**National Taiwan University**

**Request for Late Submission of New Employee Physical Examination Report**

To the Environmental Protection and Occupational Safety and Health Center:

I, the undersigned, have completed the required physical examination for new employees at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of medical facility). As I have not yet had the opportunity to collect the examination report from the medical facility, I hereby request permission to submit the report at a later date. I agree to submit a photocopy of my new employee physical examination report to the Environmental Protection and Occupational Safety and Health Center within one month of my first day of work.

Requested by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature)

Department / Institute:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Notes**

1. Attach a photocopy of the receipt for the physical examination to this request form when submitting. Please send the documents via an official envelope to the Environmental Protection and Occupational Safety and Health Center or email the scanned/photographed documents to anitatseng@ntu.edu.tw.
2. For information regarding the physical examination for new employees, please refer to the following webpage: https://esh.ntu.edu.tw/epc/index.php?id=NTE2#a.