同之印鑑以資證明。
5. For imprinting an official seal on Letter of Guarantee, the guarantor or the guarantor jointly with the guaranteed shall submit the Letter of Guarantee already imprinted with the signature seal of guarantor or the signature seals of both guarantor and the guaranteed with the "Application Form".
- 六、房屋貸款案件申請用印時，由申請人填妥契約書及貸款申請書後，提出申請蓋用印信及校長職章。
6. For imprints of College Seal and President Seal on mortgage loan document, the applicant shall also submit the completed loan application and signed contract with "Application Form" for approval.
- 七、申請多人用印之相關證書或聘書、保證書等各式文件，承辦人應詳列表單名稱及檢附人員名冊（含單位、人名等資料），經奉准後用印存參。
7. When a document requiring multiple applicants, such as Certificate, Letter of Appointment, and Letter of Guarantee...etc is submitted, the processor must attach a detailed list of forms with titles and reviewers with names and departments for approval. Thereafter it shall be saved for future reference.
- 八、如未指定蓋用校印位置之表單，應請於表單內以鉛筆框註用印處。
8. If a pre-printed form does not have a designated space for the seal imprint, applicant must use a pencil to draw a square indicating the imprint location.

第 六 條 本作業規範經行政會議通過後施行

Article 6 The Rules shall be passed by College Administration Assembly for implementation.

(附件一)

臺北基督學院印信啟用報備表					
年 月 日 字第 號					
印 信	質料		轉 發	機關	
	種類			日期	年 月 日
製 發	機關		發	文號	第 字號
	日期	年 月 日		啟用日期	中 華 民 國 年 月 日
	文號	第 字號			
印 信 全 文				職 章 全 文	
(印、關防、圖記拓模)				(職 章 拓 模)	

承辦單位主管：

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機關首長：

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Appendix 1

Report Form of the Commencement of Seal, Christ's College Taipei					
			Year Month Day		
			Letter	Subsection	Number
Seal/ Stamp	Material		Transferred Issuance	Institution/ Agency	
	Type			Date	Year Month Day
Producti on for	Institution/ Agency			Doc. ID No.	Letter Subsection Number
Issuance	Date	Year Month Day		Commencement	
	Do. ID No.	Letter Subsection Number	Date	Republic of China (Calendar Year) Year Month Day	
Full Tex of Official Seal				Full Text of Title/Signature Seal	
(Imprint of Seal, Long Seal, or Copper Seal after its bottom-left corner being truncated.)				(Imprint of Seal after its bottom-left corner being truncated.)	

Manager of Executing Department:

Imprint of Seal;

Office Director:

Imprint of Seal

(附件二)

臺北基督學院印信蓋用登記簿

日期	發文字號	事由	件數	申請人	監印	備註

Appendix 2

Logbook of Seal Imprinting Activities at Christ's College Taipei

Date	Document ID (Letter and Serial)	Reason	Item Quantity	Applicant	Controller's Signature	Remark

(附件三)

臺北基督學院蓋用印信申請表

申請日期： 年 月 日

申請事由			
受文者／ 送達機關		數量	
請印項目 (請 V 選)	☐ 合約書(計畫書、投標單、授權書) ☐ 證書(證明書) ☐ 聘書 ☐ 獎狀 ☐ 榮譽狀(感謝狀) ☐ 申請書 ☐ 通知書 ☐ 經費表單 ☐ 其他(請說明：_____)		
請印種類 (請 V 選)	☐ 印信 ☐ 校長職章 ☐ 校長私章 ☐ 校長職銜簽名章 ☐ 校長中文簽名章 ☐ 校長英文簽名章 ☐ 學校條戳 ☐ 學校鋼印		
會辦單位			
申 請 人	一級主管	副校長	校長或 授權代理人
單位：			
職稱：			
姓名：			
聯絡電話：			

