



世界真佛宗宗務委員會



宗委會附回-申請新道場-查表

TBF CHECKLIST FOR NEW CENTER APPLICATION

日期： 年 月 日

Date:

敬覆 Attention to: -同修會籌備委員-
 - Center Preparatory Committee

事宜 RE: 三個申請階段的檢附文件之查表

Checklist for application documents of the three stages

道場申請的檢附文件 Documents required for submission

請提供以下資料以供審核認可之用 (已收到; 資料不齊全, 敬請重寄) 。

Please submit the document for review (TBF has received. Incomplete, please re-submit)

- 一切所提供的文件若非中文、英文, 敬請擇要把文件的重點簡譯為中文或英文。
- Please briefly translate non-English or non-Chinese documents to Chinese or English before submission.

• 第一階段申請 Stage 1 Application

- 1.1. 道場申請表。
Application Form
- 1.2. 道場的組織表。
Organization Chart
- 1.3. 道場成立籌備委員會的成員名單。(包括職位、姓名、任期、電話、地址)
Preparatory Committee name list (Include position, name, duration, contact number and address)
- 1.4. 道場的地區位置圖(包括鄰近真佛宗道場的車程)
Location map (Include car journey to nearest TBS chapter)
- 1.5. 道場同修名單。
Attendee name list
- 1.6. 道場的弘法計劃書。(包括財政計劃)
Proposal plan for True Buddha Dharma propagation (Include financial planning)
- 1.7. 當地密教總會建議函。(若當地無密教總會, 敬請註明)
Referral letter from local TBS headquarter (Please indicate if there is none)

● 第二階段申請 Stage 2 Application

- 2.1. 正式向政府申請合法道場註冊的相關文件影印本。
Copy of Application for Government Legal Registration of Center Certificate
- 2.2. 道場的平面圖（敬請註明尺寸）。
Floor plan of the chapter (Please include measurement)
- 2.3. 道場的外觀照片。
Photo of chapter exterior view
- 2.4. 道場的壇城照片。
Photo of the shrine
- 2.5. 如有房屋租約，則請寄上影印本。（如無租約，亦請註明場地的產權）
Copy of Tenancy Agreement. (Please indicate the ownership of the premise if none)

● 第三階段申請 Stage 3 Application

- 3.1. 政府合法道場註冊證件影印本。
Copy of Government Legal Registration of Center Certificate
- 3.2. 道場新理事會正式成立的名單。（籌備委員正式解散，以新理事會取代）
Formation of new committee (Preparatory committee dismissed and replaced by new committee)
- 3.3. 政府合法團體的註冊。
Government Legal Registration of Organization Certificate
- 3.4. 道場的組織章程。
Bylaws of the Temple
- 3.5. 當地密教總會推薦函。（若當地無密教總會，敬請註明）
Recommendation letter from local TBS headquarter (Please indicate if there is none)

敬請繼續呈交內容所列之欠缺的資料，以便呈交核心小組審閱。資料可郵寄宗委會或電郵至：
tbfapplication@gmail.com

Please continue to submit those incomplete information/document for TBF review perusal. Documents can be sent by postage mail to TBF or emailed to: tbfapplication@gmail.com.

任何申請詢問或組織架構變動時，敬請郵寄或電郵（tbfapplication@gmail.com）。

For application enquiry or changes to organization, please mail or email to: tbfapplication@gmail.com.

宗委會辦事處謹啟

True Buddha Foundation Office