

Certificate Application

990119

Applicant		Application Date	
Officer in Charge		Extension	
Unit Chief		Number of Certificate	
Reason			

Application List

No	Name	Note	No	Name	Note	No	Name	Note
1			16			31		
2			17			32		
3			18			33		
4			19			34		
5			20			35		
6			21			36		
7			22			37		
8			23			38		
9			24			39		
10			25			40		
11			26			41		
12			27			42		
13			28			43		
14			29			44		
15			30			45		

Approved Number		Officer in Charge	
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Instruction

1. Reasons basically are recruitment, merit, appreciation and training (certificate of completion).
2. Please fill in Reason with activity date, name and the reason and attach relevant documents as evidence.
【Example: Company appreciation certificates for the year-end appreciation activity on 99/1/22】
3. If the ranking will be specified in the certificate, please fill in Note with the ranking.

