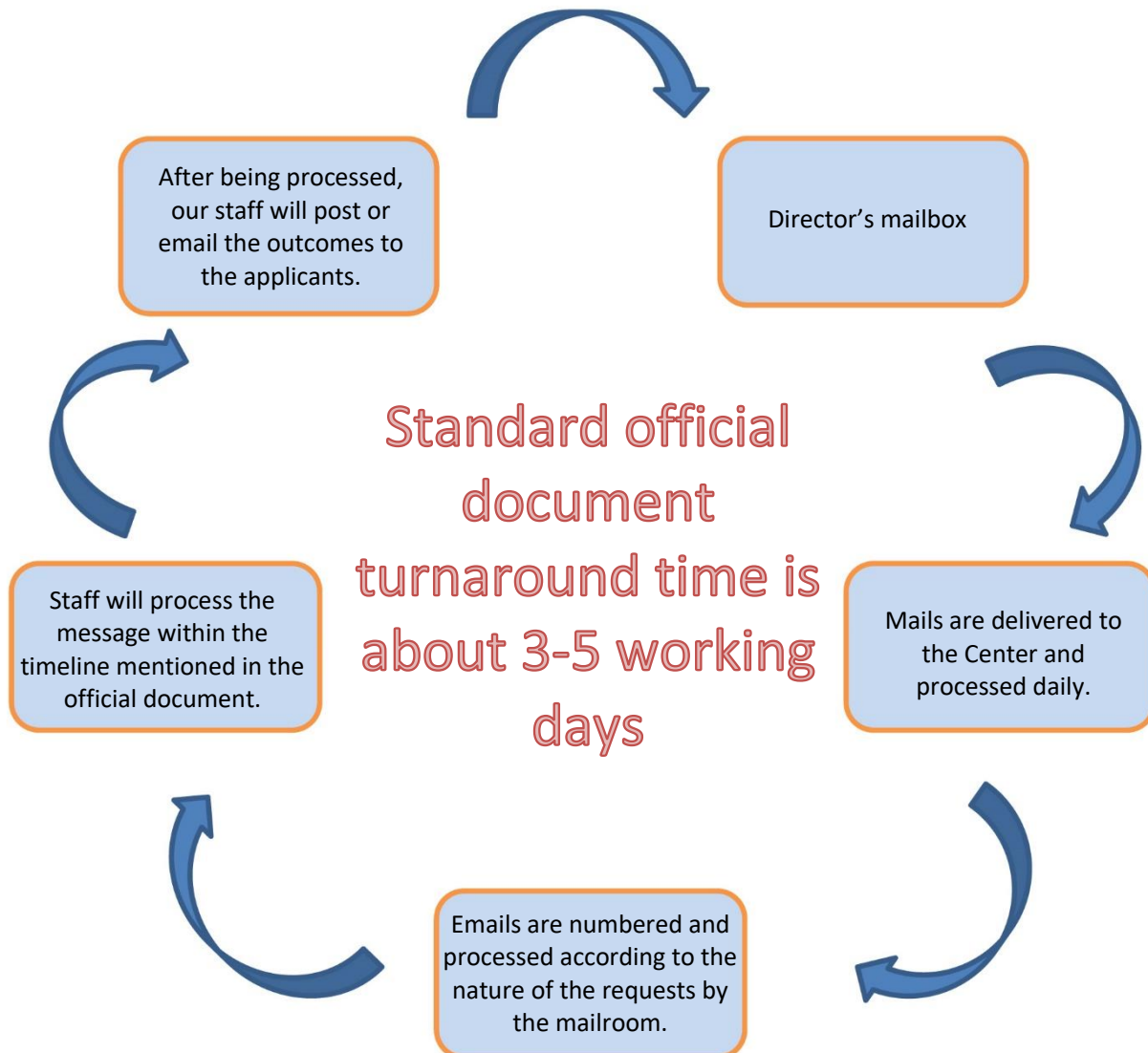


Kaohsiung Drug Abuser Treatment Center, Agency of Corrections, Ministry of Justice

Protocols for Director's mailbox



Email handling protocols:

1. Click on the 'public opinion mailbox', and fill in the inquiry.
2. The secretary in charge of the 'public opinion mailbox' will transfer inquiries into the Center's online official document electronic signature portal.
3. On the Center's online official document electronic signature portal, inquiries will be distributed according to their relevance to corresponding departments.
4. Mailrooms in different departments will then pass the emails onto the staff in

charge of timely responses.

- 5. The staff in charge will endeavor to process the inquires promptly, and the Inquirers will be notified by mails or emails (copied in the emails), or the inquiries will be forwarded to appropriate departments(recipients) for further action.**