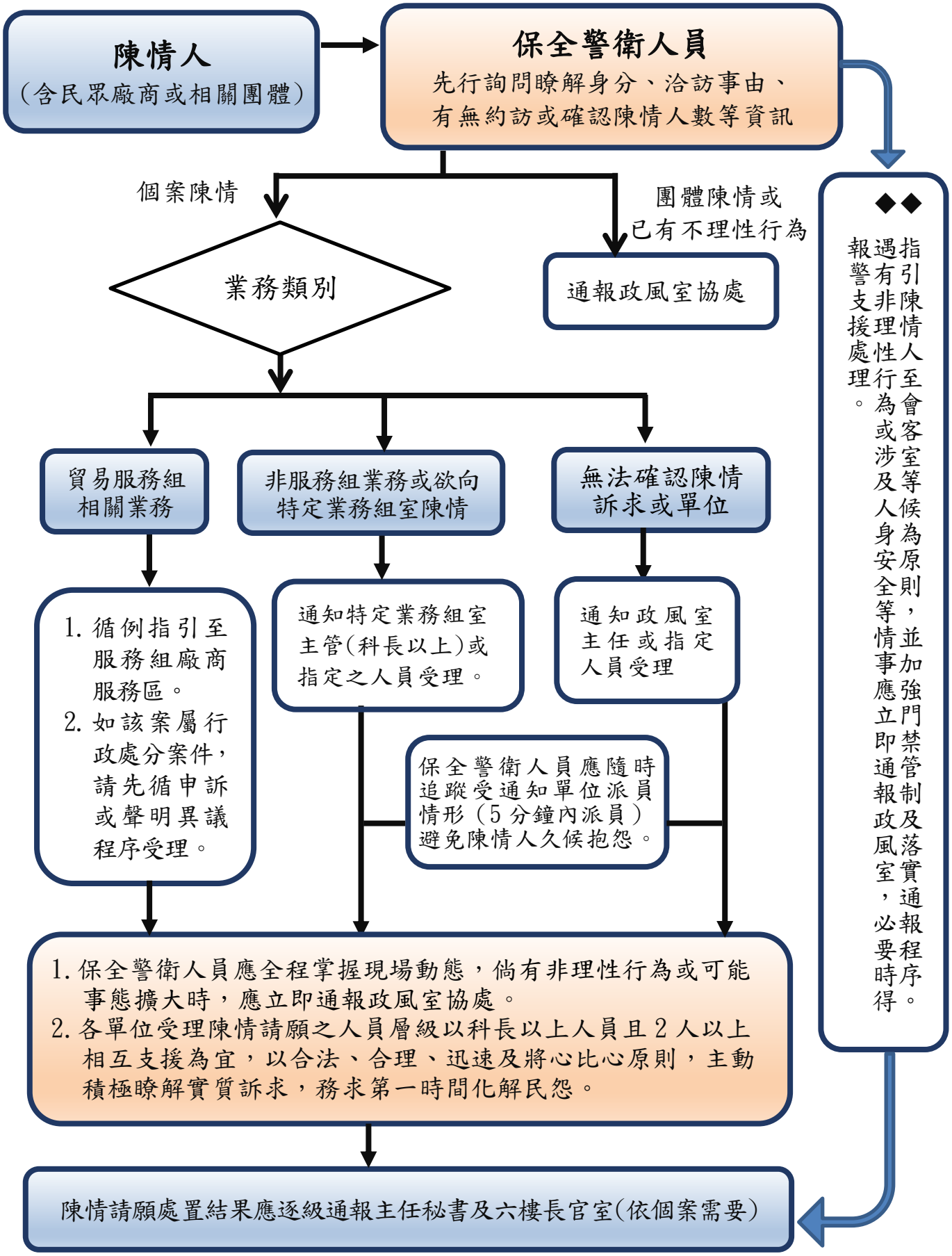附件四、經濟部國際貿易局處理民眾來局陳情請願案件標準作業流程