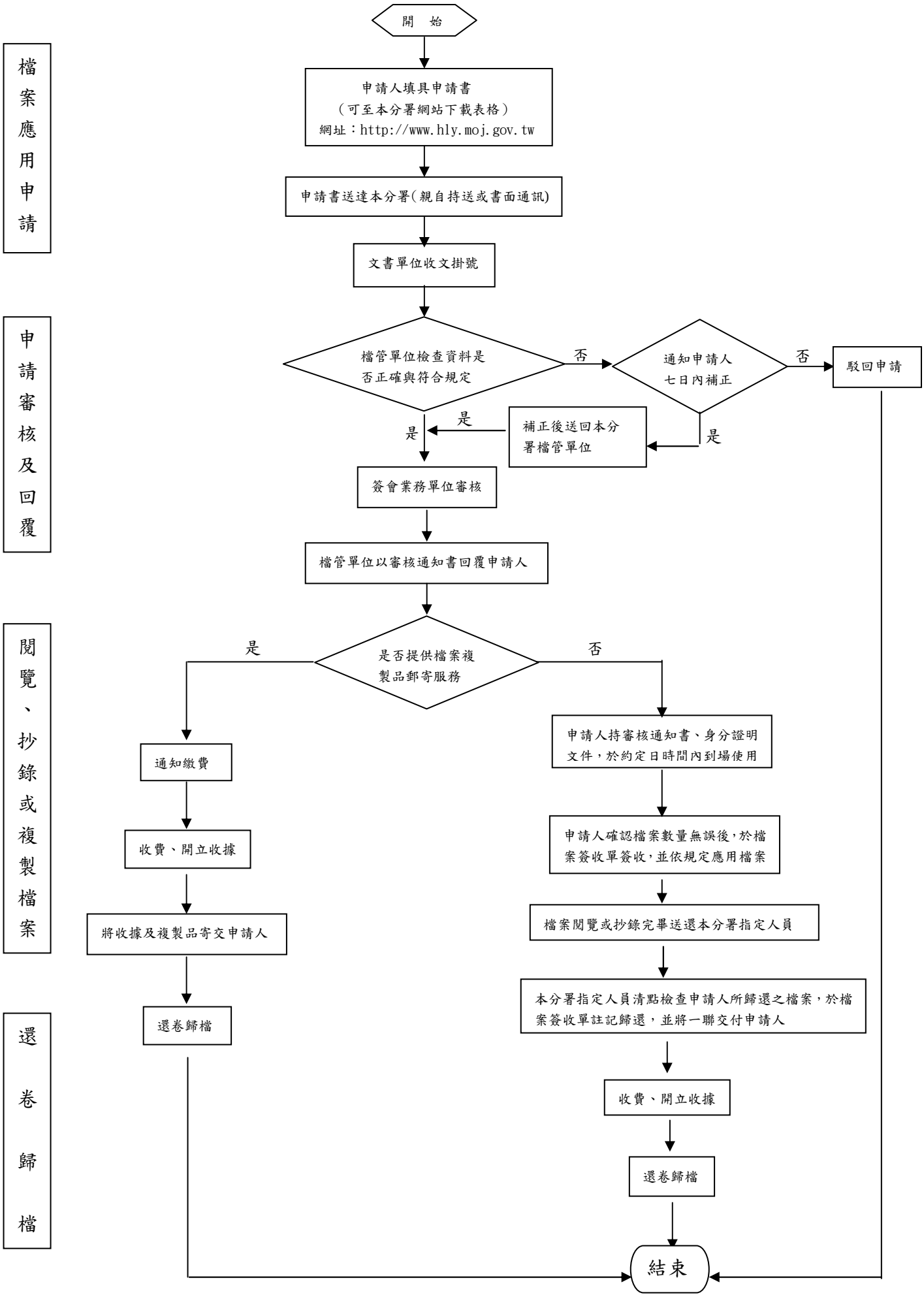法務部行政執行署花蓮分署受理檔案應用申請作業流程