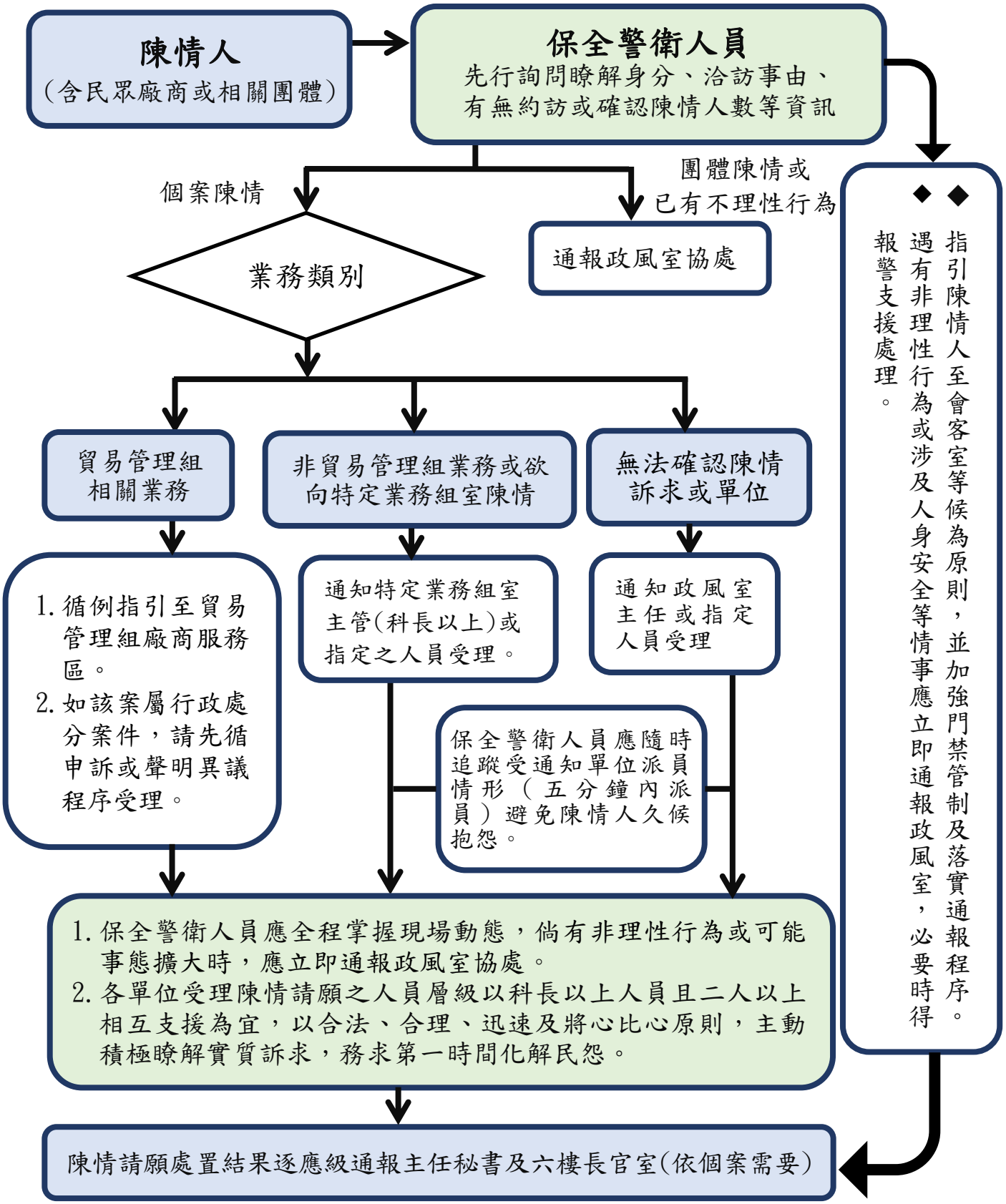附件五、經濟部國際貿易署處理民眾來署陳情請願案件標準作業流程