

勞動部 函

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受文者：花蓮縣政府

發文日期：中華民國109年5月20日
發文字號：勞動發事字第10905044613號
速別：普通件
密等及解密條件或保密期限：
附件：如主旨 (05044613A0C_ATTCH65.pdf)

主旨：「雇主申請聘僱第一類外國人相關申請書表」，業經本部
於中華民國109年5月20日以勞動發事字第10905044611令
修正發布，茲檢送發布令1份，請惠轉知轄內相關單位周
知，請查照。

說明：相關申請書表更新並置於本部勞動力發展署網站
(<https://www.wda.gov.tw/>)，請自行下載。

正本：中華民國全國工業總會、中華民國全國商業總會、社團法人中華民國全國中小企
業總會、社團法人中華民國工商協進會、社團法人中華民國工業協進會、中華民
國工業區廠商聯合總會、台北市就業服務商業同業公會、台中市就業服務商業同
業公會、高雄市就業服務商業同業公會、中華民國人力仲介協會、高雄市政府、
基隆市政府、連江縣政府、雲林縣政府、新北市政府、臺中市政府、彰化縣政
府、嘉義縣政府、新竹市政府、新竹縣政府、嘉義市政府、臺東縣政府、臺北市
政府、臺南市政府、澎湖縣政府、宜蘭縣政府、金門縣政府、花蓮縣政府、南投
縣政府、屏東縣政府、桃園市政府、苗栗縣政府、勞動部勞動力發展署北基宜花
金馬分署、勞動部勞動力發展署桃竹苗分署、勞動部勞動力發展署中彰投分署、
勞動部勞動力發展署雲嘉南分署、勞動部勞動力發展署高屏澎東分署

副本：勞動部秘書處(電話服務中心)(含附件)、勞動部勞動力發展署跨國勞動力事務
中心(含附件)



勞 動 部 令

發文日期：中華民國109年5月20日
發文字號：勞動發事字第10905044611號
附件：如文



修正「雇主申請聘僱第一類外國人相關申請書表」，並自即日生效。
附修正「雇主申請聘僱第一類外國人相關申請書表」

部長 許銘春

聘僱外國專業人員工作許可申請書 (A01-營繕工程或建築技術工作專用)

Foreign Professional Personnel Employment Work Permit Application



單位 (僱主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

案件資訊 Application Information

工作類別 Category	A. 專門性或技術性之工作 Specialized or technical work	申請項目 Application Type	(單選 Choose One)
工作項目 Job Item	01. 營繕工程或建築技術工作 Civil engineering or practice of architecture		<input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal <input type="checkbox"/> 其他 Other :

本案若申請適用「在臺畢業僑外生評點新制」，請勾選並加附工作評點表。
Please check if this case is applying with "Comment System for Overseas Chinese/Foreign Student Graduated in Taiwan", and the Comment System Form is required.

繳費資訊 Application fee	繳費日 Payment date	年 月 日 (Y) (M) (D)	郵局局號 Branch code
	劃撥收據號碼(8碼)或交易序號(9碼) Receipt No.(8 digits) or transaction No.(9 digits)		
本申請案回函 投遞地址 Application Return Address	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	縣(County) 市(City)	鄉鎮(Town)/市(City) 區(District)
	路(Rd.) 街(St.)	段(Sec.)	巷(Lane) 弄(Alley) 號(No.) 樓(F.)

本申請案若係委託私立就業服務機構辦理，請勾選，並填寫以下欄位資料。
Please check if this application has been entrusted to a private employment services agency and please fill out the following information.

1. 受委託私立就業服務機構名稱： Name of commissioned private employment services agency 2. 許可證字號 License No. : 3. 專業人員 Specialist : (須親自簽名 must sign personally) 4. 聯絡電話 Contact Tel :	(單位圖記 Chop) 單位章 負責人章
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本申請案回函欲親自取件者請打「√」並加附【親自領件聲明書】。
Check for in-person document pickup and attach 【In-person Document Pickup Declaration】

收文專用區 Document Reception Use Only	
收 文 章	收 文 號

聘僱外國專業人員工作許可申請書 (A01-營繕工程或建築技術工作專用)

Foreign Professional Personnel Employment Work Permit Application



僱主資訊 Employer Information						
單位名稱 Entity Name						
單位統一編號 Entity Tax ID No.			單位章及負責人章 Seals of Entity and Owner			
負責人 Owner			<div style="border: 1px dashed black; width: 100px; height: 80px; display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px dashed black; width: 40%; height: 40%; text-align: center;">單位章</div> <div style="border: 1px dashed black; width: 40%; height: 40%; text-align: center;">負責人章</div> </div>			
行業類別代碼 Industry Category Code						
僱主資格 Employer Qualification	<input type="checkbox"/> 取得目的事業主管機關許可、登記之營造業者 Construction enterprises that have obtained permits and have registered with the competent governing authorities. <input type="checkbox"/> 取得建築師開業證明及二年以上建築經驗者 Architects who have obtained operation certificates and have more than 2 (two) years' experiences in the construction field.					
連絡人 Contact	姓名 Name		電話 Tel		傳真 Fax	
	姓名 Name		電話 Tel		傳真 Fax	
	Email :					
本案聘僱之具體理由並說明聘僱外國人之正面效益(展延案免填): Specific reasons for this hiring case and explanation of the positive benefits of hiring foreigner (not necessary for hiring extension):						

