

行政〇六一一〇一〇 郵遞要密文件辦法

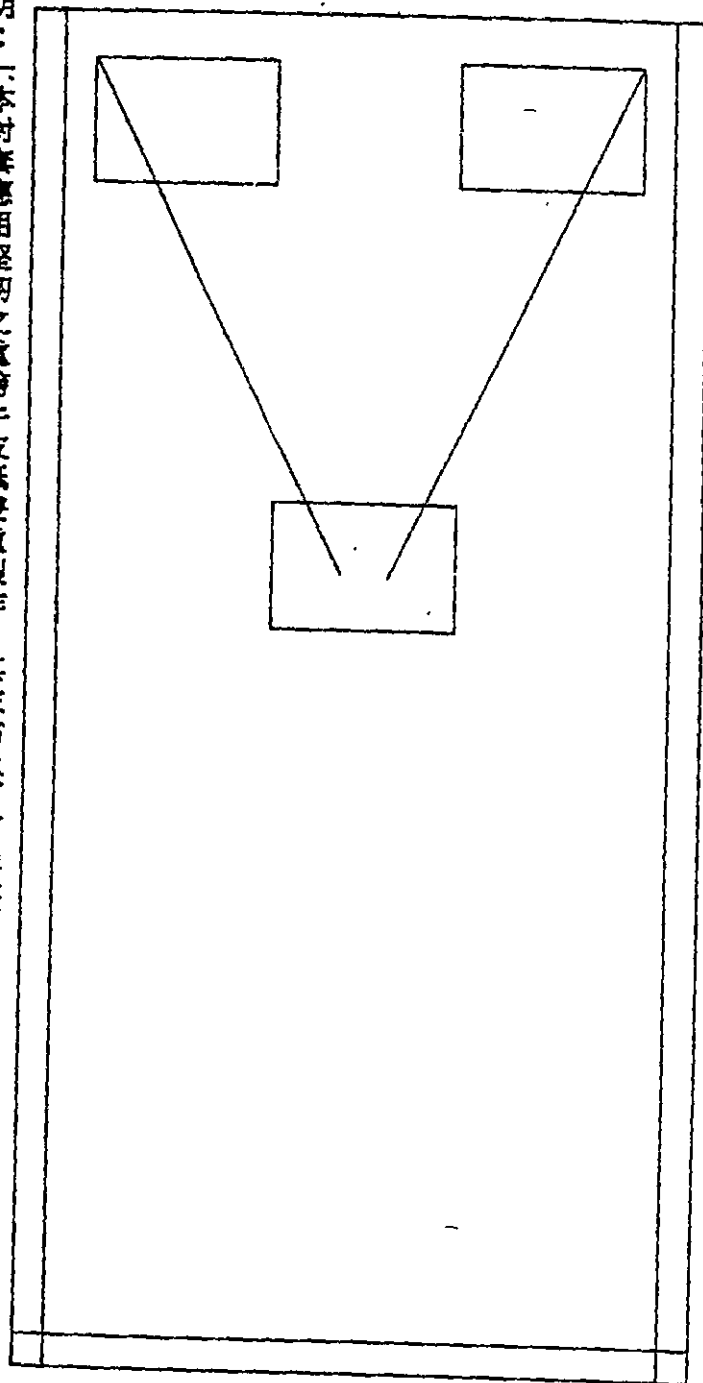
附件〇  
要密郵件特製封套式樣規格

(正 面)

The diagram shows a rectangular envelope with a dashed outer border and a solid inner border. The overall dimensions are 18cm in width and 37cm in height. The inner envelope area is 16.5cm wide and 24.5cm high. A box in the top-left corner is labeled '貼郵票處' (Postage stamp area). The main body of the envelope is divided into several sections:

- Top-left:** A large diagonal 'X' is drawn across this area.
- Top-right:** A box containing the text '發文字號' (Sender's number).
- Middle-left:** A vertical column for the date, labeled '日期' (Date), with sub-labels '中華民國' (Republic of China), '年' (Year), '月' (Month), and '日' (Day).
- Middle-right:** A vertical column for the recipient, labeled '收文者' (Receiver), with sub-labels '地址' (Address) and '收文' (Receiver).
- Bottom-right:** A section for the sender, labeled '發文機關' (Sender's office), with sub-labels '發文日期' (Sender's date) and '發文機關' (Sender's office).
- Bottom-center:** A box labeled '密封印鑑' (Sealing stamp) containing a circle.
- Bottom-right (small):** A box labeled '重量' (Weight).

(面 背)



說明：  
 一、本封套應用堅韌之重磅牛皮紙製成，其左右及下方邊緣應加縫白線（如式樣內虛線所示）  
 二、封套內外兩角應用紅漆或印成加貼印，並用紅色書畫或印就一大「X」字佔封面之全部，右上方應別置書畫或印就一兩大字，並用紅色書畫或印就一大「X」字佔封面之全部，俾易識別（如式樣內所無法容納、負荷時，應用布質封套或另製大號封套使用）  
 三、封套之尺寸應比照國軍文書處理手冊內所訂特大號公文封之尺寸辦理。

行政〇六一—一一〇一〇

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