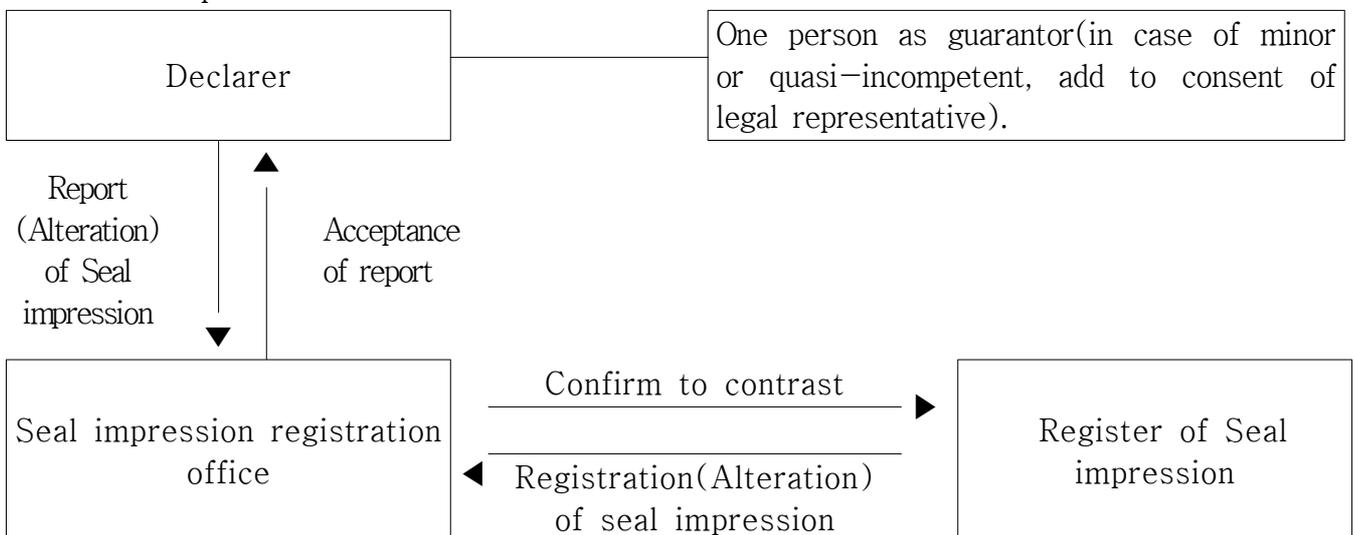




※ NOTES

1. If the person who register seal impression firstly or registered already can't visit to office of seal impression's register personally, this form is used for registration seal impression or alteration of seal impression as written without own's visit to certifying office.
2. The guarantor has to be an adult who registered seal impression and the used seal impression has to be a registered seal impression certainly. In this case, the proxy who visit to certifying office must submit own's identification card also the seal impression of guarantor has to be checked by data processing organization but if it's difficult, a seal impression can be required to submit.
3. The guarantor must vouch for applicant after checking true or not of real intention.
4. Applicant must seal on section for preservation in order to register of seal impression and must attach "one sheet of seal impression paper". Only, if seal for seal impression is enclosed, can omit the paper of seal impression.
5. A concerned public servant must affix the paper of seal impression on prescribed seal impression section of seal impression register and then seal by official seal on overlapped part between seal impression register and seal impression paper.
6. In case of overseas nation, write the permanent domicile address on section of applicant's nationality and via(confirm) diplomatic establishment abroad(consulate) and then submit.
7. On section of report reason, write the reason why applicant can't visit personally and submit together provable documents about the fact. In this case, expiration period of the submitted documents is 3months(confirmation of diplomatic establishment abroad is 6months from checked date) from checked date the reason.
8. In case of overseas nation, write passport No. on section of resident registration and in case of foreigner, write alien registration No. and in case of domestic residence declarer, write domestic residence report No. and write in the below blank( ) the resident registration No.
9. If it is via diplomatic establishment abroad, check  on relevant section.

※ This report is deal with as follows.



# Report(Alteration) of seal impression [For written report]

## 인감(변경)신고서[서면신고용]

### ❖ Reporter (신고인)

- Please write name with Chinese characters.  
(신고인의 이름을 한자와 함께 쓰세요)
- Please write resident registration No. (신고인의 주민등록번호를 쓰세요)
- Please write nationality. (신고인의 국적을 쓰세요)
- Please write address in Korea. (신고인의 국내주소를 쓰세요)
- Please write overseas address. (신고인의 국외주소를 쓰세요)
- Please write reason of a written report. (서면신고 사유를 쓰세요)
- Please attach supporting evidence as an annexed. (입증자료를 첨부하세요)
- Please affix the seal impression paper. (인감지를 붙이세요)

### ❖ Guarantor (보증인)

- Please write name and put seal impression.  
(보증인의 성명을 쓰고, 인감날인하세요)
- Please write address in Korea. (보증인의 국내주소를 쓰세요)
- Please write overseas address. (보증인의 국외주소를 쓰세요)
- Please write resident registration No. and date of birth.  
(보증인의 주민등록번호와 생년월일을 쓰세요)
- Please write relationship with reporter. (신고인과의 관계를 쓰세요)

### ◆ Consent of legal representative (법정대리인의 동의)

- Please write name of legal representative. (법정대리인의 성명을 쓰세요)
- Please put seal impression of legal representative.  
(법정대리인의 인감을 날인하세요)
- Please write resident registration No.(date of birth) of legal representative.  
(법정대리인의 주민등록번호(생년월일)를 쓰세요)
- Please write address in Korea of legal representative.  
(법정대리인의 국내주소를 쓰세요)
- Please write overseas address of legal representative.  
(법정대리인의 국외주소를 쓰세요)
- Please write relationship with reporter. (신고인과의 관계를 쓰세요)

❖ **Confirmation of diplomatic establishment abroad(consulate)**

(재외공관(영사관)의 확인)

※ I hereby confirm that this is the seal impression.

