**Ming Chuan University Agreement of Remittance to**

* **Contractor**
* **Person Outside the University**
* **Administrative Unit**

【Announcement of Personal Information Collection and Usage Agreement】The information collected is only for the purposes of cashier affairs, accounting voucher management affairs, assisting public sector entities with investigation, operations, and legal obligations set in accordance with relevant regulations. The Bursar’s Section of General Affairs Division processes information according to Ming Chuan University (MCU) information maintenance and security management regulations. The Bursar’s Section of General Affairs Division shall not disclose or provide any information to any third party without prior consent, nor transfer information for any other uses.

(For more details on personal information management, please refer to MCU Guidelines for Personal Information Protection Management and MCU Personal Information Management System at URL <http://pims.mcu.edu.tw>.)

□I have read and accepted the contents of MCU Personal Information Management System.

1. To enhance the quality of operations and simplify payment procedures, MCU will directly remit payment to your/your company’s bank account.

2. To take advantage of this convenience, please fill in the form below, affix the authorized chop and, within one week, send the form back to Miss Chen in the Bursar’s Section at MCU (Address: 250 Zhong Shan N. Rd., Sec. 5, Taipei 111, Taiwan). You may also submit this form along with your receipt to the purchasing staff as remittance reference. In the case of any changes, please notify MCU to amend your/your company’s information.

3. MCU processes remittances through Taipei Fubon Commercial Bank; you/your company are responsible for the remittance fee.

4. In order to comply with regulations, payment should be directly remitted to the creditor,

please ensure that the beneficiary information submitted matches the payee as shown on the original receipt or uniform invoice.

5.Following MCU remittance procedure, one payment is remitted for one voucher; MCU apologizes for any inconvenience.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Beneficiary Bank |  |  |  | Bank and Branch Code (7 Characters) |
|  | Bank | Branch |  |  |  |  |  |  |  |
|  |  |  |
| Beneficiary Information | Deposit Type | * Demand Deposit
* Demand Savings Deposit
* Checking Deposit
 | A/C No. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Name | (Full Name) |

 Please check with your bank to inquire the bank and branch code.

☆ Please attach a photocopy of the front cover of the bank book.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |

Tax ID Number

 (ID Number) ：

**（**Please affix the company seal, legally authorized representative's seal, and receipt seal here.**）**

Person in Charge：

Contact Person：

Address：

Contact Number：

Fax Number：

Best Regards,

Bursar’s Section of Ming Chuan Unversity General Affairs Division

Contact Number：(02)2882-4564Ext.2654

E-mail: huihua@mail.mcu.edu.tw

Email：＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