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| 印章登録台帳正・副 | | | | | | | | | | | | |
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|  | | | 印章名 | | | (備付)部署 | | | | | | |
|  | | | | | | 届出責任者 | | | | | | |
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|  |  | | | 使用目的: | | | | | | | | |
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|  |  | 捺印責任者 | | | | | 保管責任者 | | | | | |
|  |  | 使用開始 　　年　　月　　日 | | | | | 廃　止　日　　年　　月　　日 | | | | | |
|  |  | 決　裁　日　　年　　月　　日 | | | | | 登　録　日　　年　　月　　日 | | | | | |
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| 備考 |  | | | | | | | 総務部長 |  | 担当者 |  | |
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|  |  | | | | 受領年月日 | | | 年　　月　　日 | | | | |
|  |  | | | | 受領者氏名 | | |  | | | | ㊞ |