



- 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)

第一階段的道場資料齊備後呈交宗委會審核。經宗委會審核及核准第一階段的申請資料，便會賜道場名號，讓道場繼續第二階段的申請及向政府申請合法道場註冊。若道場已經有名號，可以用回原先的名號。

When all the documents are reviewed and Stage 1 application has been approved by TBF, center will proceed to Stage 2 application. At the same time, a center name will be issued to apply for the Government Legal Registration Center Certificate. If the name has been previously granted, center will use back the previous name.

## • 第二階段申請 Stage 2 Application

這是申請的第二階段，所呈交給宗委會（以及當地密教總會，若有）的資料。

During Stage 2 application, the following documents are to be submitted to TBF (and local TBS headquarter if any).

- 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 cultivation venue (Please include measurement)
- 2.3.  道場的外觀照片。  
Photo of the cultivation venue 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)

第二階段的道場資料齊備後呈交宗委會審核。經宗委會審核及核准第二階段的申請資料後，道場可繼續第三階段的申請。

When all the documents are reviewed and Stage 2 application has been approved by TBF, center will proceed to Stage 3 application.

## • 第三階段申請 Stage 3 Application

這是申請的第三階段，所呈交給宗委會（以及當地密教總會，若有）的資料。若已取得政府合法註冊後，此階段可進行開光、對外公開活動及舉辦辦法會。

During Stage 3 application, the following documents are to be submitted to TBF (and local TBS headquarter if any). Upon granted with successful legal registration, at this stage, center may broadcast the official opening ceremony, activities and ritual ceremony to the public.

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 center

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)

第三階段的道場資料齊備後呈交宗委會審核。經宗委會審核及核准第三階段的申請資料後，新道場申請正式通過，由宗委會認可為真佛宗同修會，並核發道場證書，有效日期為三年。

When all documents are reviewed and Stage 3 application has been approved by TBF, the new center will be accredited officially as a legitimate center of True Buddha School and a 3-year term Center certificate will be issued by TBF.

場地應注意事項 Please take note that:

3. 符合當地消防、安全法規 Venue must compliance with local fire safety regulation.
4. 不可違法使用屋舍 Not to use a personal residence.
5. 組織架構、成員有變動時，請以郵寄或電郵（[tbfapplication@gmail.com](mailto:tbfapplication@gmail.com)）的方式報備《宗委會》Any changes to organization, please notify True Buddha Foundation by mail or email to [tbfapplication@gmail.com](mailto:tbfapplication@gmail.com).

## **道場與宗委會持續保持跟進 Constant follow up with the center**

由於宗委會每三年會審查及核發道場證書，因此道場必須與宗委會保持互動及呈報以下資料：

TBF will review and issue center certification every three year, therefore center should constantly correspond with TBF and submit the following information:

- 1.道場法務報備表(每三個月報告一次)。  
Center Activity Report Form (every three month)
- 2.法會收入分配表。  
Ceremony Income Distribution Report Form
- 3.弘法成果表。  
Dharma Propagation Result Form
- 4.呈交政府常年報告及財務報告之影印本。  
Copy of Legal Annual General Meeting Report and Financial Report
- 5.每三年一次的道場問卷表。  
Triennial Questionnaire of Center
- 6.組織架構、成員變動時，郵寄或電郵（[tbfapplication@gmail.com](mailto:tbfapplication@gmail.com)）報備《宗委會》。  
Any changes to organization, please notify True Buddha Foundation by mail or email to:  
[tbfapplication@gmail.com](mailto:tbfapplication@gmail.com).