

Chang Jung Christian University Employee Seal Replacement Application Form

Application Date: __ (day) __ (month) __ (year)

Unit			
Job Title			
Name			
Fee	NT\$150		
Reminder	Office of Human Resources Development Instructions: The Employee Seal Replacement Application Form is only used for the replacement of employee seals due to damage from normal use. If the seal is lost and a new seal must be made, special approval must be obtained from the University President before the Office of Human Resources Development proceed with making a new seal. The cost for making a seal shall be paid from the unit current expenditure (vendor - iKey).		
Applicant			
Level 2 Unit Supervisor		Level 1 Unit Supervisor	
Office of Human Resources Development:			

Reminders and Instructions

1. By providing information in this application form, you are giving consent to CJCUC to collect, process and use your personal data. The personal data collected in this form shall only be used for its designated purpose and shall not be used for any other purposes without the consent of the applicant. The personal data shall be handled in accordance with the provisions of the CJCUC Data Storage and Security Control Regulations. Please refer to the CJCUC website <http://www.cjcu.edu.tw/pims> for relevant information.
2. For information on CJCUC personal data protection, please contact: No. 1, Changda Road, Gueiren District, Tainan City; Tel: 06-2785123#1022; E-mail: pims@mail.cjcu.edu.tw

Valid period: Two years.
Form number: 030-3-01-2601