



UFCH

北京和睦家医疗救助基金会
United Foundation for China's Health

UFCH Certificate and Seal Management Policy

北京和睦家医疗救助基金会证书和印章管理制度

Board Approval Date 理事会批准日期: 2025-12-19

Chapter I General Provisions

Article 1 These regulations are formulated in accordance with the relevant provisions on the seal management of social organizations issued by the Beijing Civil Affairs Bureau and the Beijing Public Security Bureau, with the purposes of standardizing the administration and use of the certificates and seals of United Foundation for China's Health (hereinafter referred to as the "UFCH"), mitigating risks associated with seal management, ensuring the seriousness, standardization, rationality and security in the use of seals and the legal person certificate, and effectively safeguarding the interests of the Foundation.

Article 2 The term "certificates" in this system refers to the original and duplicate copies of the UFCH's "Legal Person Registration Certificate," "Bank Account Opening Permit," and other relevant certificates. The term "seals" in this system refers to UFCH's name seal, invoice-specific seal, and financial-specific seal.

Chapter II Certificate Management

Article 3 The UFCH's Legal Person Registration Certificate shall be displayed in a prominent location within UFCH's office area. Other certificates and duplicate copies of certificates shall be properly kept by the Secretariat as authorized by the Board of Directors.

Article 4 The external use of the UFCH's certificates requires approval from the Chairperson of the Board and the completion of internal procedures before they can be taken out for use. The certificates must be returned promptly after use as required.

Article 5 The UFCH's certificates shall not be altered, leased, or lent out.

Chapter III Seal Management

Article 6 The activation, decommissioning, and application for re-engraving in case of loss of the UFCH's name seal, invoice-specific seal, financial-specific seal, and other seals shall be carried out in accordance with the relevant regulations of the Beijing Civil Affairs Bureau and the Beijing Public Security Bureau on the

第一章 总则

第一条 为规范北京和睦家医疗救助基金会（以下简称基金会）证书和印章的管理与使用，降低印章管理的风险，保证印章及法人证书使用的严肃性、规范性、合理性和安全性，有效维护基金会利益，根据北京市民政局、北京市公安局关于社会组织印章管理有关规定制定本制度。

第二条 本制度所称证书是指本基金会的《法人登记证书》正副本、《银行开户许可证》及其他相关证书。本制度所称印章指基金会名称印章、发票专用章、财务专用章。

第二章 证书管理

第三条 基金会法人登记证书悬挂在基金会办公区域的显著位置，其他证书和证书副本由理事会授权秘书处妥善保管。

第四条 对外使用基金会证书，经理事长同意，履行内部程序后方可外出使用，并按要求及时归还。

第五条 不得涂改、出租、出借基金会证书。

第三章 印章管理

第六条 印章的启用、废止、遗失申请补刻基金会名称印章、发票专用章、财务专用章等应按照北京市民政局、北京市公安局关于社会组织印章管理有关规定执行，新刻制印章后，按照要求进行印章备案。

第七条 基金会名称印章由理事会授权专人进行保管；基金会发票专用章和财务专用章

management of seals of social organizations. After new seals are engraved, they shall be registered as required.

Article 7 The UFCH's name seal shall be kept by a person specifically authorized by the Board of Directors. The UFCH's invoice-specific seal and financial-specific seal shall be kept by the legal representative of the Foundation.

Article 8 Seals must be stored in a secure and safe location. It is strictly prohibited to remove seals from the office premises where they are used. In cases of special need, approval from the Chairperson of the Board must be obtained, and the seal must be returned immediately after use.

Article 9 Sealing Process:

(1) Fill out the "UFCH Company Stamp Form":

(a) For agreements already reviewed by the UFCH's internal legal team: The "Document Details/Usage" section of the "UFCH Company Stamp Form" must be completed and approved by the UFCH's Executive Director before sealing.

(b) For external agreements: Legal Department approval is required. After approval, the "UFCH Company Stamp Form" must be completed and approved by the UFCH's Executive Director and the UFCH's Founder before sealing.

