**申請日期： 　 年 　 月 　日**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 機 關 單 位 代 碼 | **X** | | **C** |  |  | |  | |  |  | | |  | | |  | |  | |  | | |  | |  | |  |  | |  | |  |
| 機 關 全 銜 |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 聯 絡 人 |  | | | | | | | | | 聯 絡 電 話 | | | | | | | |  | | | | | | | | | | | | | | |
| 傳 真 電 話 |  | | | | | | | | | E-mail | | | | | | | |  | | | | | | | | | | | | | | |
| **申 請 項 目（請依申請項目詳填右側相關資料）** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **取消交換** | 自 年 月 日起，永久取消電子交換 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **異動連線交換主機之IP**  (此項僅供本局共用及雲端統合交換中心之用戶填寫) | 所屬之交 換 中 心 代 碼/名稱： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 請勾選目前使用之系統：  jAgent WebjAgent | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 原IP： . . .　　，自 年 月 日起更改IP為： . . . | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **機關改制** | 新機關代碼 | | | | |  | |  | | |  | | | |  | |  | | | |  | | |  | | |  | |  | |  | |
| 新單位代碼 | | | | | **U** | |  | | |  | | | |  | |  | | | |  | | |  | | |  | |  | |  | |
| 新機關名稱 | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **機關憑證異動** | 憑證卡類別 | | | | |  GCA　  XCA 　  MOEACA | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 憑證卡號 | | | | |  | | | | | | | | | | | | | 預計生效日期 | | | | | | | 年 月 日 | | | | | | |
| 憑證卡用途 | | | | | 新增  異動  刪除 | | | | | |  收發合一 　發文憑證 　  收文憑證 | | | | | | | | | | | | | | | | | | | | |
| **申請機關印信** | | | | | | | | | | | | | | | | | | **備 註**   1. 申請更換機關憑證者，請先向所屬之憑證管理中心申請新的憑證卡並完成開卡作業。 2. 本表填寫完成，請傳真或E-mail至公文G2B2C資訊服務中心。(建議輔以電話確認)   傳真：(02)2513-6075  Email：[support@archives.gov.tw](mailto:support@archives.gov.tw)  客服電話：(02)2503-0030 | | | | | | | | | | | | | | |
| **以下由公文G2B2C資訊服務中心客服人員填寫** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 處 理 情 形 說 明： | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 國家發展委員會檔案管理局審核 | |  | | | | | | | | | | | | 處理日期 | | | | | | | |  | | | | | | | | | | |
| 公文中心審核 | |  | | | | | | | | | | | | 中心處理人員 | | | | | | | |  | | | | | | | | | | |