



大连北方兄弟国际贸易有限公司

Bei Fang Dalian North Brother International Trading Co., Ltd.

WEB: bf_group1@beifangmaoyi.com



大连北方兄弟国际贸易有限公司

Dalian North Brother International Trading Co., Ltd.

反腐败合规政策

ANTI-CORRUPTION COMPLIANCE POLICY

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反腐败合规政策 ANTI-CORRUPTION COMPLIANCE POLICY

简介

INTRODUCTION

大连北方兄弟国际贸易有限公司（以下简称“公司”）的政策遵守适用于“公司”在世界各地业务的反腐败法律。这些法律包括《美国海外反腐败法》（“FCPA”）、《英国反贿赂》、《日本防止不正当竞争法》以及“公司”要开展所有业务的国家和地区的法律，即合称“反腐败法律”。

The policies of Dalian North Brother International Trading Co., Ltd. (hereinafter referred to as the "Company") comply with anti-corruption laws applicable to the "Company's" operations around the world. These laws include the U.S. Foreign Corrupt Practices Act ("FCPA"), the U.K. Bribery Act, the Japan Unfair Competition Prevention Law, as well as the laws of all countries in which "Company" does business. Collectively known as the "Anti-Corruption Law".

目的

OBJECTIVE

制定本手册的目的是教育员工、代表和合作伙伴认识、发现并避免潜在的违反反腐败法律。但本政策不可能预测和回答该领域的所有问题。它应该用来了解遵守“反腐败法律”方面基本的是非准则。

The purpose of this policy is to educate employees, representatives and partners to recognize, identify and avoid potential violations of anti-corruption laws. But this policy cannot predict and answer all questions in this area. It should be used to understand the basic principles of right and wrong in complying with "Anti-corruption laws".

范围

SCOPE

本政策适用于“公司”的所有董事、高级管理人员和雇员，以及“公司”的关联公司和合作伙伴都必须遵守本政策。

This policy applies to all directors, officers and employees of "Company", as well as to affiliates and partners of "Company".

管理职责

MANAGEMENT RESPONSIBILITIES

“公司”首席运营官（COO）将为“公司”管理层在实施本政策方面提供支持和指导，并指定适当的人员对本政策进行解释。

The Company's Chief Operating Officer (COO) will provide support and guidance to "Company's" management in implementing this policy and will designate appropriate personnel to explain this policy.

审查本政策

REVIEW OF THIS POLICY

“公司”首席运营官（COO）每年在必要时对本政策进行审查并提交政策更新。

This policy will be reviewed and updated annually by COO as necessary.

1. 禁止的行为

1. PROHIBITED CONDUCT



1.1 禁止贿赂

1.1 PROHIBITED CONDUCT

严禁贿赂任何人。代表“公司”行事的董事、高级管理人员、员工和第三方，不得明知直接或间接为以下目的从中受益，提供给予付款，承诺付款或授权付款或授权任何款项任何人，包括任何公职人员，旨在以腐败的方式影响该人获取或保留业务或获取任何不正当的商业利益，包括：

- 诱使接受者（或其他人）不恰当地执行与业务、行业或职业有关的；
- 在某人的工作过程中执行的、或由某人或代表某人执行的相关功能或活动；
- 影响公职人员以其公职身份行事（或不行事），或者诱使公职人员在政府或机构中运用其影响力。

Bribery is strictly forbidden. Directors, senior management, employees, and third parties acting on behalf of "Company" must not knowingly offer, give, make payment, promise to pay, or authorize the payment of money or Anything of Value, directly or indirectly to or for the benefit of any person, including any Public Official, with the intention of corruptly influencing such person to obtain or retain business or secure any improper business advantage, including:

- inducing the recipient (or others) to perform improperly in connection with the business, trade or profession;
- A related functions or activities performed by or on behalf of a person in the course of a person's work;
- Influence a Public Officer to use (or not to use) in his or her official capacity, or to inducing a public Officer to use his influence in a government or agency.

1.2 禁止索取或收受贿赂

1.2 PROHIBITION AGAINST REQUESTING OR RECEIVING BRIBES

禁止代表“公司”行事的董事、高级职员、员工和第三方请求，同意接受任何有价值的东西。

Directors, officers, employees and third parties acting on behalf of the "Company" are prohibited from requesting and agreeing to accept anything of value.

