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| **資訊資產異動申請單** | | | | | | | | | |
| **填寫日期\*：** | | | | | | | | | |
| **項次** | **資產**  **名稱** | **資產**  **編號** | **使用者** | **使用**  **單位** | **存放**  **位置** | **機密性** | **完整性** | **可用性** | **資產價值合計** |
| 1 |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |
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| 8 |  |  |  |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |  |  |  |
| 10 |  |  |  |  |  |  |  |  |  |
| **備註** |  | | | | | | | | |

【注意事項】

1. 紅色星號為必填欄位，請務必照實填寫。
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： |