

委託書

(Authorization Letter)

本人(chinese name)_____就讀(currently studying at)_____系/
所 (Department/Institute)，學號(Student ID No.)：_____，
因(due to)_____原因(reason)，確實無法親自前往辦理(truly unable to
personally go to handle)_____事務'affairs/matters)，特委託(I hereby
authorize)_____代為辦理(to act on my behalf for the above-mentioned
matter.)。

此致(Hereby submitted to)
淡江大學學校財團法人淡江大學(Tamkang University)

委託人(Authorizer)：_____ (簽章 Signature)

聯絡電話(Authorizer Tel.)：_____

受委託人(Authorized Person)：_____ (簽章 Signature)

聯絡電話(Authorizer Person Tel.)：_____

中 華 民 國 年 月 日
(Year) (Month) (Day)

說明(Explanation):

1. 依法律之規定，有使用文字之必要者，得不由本人自寫，但必須親自簽名。如有用印章代簽名者，其蓋章與簽名生同等之效力。（民法第3條）
(According to legal provisions, for those who need to use written text, it does not need to be written by the person themselves, but they must personally sign it. If a seal is used instead of a signature, the seal has the same legal effect as a signature.) (Civil Code Article 3)
2. 本委託書若有虛假，由雙方當事人自負法律責任。
(If this authorization letter contains any falsehoods, both parties involved shall bear legal responsibility.)
3. 除委託事務需備之證件外，受託人亦請攜身分證件，俾便查驗。
(In addition to the required documents for the entrusted matter, the authorized person should also provide identification for verification purposes.)

* 依本校個人資料管理規範，本表單各項個人資料僅作為業務處理使用，並於保存期限屆滿後，逕行銷毀。(In accordance with the university's personal data management regulations, all personal information provided on this form will be used solely for business processing purposes and will be destroyed upon the expiration of the retention period.)