1.3 便利付款

1.3 FACILITATING PAYMENTS

“公司”通常禁止与其运营有关的“便利付款”。比如向政府机关提供的“疏通费”或“加油费”等。少数情况下，可能不可避免地需要支付的话，尽快通知“公司”首席运营官（COO）。根据此规定支付的所有款项都必须记录在案。

A "Company" generally prohibits "FACILITATION PAYMENTS" related to its operations. For example, "FACILITATION PAYMENTS" or "GREASE PAYMENTS" provided to government agencies. In rare cases where payment may inevitably be required, notify the company's chief operating officer (COO) as soon as possible. All payments made under this provision must be recorded.

1.4 禁止第三方贿赂

1.4 PROHIBITION AGAINST BRIBERY BY THIRD PARTIES

如果第三方（包括中介机构和业务合作伙伴）代表“公司”行事，则“公司”可能会对第三方的腐败行为负责。向第三方提供礼物，付款或要约是非法的。

If a third party (including intermediaries and business partners) **ACTS** on behalf of "Company", "Company" may be held responsible for the corrupt conduct of the third party. It is illegal to offer gifts, payments or offers to third parties.



2. 与公职人员互动的报告要求

2. REPORTING REQUIREMENTS FOR INTERACTIONS WITH PUBLIC OFFICIALS

考虑到与公职人员互动的敏感性，“公司”要求在“公司”主任、高级职员、员工，第三方中介或业务合作伙伴与任何其他人员之间的大多数互动（包括会议，电话会议和视频会议）生成会议记录并记录公职人员人数和数量。该会议记录应在会议后的一周内提交给COO。

Given the sensitivity of interactions with public officials, the “Company” requires most interactions (including meetings, conference calls, and videos) between the “Company’s” directors, officers, employees, third-party intermediaries or business partners and any Public Official. Generate meeting records and record the number of public officials. The minutes of the meeting should be submitted to the COO within one week after the meeting.

3. 礼物和人情

3. GIFTS AND HOSPITALITY

禁止“公司”董事，管理人员，员工，中介机构和业务合作伙伴有意向任何人，包括任何公职人员或商业客户，提供不当的礼物或款待（包括纪念品，进餐，饮料，旅行和娱乐）。只能向任何人提供合法、适当和合理的礼物和款待。

“公司”的董事、高级职员和员工不得接受任何礼物或款待，尤其是来自受“公司”购买或业务决定约束的个人和实体的礼物或招待。

“Company” directors, officers, employees, intermediaries and business partners are prohibited from giving or offering improper gifts or hospitality (including souvenirs, meals, drinks, travel and entertainment) to anyone, including any public officials or commercial customers. Only provide legal, proper and reasonable gifts and entertainment to anyone.

Directors, officers and employees of “Company” must not accept any gifts or hospitality, especially gifts or hospitality from individuals and entities subject to “Company’s” purchase or business decisions.

4. 账簿、记录和会计控制

4. BOOKS, RECORDS AND ACCOUNTING CONTROLS

“公司”董事、高级管理人员和员工必须制作并保留正确的交易账簿和记录，并设计和维护适当的内部会计控制体系。所有付款必须遵守所有适用法律，以及相关的会计政策和程序，包括费用批准程序。

“Company” and its directors, officers and employees must make and maintain proper trading books and records, and devise and maintain an appropriate internal accounting control. All payments arrangements must comply with all applicable laws, as well as related accounting policies and procedures, expense approval procedures.

5. 培训和认证

5. TRAINING AND CERTIFICATION

“公司”首席运营官（COO）认定具有重大腐败风险的国家和地区开展业务，必须完成年度反腐败培训。并跟踪受本政策影响的员工的培训任务和完成情况。包括对第三方中介机构和业务合作伙伴提供的培训。

The “Company’s” chief operating officer (COO) determines that countries and regions with significant corruption risks must complete annual anti-corruption training to conduct business. And track the training tasks and completion of employees affected by this policy. including to third party Intermediaries and Business Partners.

6. 监控，风险评估和审计



6. MONITORING, RISK ASSESSMENT, AND AUDITING

“公司”首席运营官（COO）将确保由合格的内部或外部审核员定期审核“公司”的运营情况，以检查其是否符合本政策。还将定期确保“公司”对其反腐败风险进行评估。根据需要更新本政策。

The Company's chief operating officer (COO) will ensure that "Company's" operations are periodically audited for compliance with this Policy by qualified internal or external auditors. also will ensure that "Company" conducts an assessment of its anti-corruption risks. COO will Update this policy as necessary.

