

Rules of the Management and Use of Official Seals at I-Shou University

Adopted at the Executive Board Meeting on
November 7, 1991

Amendments adopted by the University Council on
September 12, 1997

Amendments to Provisions I-VIII adopted by the
University Administration Council on October 21,
2020 and promulgated with the consent from the
President dated on October 22, 2020

- I. The Rules of the Management and Use of Official Seals at I-Shou University (hereinafter referred to as "the Rules") are made for all units, faculty members, and staffers to understand the purposes, the application procedure, the power to approve or reject an application, and the management of the official seals of I-Shou University (hereinafter referred to as "the University").
- II. The Rules are made with references to the Regulations for Production, Commencement, Management, Re-issuance, and Cancellation of Official Seals under the auspices of the Executive Yuan, as well as the actual needs of the University.
- III. When the custodian of official seals stamps a document, he/she shall stamp "Sealed" and the date in the column "Remarks" of the Application Form for Official Stamping (hereinafter referred to as "the application form"). The application form shall be transferred along with official seals when the new president takes office.
- IV. Documents requiring an official seal of the University shall not be stamped until the application form is submitted to and approved by the President. Notwithstanding the foregoing, when an official document already approved by the President requires an official seal of the University, the seal may be stamped right after the application form has been approved by the competent first-level administrative head. The same rule applies to documents requiring an e-seal.
- V. Types and purposes of official seals:
 1. Official university seal: for a certificate, contract, diploma, personnel bulletin, letter of appointment, application form, receipt of payment, and power of attorney.
 2. Seal with the President's name for the MOE: for a document to the competent authorities, customs declaration, and delivery order.

3. Seal with the President's name: for a contract, accounting form, and receipt of payment.
4. Seal with the President's signature and title: for a certificate, personnel bulletin, and document to internal and external units.
5. Seal with the President's signature: for a certificate, letter of appointment, diploma, and certificate of course completion.
6. Seal with the President's signature in English: for a certificate, letter of appointment, diploma, and certificate of course completion.
7. Seal with the University's name: for a contract and application form.
8. Seal exclusively for contractual instruments: for a contract signed with external units and schools.
9. Embossing seal: for a certificate, letter of appointment, diploma, and certificate of course completion.
10. Others: for a document relating to the Board of Trustees or the Board Chairman.

VI. The Documentation Section of the Office of General Affairs is responsible for stamping and safekeeping official seals, and it shall assign a custodian to stamp and take care of official seals.

VII. Notice:

1. When an applicant applies for stamping a contractual instrument, the names of all parties concerned, the title of the instrument, the content or purpose of the instrument, the amount, and the serial number shall be clearly stated on the instrument. The official seal(s) shall not be stamped until the instrument is approved by the President or the person authorized by the President.
2. When an applicant applies for stamping a photocopy of a diploma, a payment slip, and the like, the applicant shall specify the purpose on the application form (the original shall be verified by the issuing unit) with the stamp "Certified Copy."
3. Unless otherwise stipulated, when a document has two pages or more, a paging seal is required.
4. If an applicant needs to take an official seal out of the University for official purposes, he/she shall state the reason and the date and time of borrowing and returning the seal in the column "Remarks" on the application form, submit the application form to the President or the person authorized by the President for approval, and finally pick up the official seal and leave a borrower's acknowledgment at the Section.
5. When applying for stamping an employment certificate, the applicant shall add the

Office of Human Resources in the column "Countersigning Unit."

6. When an applicant applies for stamping multiple certificates or letters of appointment, a name list shall be attached to the application form for reference.
7. When applying for stamping documents involving other units, the applicant may add such units in the column "Countersigning Unit."

VIII. The Rules become effective on the third day of promulgation after being adopted by the University Administration Council and ratified by the President.

Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of the Rules, the Chinese language version shall prevail.