附註：

除已決行之公文(函稿、簽呈)外，凡須加蓋各項印信之文件均須填寫本申請表，經校長或依分權負責規定授權之單位主管核章後，至人事暨秘書室用印。
影印文件申請用印，應由經辦人(單位)加蓋「核與正本相符」章戳並蓋章證明後，再行請印。
監印人員應依請印份數用印，不可增減用印份數。

領 件			監印人：
			用印日期：

Appendix 3

Application Form for Seal-imprinting on an Official Document

Date of Application: Year Month Day

Reason of Application			
Receiver / Receiving Department		Quantity	
Item Applied for. (Please use “√” to select.)	☐ Contract(Plan 、 Ballot 、 Power of Attorney) ☐ Diploma(Certificate) ☐ Letter of Appointment ☐ Award Certificate ☐ Honorary Certificate(Appreciate Certificate) ☐ Application Letter ☐ Notification Letter ☐ Appropriation Form ☐ Other(Please Explain: _____)		
Type of Seal or Stamp Applied for. (Please use “√” to select.)	☐ College Seal ☐ President’s Title Seal ☐ Personal Seal of the President ☐ President’s Signature Seal with Title ☐ President’s Signature (Chinese) ☐ President’s Signature (English) ☐ College Long Stamp ☐ College Steel Seal		
Organizing Department			
Applicant	Department Head	Provost	President or Delegated Signatory
Department : Job Title : Name : Contact No. :			

Note:

With the exception of approved documents (Draft and petition), all documents that require official seal, must be submitted with this “Application Form” for approval of the President or delegated department head. Then the document and approved “Application Form” are submitted to Department of HR and Administration for approval and seal imprinting.

Should a copy of document be submitted with the form, the applicant must imprint the copy(ies) with a stamp of “Certified to Be Identical to the Original” and signature seal. Seal Controller must ensure that the quantity of imprinting is identical to that of copies.

Receipt			Seal Controller :
			Date of Use :

(附件四)

臺北基督學院請製發印信申請表 年 月 日 字第 號						
申請機關	組織法規	請發事由	印信全文	等級種類	請發機關 審核意見	備考

承辦單位主管：

章 機關首長：

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Appendix 4

Request Form for the Production and Issuance of Seal or Stamp, Christ's College Taipei							
			Year	Month	Day		
		Letter	Subsection		Day Number		
Applying Institution	Organization Regulations	Reasons For the Issuance of Seal or Signaet	Full Tex of Seal or Stamp		Class and Type	Audit Result By Applying Institution	Remarks

Manager of Executing Department:

Imprint of Seal Office Director:

Imprint of Seal

(附件五)

臺北基督學院繳銷廢舊印信申報表 年 月 日 字第 號					
印 信	質料		啟用日期		年 月 日
	種類				
製 發	機關		繳 銷	原因	
	日期	年 月 日			
	文號	第 字號		日期	年 月 日
印 信 全 文					職 章 全 文
(截角後之印、關防、圖記拓模)					(截角後之職章拓模)

承辦單位主管：

章 機關首長：

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Appendix 5

Request Form for the Return and Cancellation of a Damaged or Obsolete Seal or Stamp, Christ's College Taipei									
				Letter Subsection		Year	Month	Day	
						Number			
Seal	Material				Commencement		Year Month Day		
	Type				Date of Seal				
Making & Issuance	Institution				Handover	Reason			
	Date	Year Month Date							
	Doc. ID No.	Subsection Letter Number			Cancellation	Date	Year Month Day		
Full Text of Official Seal						Full Text of Official Seal			
(Imprint of Seal, Long Seal, or Copper Seal after its bottom-left corner being truncated.)						(Imprint of Seal after its bottom-left corner being truncated.)			