7. 实施政策，程序和流程

7. IMPLEMENTING POLICIES, PROCEDURES AND PROCESSES

“公司”应根据实施本政策的需要制定补充当地反腐败政策和程序，只要这些政策和程序与本政策不冲突即可。

The "Company" shall develop supplemental local anti-corruption policies and procedures as needed to implement this policy, as long as these policies and procedures do not conflict with this policy.

8. 违规行为和纪律处分

8. VIOLATIONS AND DISCIPLINARY ACTION

“公司”可能因违反适用的反腐败法而受到严厉的刑事和民事处罚，以及与腐败活动有关的声誉受损，与调查腐败活动指控，取消政府签约以及剥夺出口特权有关的大量费用以及股东，客户和竞争对手的民事诉讼。违反适用的反腐败法律的“公司”董事，监事，员工和第三方也可能受到严厉的刑事和民事处罚，包括监禁和大量罚款。不遵守本政策可能会受到纪律处分，甚至处以解雇。

"Company" could be subject to severe criminal and civil penalties for violations of applicable anti-corruption laws, as well as reputational damage for association with corrupt activities, substantial costs associated with investigating allegations of corrupt activities, debarment from government contracting, and deprivation of export privileges, as well as civil suits by shareholders, clients and competitors. Directors, supervisors, employees and third parties of "Company" who violate applicable anti-corruption laws may also be subject to severe criminal and civil penalties, including imprisonment and substantial fines. Failure to comply with this policy may result in disciplinary action up to and including termination.

9. 报告问题

9. REPORTING CONCERNS

任何人都可以通过以下方式举报涉嫌违反本政策的行为。

Anyone can report suspected violation of this Policy in the following ways.

- 所在部门主管/部门经理
- Department head/Department manager
- “公司”首席运营官（COO）
- Chief operating officer (COO)
- 手机号码: +8613322265655
- Mobile phone number: +8613322265655
- 邮箱: zhenhaijiang_379@hotmail.com
- Email address: zhenhaijiang_379@hotmail.com
- “公司”邮箱: bf_group1@beifangmaoyi.com
- "Company" Email : bf_group1@beifangmaoyi.com



附录 A 常见问题 APPENDIX A FREQUENTLY ASKED QUESTIONS

1. 本政策禁止的活动有哪些例子？

What are some examples of activities that are prohibited under this Policy?

- 向负责颁发“公司”许可证的公职人员支付或提供现金，或影响公职人员签发许可证或授予决定的商业合同。
- Paying or offering cash to a Public Official responsible for issuing “Company” a license or a business contract to influence the Public Official’s decision to issue the license or award business.
- 赠送礼物给税务代理人，以影响其决定多少“公司”欠税。
- Give a gift to a tax agent to influence his or her decision regarding how much “Company” owes tax.
- 故意多付公职人员拥有的供应商的供应，给影响该公职人员决定继续将业务转给“公司”的决定。
- Intentionally overpayment for supplies from a vendor owned by a Public Official to influence that Public Official’s decision to continue to refer business to “Company”.
- “公司”的支出是为了影响客户将业务授予“公司”。
- “Company’s” expenses are to influence the customer to award the business to “Company”.
- 通过第三方进行的上述任何一项。
- Any of the above made through a third party.

2. 谁是“中介人”？

Who is an “Intermediary”?

中介是在合理的程度上可能代表“公司”与政府实体或公职人员进行交互的第三方。示例包括但不限于：Intermediaries are third parties that are reasonably likely to interact with government entities or Public Officials on “Company’s” behalf. Examples include, but are not limited to:

- 游说者 • 经纪人 • 代表 • 顾问 • 分销商 • 代理商 • 报关行
- 律师 • 货运代理
- Lobbyists • Broker • Representatives • Consultants • Distributor
- Sales representative • Agents • Customs brokers • Immigration agents
- Lawyers • Freight forwarders

中介机构和业务合作伙伴使“公司”面临腐败风险，因为他们与公职人员进行互动，并且可能代表“公司”进行不当付款。中介机构必须遵守“公司”的第三方中介机构和业务合作伙伴政策。

Intermediaries and Business partners subject “Company” to the risk of corruption because they interact with public officials and may make improper payments on behalf of “Company”. The intermediary must comply with the “Company’s” third party intermediary and Business Partner Policies.

