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| **資訊資產授權異動申請單** | | | | | | | | |
| **填寫日期\*：** | | | | | | | | |
| **填寫人\*** | |  | | **填寫部門\*** | |  | | |
| **異動原因\*** | |  | | | | | | |
| **項次** | **資產名稱** | | **資產編號** | **原授權起始日** | **原授權迄止日** | **新授權起始日** | **新授權迄止日** | **相關**  **文件** |
| 1 |  | |  |  |  |  |  |  |
| 2 |  | |  |  |  |  |  |  |
| 3 |  | |  |  |  |  |  |  |
| 4 |  | |  |  |  |  |  |  |
| 5 |  | |  |  |  |  |  |  |
| 6 |  | |  |  |  |  |  |  |
| 7 |  | |  |  |  |  |  |  |
| 8 |  | |  |  |  |  |  |  |
| 9 |  | |  |  |  |  |  |  |
| 10 |  | |  |  |  |  |  |  |
| **備註** |  | | | | | | | |

【注意事項】

1. 如有相關文件請於附件內繳回。
2. 請依實際狀況填寫表單，並請稽核人員、受稽人員確實簽名後，再由部門及ISO主管簽核。

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| ISO管理部最高主管： | 部門主管： | 稽核人員、受稽人員： |