

大量發送電子郵件伺服器使用申請表 Application Form for Authorization to Use Bulk Email Server					
文件編號 Document No.	ISMS-309-04	機密等級 Classification Level	一般 Unclassified	版次 Version	7.1

紀錄編號： **YYY-MM-DD-XXX**

填表日期： 年 月 日

申請單位 Applicant Unit		申請 承辦人 Applicant Case Officer	姓 名 Name	
			分 機 Ext.	
			E-mail	

注意事項：

一、請參考下列範例填寫大量對外發送電子郵件之電腦固定 IP Address、使用人(含簽章)及用途說明。Please refer to the following examples when filling in the Static IP Address of the computer used for sending large volumes of external emails, the User (including signature), and the Purpose of Use.

二、本服務限公務(含教學及研究)使用，不得轉至外部私人信箱收發公務資訊，信件內容含個資或機敏資料應加密傳輸或其他保護措施。This service is limited to official purposes only (including teaching and research). Forwarding to or using external private mailboxes for official correspondence is strictly prohibited. Any e-mails containing personal information or sensitive data must be transmitted using encryption or other suitable protective measures.

三、發送電子郵件應遵守資通安全管理法、個人資料保護法及本校資通安全政策等相關規範。Sending emails must comply with the Cybersecurity Management Act, the Personal Data Protection Act, and the University's cybersecurity policies and other relevant regulations.

項次 Item	申請 IP Address Applied Static IP Addres	寄件帳號 Sender Account	申請使用人 Applicant User	使用人簽章 User's Signature	用途說明 Purpose Description
1					
2					
3					
4					
5					
申請單位 Applicant Unit			承辦單位 Handling Unit		
承辦人 Case Officer		單位主管 Unit Head		承辦人 Case Officer	
				單位主管 Unit Head	