3. 就本政策而言，应被视为公职人员的例子包括但不限于：

Examples of persons who should be treated as Public Officials under this Policy include, but are not limited to:

- 各级政府雇员；
- Government employees
- 国有企业雇员；



- Employees of state-owned enterprises
- 由政府拥有或控制的公司雇员，即使政府不是唯一的所有者；
- Employees of a company owned or controlled by the government, even if the government is not the sole owner;
- 使馆员工；
- Embassy employees;
- 国际公共组织（例如世界银行）的官员和雇员和联合国）；
- Officers and employees of public international organizations (such as the World Bank and United Nations);
- 海关、税务和许可官员；
- Customs, tax, and licensing officials;
- 政党官员（即使他们不担任公职）。
- Political party officials (even if they do not hold public office).

4. 与公职人员进行哪种类型的互动需要会议报告？

What types of interactions with Public Officials require a meeting report?

公职人员与“公司”主任、官员、雇员、中介人员或业务合作伙伴之间的几乎所有互动（包括面对面会议、电话会议和视频会议）都需要会议报告。

Nearly all interactions – including in-person meetings, telephone conferences, and video conferences – between a Public Official and “Company” director, officer, employee, Intermediary, or Business Partner require a meeting report.

5. 如果我邀请了一位客户参加会议并想带他出去吃饭，该怎么办？可以吗？

What should I do if I have invited a client to a meeting and would like to take him out to dinner? Is this allowed?

如果会议是出于正当的商业原因（例如建立或巩固业务关系），而不是意图以腐败的方式影响你的客户以使“公司”受益，并且在这种情况下花费合理的费用，通常是可以接受的。

If the meeting is for legitimate business reasons (such as establishing or cementing a business relationship), is not intended to corruptly influence your client to advantage “Company”, and will cost a reasonable amount under the circumstances, it will generally be permissible.

6. 如果我发现由于重要的运输单据错误，当地海关官员阻止了前往重要客户途中的大批货物，而我的当地代理告诉我他可以说服海关官员这样做，该怎么办？放一点钱放货？我不应该支付象征性的费用，以避免这么重要的客户长时间拖延吗？

What should I do if I learn that a large shipment on its way to an important customer is being held up by local customs officials due to a minor error in the shipping papers and my local agent tells me he can convince the customs officials to release the goods for a small fee? Shouldn't I pay the nominal fee to avoid a long delay for such an important customer?

否。本政策禁止“公司”进行此类付款，也禁止授权中介机构（包括海关代理商）代表“公司”进行此类付款。

No. This policy prohibits “Company” from making such payments and from authorizing intermediaries, including customs agents, from making such payments on behalf of “Company”.

7. 我的当地供应商联系告诉我，如果我授予向她的公司供应项目零件合同，她将给我足球比赛的季票，这有问题吗？

My contact at a local supplier tells me that she will give me season tickets to a soccer game if I award a contract for supplying parts for a project to her company. Is this a problem?



有。“公司”禁止员工接受任何有价值的东西来将业务授予供应商。决策必须基于资格和要求。禁止你接受任何有价值的东西来影响你在“公司”的工作。

Yes, “Company” prohibits employees from accepting anything of value to award business to vendors. Decisions must be based on qualifications and requirements. You are prohibited from accepting anything of value that would affect your work in “Company”.

8.在选择第三方中介、业务合作伙伴，监控其活动时，我应该注意哪些“危险信号”？

What are the types of “Red Flags” I should watch out for when selecting third-party Intermediaries, Business Partners, vendors, and suppliers, and monitoring their activities?

