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| Application Form for Information Services |
| Document No | RNC-NCKU-D-048 | Confidential | Restricted | Version | 1.2 |

**Record No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date of Filing:**

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| --- | --- | --- | --- | --- | --- | --- |
| **A****P****P****L****I****C****A****N****T** | **Applicant’s****Inst/Dept** |  | **Applicant’s Name** |  | **Signature of Supervisor** |  |
| **Contact Phone No** |  | **E-mail** |  |
| **Application Items** | * **Apply / Modify** **/ Delete Account**  □ **Setup / Repair Network**
* **Change Authorization** □ **Other Information Services**
 |
| **Subject** |  |
| **Additional Explanation (*Attachment*):** |
|  **O****F****F****I****C****I****A****L** | **Assessment Result:** □ **Agree**  □ **Disagree** | **Reviewed by (*Supervisor*)** |  |
| **Assessment Opinion:** |
| * **This case is related to fund, Administration Office comment:**
 |
| **Scheduled Completion Date** |  | **Actual Completion Date** |  |
| **Officer’s Signature** |  | **Director’s Signature** |  |

✽Once the case has been settled, the officer will make a copy as record, and original document will be kept in the file manager’s archive.