

# Regulations on Administrative Services Management

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The Administrative Services Office

Issued by:

The Administrative Services Office

Issued to:

All Offices of the University

Name of Document:

Regulations on Name Card Application

No. of Document:

**ADM-003**

Record	Main Body	Date of Issue
共 <u>1</u> 页	共 <u>2</u> 页	2014-12-01

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A	2014-12-01	Lisa Li	Dorothy Wong

Version	Date	Page	Amendment
A	2014-12-01	All	Initial Issuing

# Regulation on Name Card Application

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## **Main body**

### **1.0 Objective**

This regulation is made to ensure an effective confirmation and management of the name card application.

### **2.0 Range of Application**

The entire university teaching and administrative staffs.

### **3.0 Responsibility of Office**

Each office is responsible for conveying this regulation to staffs and should follow the rules consciously. The name card can be printed in accordance with the application procedures. Nobody shall have unauthorized printing. Using false title is also not allowed. The school will investigate the relevant person for liability, if he/she breaks the rules.

Administrative Services Office is responsible for the formulation and amendment of this regulation, as well as accepting the application, making the name card and distribution.

### **4.0 Content**

#### **4.1 Qualifications of the name card application**

The applicant should meet one of the conditions as follow.

- a. Director and above
- b. People who need exchange and contact with the external personnel.
- c. Work demand and approved by the departmental director.

#### **4.2 The procedure of name card application**

## Regulation on Name Card Application

- a. Filling in the application form.
- b. Delivering the form to the person in charge of making name card in the Administrative Services Office after getting approved by the director.
- c. The Administrative Services office will order the name card according to the style of the school name card.

### **4.3 Devolving the name card**

- a. Hand over all of the rest of name cards to the subordinate departments to destroy before demission and demotions
- b. Applying the new name card according to the new position, if promoting or moving to other departments.

### **5.0 Amendment and annulment**

The Administrative Services Office is responsible for the amendment and annulment of this regulation. The regulation shall become valid upon signature of the Director of Administrative Services.

### **6.0 Implementation**

Implementation of this regulation will commence once issued.

## Regulation on Name Card Application

### 7.0 Attachment

<The application form of name card>

数量\_\_\_\_ (200 张/盒) Quantity \_\_\_\_ (200/box)

姓名:

职位:

学位/其他资格 (例如: BA, CUHK MA, HKU MHKIA FHKIA) :

地址: 中国深圳市龙岗区龙翔大道 2001 号\_\_\_\_楼\_\_\_\_室

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