[Written report(Alteration)Consent of legal representative]

(위 신고인의 인감 [서면 신고(변경) 법정 대리인의 동의]사실을 확인합니다.)

■ Please receive the signature from diplomatic establishment abroad(consulate).

(재외공관(영사관)의 확인을 받으세요)

※ I hereby report by written form above by co-signing with the guarantor (legal

representative) as in accordance with Article 3 and Article 7 (Article 13) of the

「Law of Seal Impression's Certification」 .

(인감증명법」 제3조 및 제7조(제13조)의 규정에 의하여 위와 같이 보증인(법정대리인)과 연서하여 서면신고 합니다.)

※ **Handling charge is nothing for report but 600won for alteration.**

(수수료는 신고시에는 없고, 변경시에는 600원입니다.)

❖ **Reporter (신고인)**

■ Please write date of report. (신고일을 쓰세요)

■ Please write name of reporter and signature and seal.

(신고인의 성명을 쓰고 서명날인하세요)

■ Please write address and resident registration No. of reporter.

(신고인의 주소와 주민등록번호를 쓰세요)

❖ **Proxy (대리인)**

■ Please write name of proxy and signature and seal.

(대리인의 성명을 쓰고 서명날인하세요)

■ Please write address and resident registration No. of proxy.

(대리인의 주소와 주민등록번호를 쓰세요)

■ Please write relation with reporter. (신고인과의 관계를 쓰세요)

❖ **NOTES 유의사항**

1. If the person who register seal impression firstly or registered already can't visit to office of seal impression's register personally, this form is used for registration seal impression or alteration of seal impression as written without own's visit to certifying office.

(이 서식은 인감을 처음 신고하거나 이미 신고한 자가 인감신고기관에 본인이 직접 방문할 수 없는 경우에 본인이 증명청을 방문하지 아니하고 서면으로 인감신고 또는 인감

변경신고를 할 때 사용합니다.)

2. The guarantor has to be an adult who registered seal impression and the used seal impression has to be a registered seal impression certainly. In this case, the proxy who visit to certifying office must submit own's identification card also the seal impression of guarantor has to be checked by data processing organization but if it's difficult, a seal impression can be required to submit.

(보증인은 인감이 신고된 성인자이어야 하며, 사용인감은 반드시 신고된 인감이어야 합니다. 이 경우 증명청을 방문하는 대리인은 본인의 신분증을 제시하여야 하며, 또한 보증인의 인감은 증명청이 전산정보처리조직에 의하여 확인을 하므로 이의 확인이 어려울 경우 그 인감제출을 요구할 수 있습니다.)

3. The guarantor must vouch for applicant after checking true or not of real intention.

(보증인은 신고인의 진의여부를 확인하고 보증하여야 합니다.)

4. Applicant must seal on section for preservation in order to register of seal impression and must attach "one sheet of seal impression paper". Only, if seal for seal impression is enclosed, can omit the paper of seal impression.

(신고인의 인감신고는 신고인감의 보존용란에 날인하고, "인감지 1매"를 첨부하여야 합니다. 다만, 인감인을 동봉한 때에는 인감지를 생략할 수 있습니다.)

5. A concerned public servant must affix the paper of seal impression on prescribed seal impression section of seal impression register and then seal by official seal on overlapped part between seal impression register and seal impression paper.

(관계공무원은 인감대장의 소정인감란에 인감지를 첨부한 후 인감대장과 인감지의 겹치는 부분에 직인으로 간인하여야 합니다.)

6. In case of overseas nation, write the permanent domicile address on section of applicant's nationality and via(confirm) diplomatic establishment abroad (consulate) and then submit.

(재외국민의 경우에는 신고인의 국적란에 본적을 기재하여 재외공관(영사관)을 경유(확인)한 후 제출하여야 합니다.)

7. On section of report reason, write the reason why applicant can't visit personally and submit together provable documents about the fact. In this case, expiration period of the submitted documents is 3months(confirmation of diplomatic establishment abroad is 6months from checked date) from checked date the reason.

(신고 사유란에는 신고자가 방문할 수 없는 사유를 기재하고, 그 사실을 증명할 수 있는 서류를 함께 제출하여야 합니다. 이 경우 제출하는 서류의 유효기간은 그 사유 확인일 부터 3월(재외공관의 확인은 확인일 부터 6월)입니다.)

8. In case of overseas nation, write passport No. on section of resident registration and in case of foreigner, write alien registration No. and in case of domestic

residence declarer, write domestic residence report No. and write in the below blank( ) the resident registration No.

(재외국민의 경우에는 여권번호, 외국인의 경우에는 외국인등록번호, 국내거소 신고자의 경우에는 국내거소신고번호를 주민등록 번호란에 기재하고, 주민등록 번호는 그 아래의 여백을 이용하여 ( )안에 표기합니다. )

9. If it is via diplomatic establishment abroad, check on relevant section.

(재외공관 경유시 해당사항란에 체크표시를 합니다.)