· 不寻常的付款方式或财务安排。如通过第三方或第三国的付款请求，现金付款请求，大大超过服务通常所需金额或违反合同条款的付款请求；

· Unusual payment patterns or financial arrangements, like requests for payments through third parties or third countries, requests for payment in cash, requests for payments significantly in excess of the amount usually required for the services or contrary to contract terms;

- 高额佣金；
- Unusually high commissions;
- 合作伙伴或其他第三方拒绝签署反腐败合规证明；
- A refusal by a joint venture partner or other third party to sign the anti-corruption compliance certification;
- 费用和会计记录缺乏透明度；
- Lack of transparency in expenses and accounting records;
- 合作伙伴明显缺乏资历或资源；
- Apparent lack of qualifications or resources on the part of the joint venture partner or other Intermediary;
- 由公职人员或潜在客户推荐使用的合作企业；
- Recommendation by a Public Official or potential customer to use the joint venture partner;
- 请求任何政治或慈善捐助；
- Requests for any political or charitable contribution;
- 不愿公开采取行动或不愿向公众或公职人员隐瞒中介机构与“公司”互动的性质或程度；
- Reluctance to act openly or efforts to conceal from the public or Public Officials the nature or extent of the Intermediary's interactions with “Company”;
- 高于公平市价的付款要求。
- Payment requirements above fair market value;

9. 我应该在与中介机构和业务合作伙伴的书面合同中包括哪些类型的反腐败条款，以最好地保护“公司”免于承担责任？

What types of anti-corruption and other provisions should I include in written contracts with Intermediaries and Business Partners to best protect “Company” from liability?

协议必须包括以下类型的规定：

In general agreements must include the following types of provisions:

- (1) 反腐败的陈述，保证和盟约；
- (2) 授权“公司”检查和审核帐簿和记录；
- (3) 终止条款，由于违反适用的反腐败法，赋予“公司”终止关系的权利；
- (4) 同意遵守“公司”的《反腐败合规政策》。

- (1) Anti-corruption representations, warranties, and covenants;
- (2) Authorization for “Company” to inspect and audit books and records;
- (3) Termination provisions that give “Company” the right to terminate the relationship as a result of



violations of applicable anti-corruption laws;

(4) Agreement to comply with "Company's" Anti- Corruption Compliance Policy.

10. 在哪里可以找到“反腐败法律”的相关信息？

Where can I find information about anti-corruption law?

FCPA参见:

FCPA see:

<http://www.justice.gov/criminal/fraud/fcpa/docs/lay-persons-guide.pdf>

《2010年英国反贿赂法》参见:

U.K. Bribery Act of 2010 see :

<http://www.justice.gov/uk/downloads/legislation/bribery-act-2010-guidance.pdf>

《日本防止不正当竞争法》参见:

Japan Unfair Competition Prevention Law see:

<http://www.oecd.org/investment/briberyininternationalbusiness/anti-briberyconvention / 2377955.pdf>

11.如果有人要求我参与违反本政策的行为或行动，我该怎么办？

What should I do if someone asks me to participate in conduct or actions that violate this Policy?

你应该拒绝并且应该反对所要求的行为或行动。

You should refuse and should object to the conduct or action requested.

12.如果我意识到自己可能违反了本政策，该怎么办？

What should I do if I realize that I may have violated this Policy?

如果你违反本政策，应立即采取措施补救。应立即寻求所在部门主管、任何管理层成员或COO的指导，不应忽略问题，因为这可能给你和“公司”带来更大的责任。

If you violate this Policy, there may be remedial steps that can be taken. You should immediately seek guidance from your supervisor, any member of management, or the CCO. You should NOT ignore the problem, as this may create greater liability for you and "Company".

13. 我如何获取“公司”《反腐败合规政策》文本？

How do I get the "Company's" anti-corruption compliance policy?

• 可向所在部门主管所要。

Request from the department manager.

• 可[登录](#)“公司”网址下载。

“公司”网址: www.beifangxiongdi.cn

You can visit "Company's" URL to download.

"Company" Website: www.beifangxiongdi.cn



附录B

APPENDIX B

反腐败内部控制和账簿及记录保存准则

ANTI-CORRUPTION INTERNAL CONTROLS AND BOOKS AND RECORDKEEPING GUIDELINES

向公职人员的任何有价值的礼物必须准确记录，并包含以下最低限度的信息：目的、金额、价值、费用性质和商业理由。

Any valuable gift to a public official must be accurately recorded and contain the following minimum information: purpose, amount, value, nature of expense, and business justification.

所有付款安排都必须遵守适用的法律以及“公司”的会计政策和程序。“公司”的董事、高级管理人员、员工、第三方中介机构和业务合作伙伴不得有意订立任何允许或帮助他人违反法律的特殊发票或付款安排。

All payment arrangements must comply with applicable laws and the Company's accounting policies and procedures. Company's directors, senior management, employees, third-party intermediaries and business partners of the Company must not intentionally enter into any special invoices or payment arrangements that would allow or help others violate the law.