(c) Any documents submitted to the Civil Affairs Bureau requiring the use of the legal representative's seal and the UFCH's name seal must be approved by the UFCH's Executive Director, Founder and the UFCH's Legal Representative before sealing.

(2) The serial number on the "UFCH Company Stamp Form" must match the number recorded in the UFCH's internal files.

(3) When sealing, bring the document to be sealed, the approved "UFCH Company Stamp Form," and the Legal Department's approval email (if applicable) to the designated location at the specified time.

(4) The seal custodian must strictly follow the sealing procedures. After sealing, both the seal custodian and the applicant must clearly fill out the "DOCUMENTS STAMPS GIVEN" section of the "UFCH Company Stamp Form."

(5) The applicant shall separately scan the "UFCH Company Stamp Form," the sealed document, and the Legal Department's approval email (if applicable), send them to the seal custodian, and store them in the corresponding internal folder of the UFCH according to the serial number. The hard copies of the sealed documents shall be properly kept by designated personnel.

由基金会法定代表人进行保管。

第八条 印章存放地点要求安全保险，严禁携带印章离开用印办公地点。如因特殊需要，需经理事长批准，用后立即带回。

第九条 用印流程：

(一) 填写《公司印章使用申请表》；

(1) 基金会内部法务已审核的协议：需填写《公司印章使用申请表》的“文件的详细信息/使用”部分，并由基金会执行总监批准后方可盖章；

(2) 外部协议：需经法务部审批，审批合格后填写《公司印章使用申请表》并经基金会执行总监及基金会创始人批准后方可盖章；

(3) 提交给民政局的任何文件如需使用法定代表人印章与基金会名称印章，需要基金会执行总监、基金会创始人及基金法定代表人批准后方可盖章。

(二) 《公司印章使用申请表》的编号应与基金会内部文件夹中记录的编号保持一致；

(三) 盖章时应携带需盖章文件、已批准的《公司印章使用申请表》、法务部批准盖章的邮件（如有），按照规定时间到指定地点进行盖章；

(四) 印章保管人员要严格按照用印制度执行用印。盖章结束后，印章保管人及用印者清晰填写《公司印章使用申请表》中的“记录所盖印章”部分；

(五) 用印者分开扫描《公司印章使用申请表》，所盖章文件及法务部的批准盖章邮件（如有），发送给印章保管人并按照编号，保存在基金会内部相应文件夹，纸质版盖章资料由专人妥善保管；

(6) For documents requiring Legal Department approval, the original sealed document and all approval documents shall be returned to the Legal Department.

(六) 需要法务部门审批的文件，所盖章文件原件及所有的审批文件返还到法务部门。

Article 10 It is strictly prohibited to seal blank letters of introduction, official documents, or letterheads. Unauthorized use of seals without corresponding approval is prohibited. Serious consequences resulting from such actions will be referred to the relevant authorities for legal liability.

第十条 严禁在空白介绍信、公文纸、信纸上盖章。未经相应批准不得擅自使用印章，造成严重后果的，要提请有关机关追究当事人的法律责任。

Article 11 The seal custodian must adhere to principles and strictly follow the sealing process. Before sealing, verify whether the document has been approved and whether the "UFCH Company Stamp Form" has been fully completed. During sealing, ensure the seal is applied in the appropriate position, and the impression is upright and clear.

第十一条 印章保管人要坚持原则，严格按照流程进行用印。用印前要核实用印文件是否审批、《公司印章使用申请表》是否填写完整。盖章时盖印位置要恰当，印记要端正清晰。

Chapter 4 Supplementary Provisions

第四章 附则

Article 12 Matters not covered in these regulations or inconsistent with relevant provisions shall be handled in accordance with the relevant provisions.

第十二条 本制度未尽事宜或与有关规定不一致的，按有关规定执行。

Article 13 These regulations shall be interpreted by the UFCH's Board of Members.

第十三条 本制度由基金会理事会负责解释。

Article 14 These regulations shall take effect after approval by the UFCH's Board of Directors.

第十四条 本制度自 2025 年 12 月 19 日理事会审议通过后执行。

RELATED FORMS

相关表格

<< UFCH Company Stamp Form >>

《公司印章使用申请表》

END OF POLICY

政策结束