

Notices for Handling the Official Documents from Other Organizations/ Institutions & for Issuing the Official Documents

1. In addition to part of the documents issued to/ from other organizations or institutions which shall be approved by the first-level directors of processing units, all of the documents issued to other organizations/ institutions and the initial papers submitted to the superiors for approval shall be approved by the vice presidents. The procedures are listed as below: Staff in charge — > Second-level Directors — > First-level Directors — > Processing Units (Associated Units) — > Secretary General — > Vice Presidents — > President.
2. Notices for Receiving the Official Documents:
 - (1) Receiving the Official Documents on the Electronic System: The Documentation Section shall not provide the paper-based documents. After the official documents are approved, the processing units shall send the documents and report a finished project on the electronic system.
 - (2) Receiving the Paper-based Official Documents: All of the procedures for receiving the official documents shall be completed on the electronic system. In addition to scanning the official documents as the electronic files, the Documentation Section shall send the paper-based attachments to the registration clerk of each processing unit. Meanwhile, the processing units shall hand over the paper-based papers or documents to other units in charge after the documents are signed with comments by the directors or superiors. As the official documents are approved, the processing units shall deliver the documents to the Documentation Section and report a finished project on the electronic system.
3. Notices for Issuing the Official Documents:
 - (1) Official Documents issued by Electronic System or the Ones without Attachments: The approved official documents shall be issued to other units after being ratified by the Documentation Section.
 - (2) Paper-based Official Documents: In addition to sending the paper-based documents, the processing units shall also go on the electronic system to click “Send to the Documentation Section for Issuing” to issue the papers after the paper-based documents (including attachments) are approved.
 - (3) As to the official documents which shall be issued to other organizations and sent to the Documentation Section for issuing before 3:00 p.m., the Documentation Section shall deal with the documents on the same day. However, if the documents are sent to the Documentation Section after 3:00 p.m., the Documentation Section may deal with the documents on the next day.

- (4) To simplify the procedures of official documents, the electronic system of official documents set up by the University has not delivered the electronic files and the paper-based papers at the same time since January 16, 2006.
4. The official documents which are from other organizations/ institutions shall be still handled by the current methods listed as below: The initial official documents (e.g. letters, announcements, meeting notices, or other papers which shall be submitted to the directors or superiors) shall be delivered by the electronic system unless the situations mentioned as below occur (the information was promulgated with the letter of Zong-Wen-Tzu No. 002 on June 21, 2006).
- (1) The documents are confidential.
 - (2) One of attachments of official documents cannot be scanned as the electronic files.
 - (3) The size of attachments of official documents is over 1MB, which is equal to 1,024KB (the information was promulgated with the letter of Zong-Wen-Tzu No. 020 on June 21, 2006).
 - (4) It is necessary to seal on one of the attachments of the official documents.
5. Rule for Handling the Documents More Efficiently: Each unit shall deliver the official documents to the Documentation Section to report a finished project or to issue the documents as soon as the documents are approved. The Documentation Section shall report how many copies of documents are handled by each unit, how long each unit handle the documents, and how many copies of documents are delivered behind time to the President each month.
6. Management of Opinions or Suggestions on the Official Documents: To divide the duties or responsibilities more clearly, the documents without any comments or suggestions in the column of Suggestions & Comments will not be delivered or approved (the information was promulgated with the letter of Zong-Wen-Tzu No. 020 on November 24, 2005).
7. Notifications of Official Documents: The information relating to the notifications was promulgated with the letter of Zong-Wen-Tzu No. 066 on November 24, 2005.
- (1) There are 3 types of notifications after the documents are delivered, such as arrival notice, approval notice and return notice.
 - (2) One notification will be issued as well if the directors or superiors have not signed the official documents for more than 2 days behind time.
 - (3) One notification will be issued as well if the registration clerk has not handled the official documents for more than 1 day behind time.
8. Each unit shall receive the confidential envelopes at the Documentation Office if the official documents are associated with any confidential information (this information was promulgated with the letter of Zong-Wen-Tzu No. 025 on July 28, 2006, and renewed on September 15,

2010.)

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