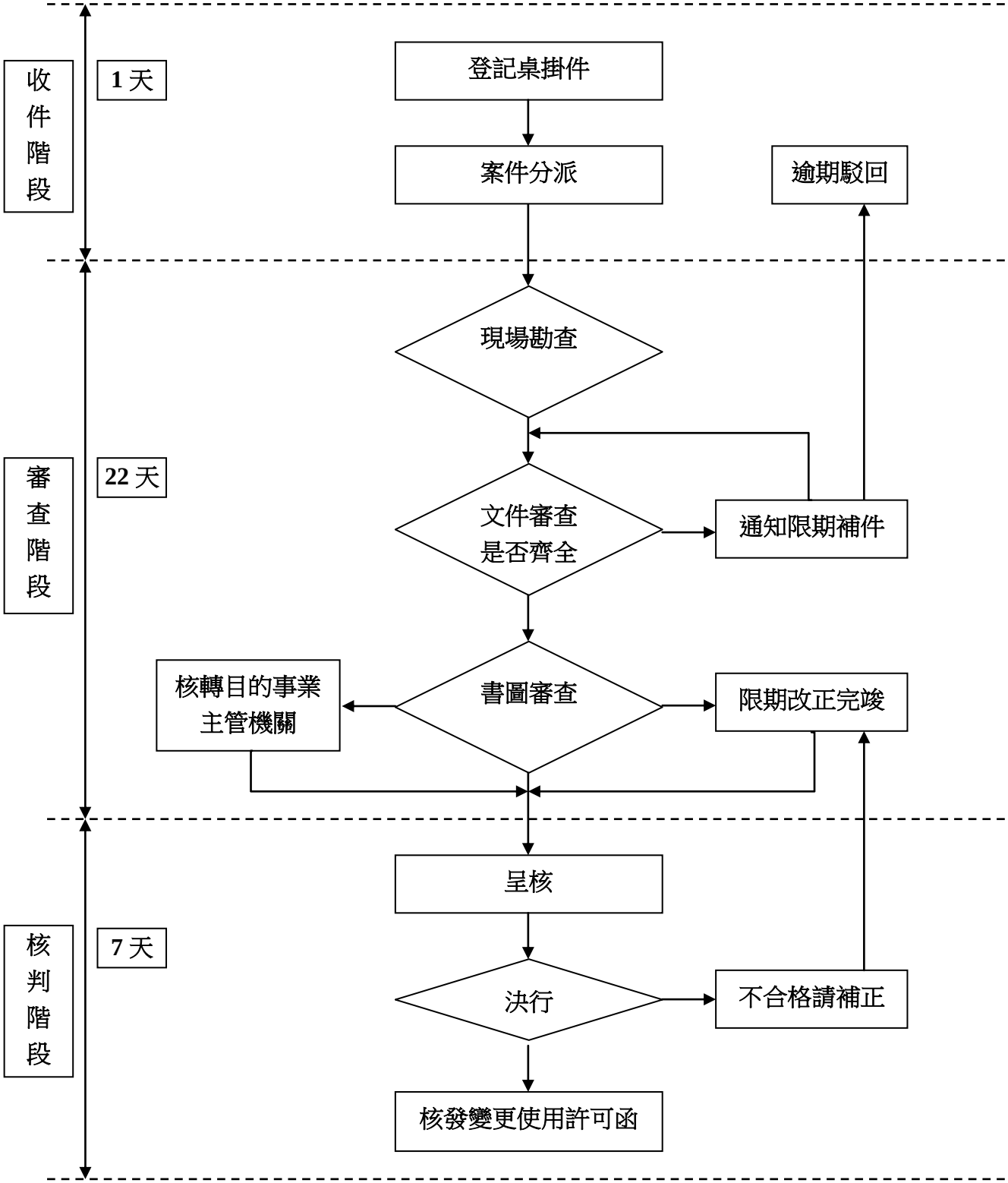變更使用執照第一階段書面審查作業流程圖