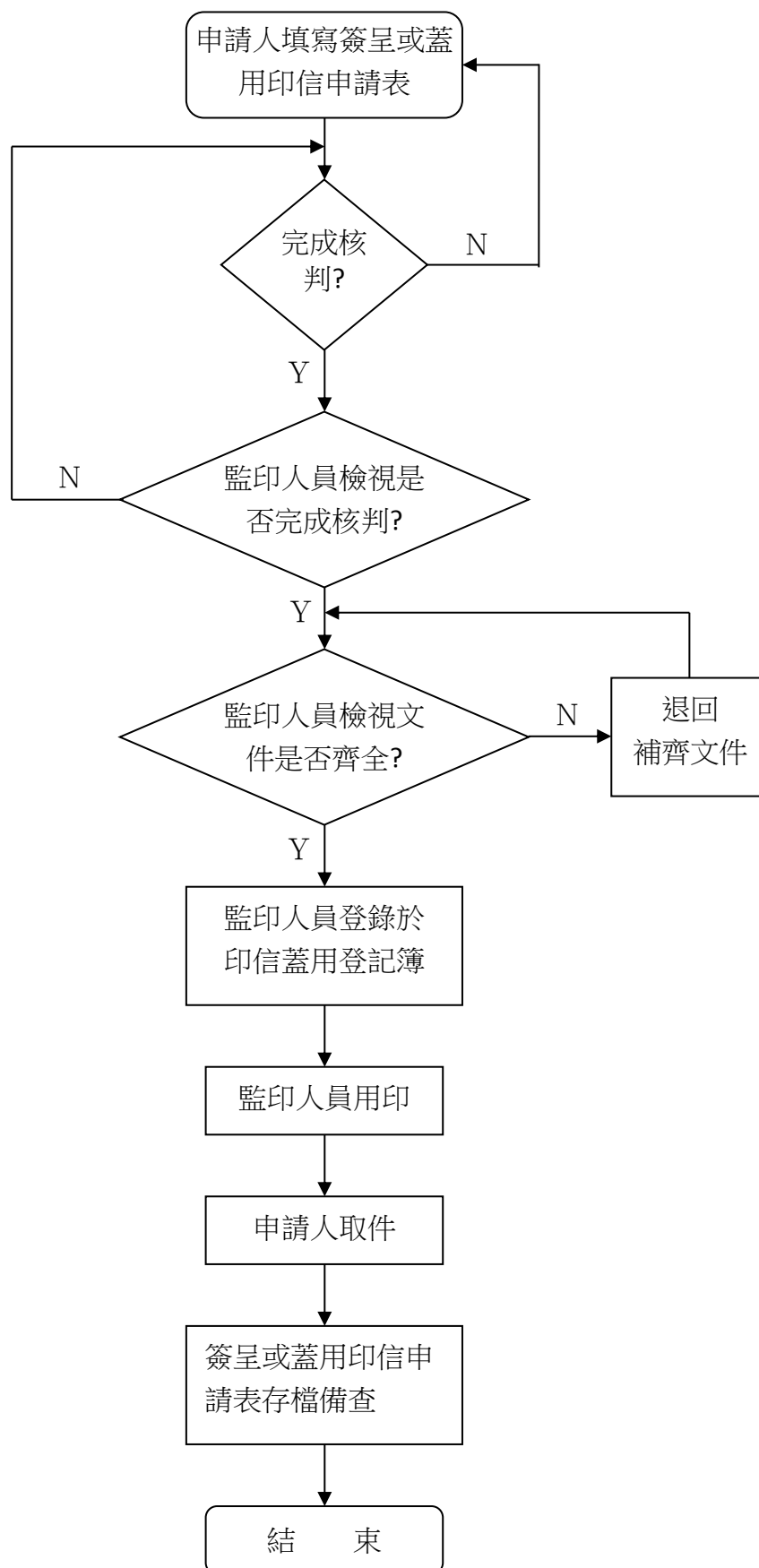
Manager of Executing Department:

Imprint of Seal

Office Director:

Imprint of Seal

臺北基督學院蓋用印信流程圖



Appendix 6
Flowchart of the Document Imprinting of Official Seal of Christ's College Taipei