所有付款都将以适当的文件证明，包括批准的采购订单，批准的第三方中介和业务合作伙伴发票，批准的时间表和批准的每月费用索赔表。

All payments will be supported by appropriate documentation, including approved purchase orders, approved third-party intermediary and Business Partner invoices, approved schedules, and approved monthly expense claim forms.

除了根据“公司”的会计政策和程序记录的零用现金支出外，禁止现金支付、“应付给现金/承兑人的支票”和空白支票。

Other than petty cash disbursements recorded in accordance with the company's accounting policies and procedures, cash payments, "Payable to cash / Bearer" and blank checks are prohibited.

禁止在“公司”的帐簿、记录或帐户中进行虚假、误导或人为输入。

Any false, misleading or artificial entry into the Company's books, records or accounts is prohibited.

不会出于与“公司”业务相关的任何目的而建立未公开或未记录的资金，账户（例如“账外”账户）、资产或负债。

No undisclosed or unrecorded funds, accounts (such as "off-the-books" accounts), assets or liabilities will be established for any purpose in connection with the business of the "Company".

将在可靠的支持文档的基础上准确准备所有账簿、记录和账目。

All books, records and accounts will be accurately prepared on the basis of reliable supporting documentation.

“公司”员工不得直接或间接向任何会计师或审计师，包括内部会计师和审计师作出虚假、误导或不完整的陈述。

Employees of "Company" must not make false, misleading or incomplete statements directly or indirectly to any accountant or auditor, including internal accountants and auditors.



附录C
APPENDIX C
反腐败合规证明
ANTI-CORRUPTION COMPLIANCE CERTIFICATION

由“公司”董事、高级管理人员和员工根据“公司”反腐败合规政策填写。

To be completed by "Company's" directors, officers and employees in accordance with the "Company's" Anti-corruption Compliance Policy.

我已经阅读了“公司”反腐败合规政策（以下简称“政策”）。

I have read the "Company" Anti-Corruption Compliance Policy (hereinafter referred to as the "Policy").

我已经并且将继续遵守“公司”相关的“政策”。

I have and will continue to comply with the Company's "Policies."

我已遵守并将继续遵守所有适用的反腐败法，包括有关贿赂、勒索和回扣的法律，以及有关向“公职人员”提供礼物或酬金的法律。

I have complied with and will continue to comply with all applicable anti-corruption laws, including laws relating to bribery, extortion, and kickbacks, as well as governing the offering or giving of gifts and gratuities to "Public Officials."

我并未为促进包括以下任何方面的任何人，包括公职人员，直接或间接地进行要约，付款、承诺付款或授权支付任何有价物品的行为：

I have not corruptly taken any action in furtherance of an offer, payment, promise to pay, or authorization of the payment of anything of value, directly or indirectly, to any person, including a Public Official, for the purposes of:

- 诱使接受者（或其他人）不恰当地执行与业务、行业或职业有关的，在某人的工作过程中执行的，或由某人或代表某人执行的相关功能或活动；
- Inducing the recipient (or another) to improperly perform functions or activities relating to a business, trade or profession, performed in the course of a person's employment, or performed by or on behalf a body of persons;
- 影响接受者以其官方身份行事（或不行事）；
- Influencing the recipient to act (or not to act) in his or her official capacity;
- 运用自身影响力，要么获得任何不当优势，以便协助“公司”为任何人获取或保留业务，或将业务指导给任何人。
- Use your influence to gain any improper advantage in order to assist the Company in obtaining or retaining business for anyone, or to directing business to anyone.
- 我没有违反适用法律，向任何人收受任何人的贿赂、回扣或有其他腐败行为。
- I have not violated applicable laws by accepting bribes, kickbacks or other corrupt practices from anyone.
- 如果发生任何导致与本政策规定不相符的事情，我会立即将情况变化告知我的主管或COO。
- If anything happens that is inconsistent with the provisions of this policy, I will immediately notify my supervisor or COO of such change in circumstances.

本人签名：SIGNATURE:

部门：DEPARTMENT:

职务：POSITION:

时间：DATE (mm/dd/yyyy):