受聘僱外國人名冊 (A01-營繕工程或建築技術工作專用)

Employed Foreign Worker Name List



單位 (雇主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章


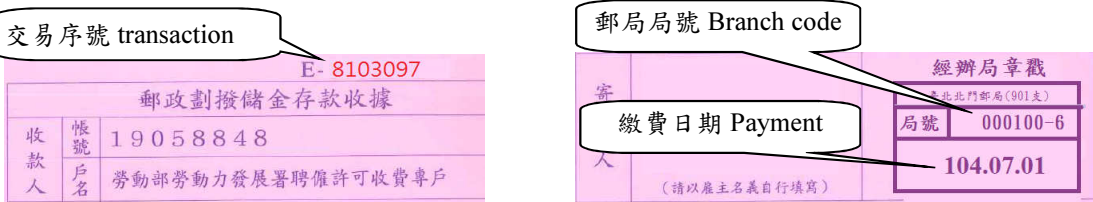
No.1					
英文姓名 English Name	Surname	性別 Gender	國籍 (或地區) Nationality (or region)		
	Given name			出生日期 Birthday	西元 (A.D.) 年 (Y) 月 (M) 日 (D)
中文姓名 Chinese Name		最高學歷 Highest Level of Education	<input type="checkbox"/> 博士 Ph.D <input type="checkbox"/> 碩士 MA <input type="checkbox"/> 學士 BA <input type="checkbox"/> 專科 Vocational <input type="checkbox"/> 高中(含)以下 High School or less		
護照號碼 Passport No.					
申請聘僱期間 Employment Period	起 From 迄 To 年 (Y) 月 (M) 日 (D) ~ 年 (Y) 月 (M) 日 (D)				
職稱 Job Title		職業類別代碼 Occupation Category Code		每月薪資 Monthly Salary	新臺幣 NT\$
工作內容 Job Description		工作地址 Working Address			
備註 Note					

No.2					
英文姓名 English Name	Surname	性別 Gender	國籍 (或地區) Nationality (or region)		
	Given name			出生日期 Birthday	西元 (A.D.) 年 (Y) 月 (M) 日 (D)
中文姓名 Chinese Name		最高學歷 Highest Level of Education	<input type="checkbox"/> 博士 Ph.D <input type="checkbox"/> 碩士 MA <input type="checkbox"/> 學士 BA <input type="checkbox"/> 專科 Vocational <input type="checkbox"/> 高中(含)以下 High School or less		
護照號碼 Passport No.					
申請聘僱期間 Employment Period	起 From 迄 To 年 (Y) 月 (M) 日 (D) ~ 年 (Y) 月 (M) 日 (D)				
職稱 Job Title		職業類別代碼 Occupation Category Code		每月薪資 Monthly Salary	新臺幣 NT\$
工作內容 Job Description		工作地址 Working Address			
備註 Note					

填表及書面送件須知 (A01-營繕工程或建築技術工作專用)



Guidance Notes

申請書 Application Form	
欄位 Field	填寫方式及說明 Guidance
單位(僱主)名稱 Entity Name	請填寫單位中文全名。若以建築師資格提出申請，則請填寫○○○建築師即可。 Please enter full entity name in Chinese. In the case where the employer is an architect, enter his/her full name with title as ○○○建築師.
申請項目 Application Type	若係申請資料異動，請勾選「其他」，並填寫異動事由。 If you apply for changing information, please tick "other" and include the reason.
繳費資訊 Application fee	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;"> 郵局收據編號 (8碼) Receipt No.(8 digits) </div> <div style="border: 1px solid black; padding: 5px;"> 繳費日期 Payment date </div> </div>  <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px;"> 交易序號 transaction E- 8103097 </div> <div style="border: 1px solid black; padding: 5px;"> 郵局局號 Branch code </div> </div> 
單位統一編號 Entity Tax ID No.	若以建築師資格提出申請，請填寫建築師之國民身分證號或外僑居留證號。 In the case where the employer is an architect, enter the ID no. or ARC no. of the architect.
負責人 Owner	請填寫單位負責人(代表人)之姓名。 Please enter the name of the owner.
行業類別代碼 Industry Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.
受聘僱外國人名冊 Employed Foreign Worker Name List	
欄位 Field	填寫方式及說明 Guidance
工作內容 Job Description	請具體描述外國人所擔任職務之工作內容，並應符合「外國人從事就業服務法第四十六條第一項第一款至第六款工作資格及審查標準」第8條之1規定。 Please describe specifically the tasks or duties of the position. It should be in accordance to the article 8.1 of Qualifications and Criteria Standards for foreigners undertaking the jobs specified under Article 46.1.1 to 46.1.6 of the Employment Service Act.
職業類別代碼 Occupation Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.
每月薪資 Monthly Salary	1. 應與聘僱契約書所載一致，並不得低於本部依「外國人從事就業服務法第四十六條第一項第一款至第六款工作資格及審查標準」第8條規定公告之數額。 2. 如係1個月以下之短期工作，請填寫本次聘期薪資給付總額。 1. The payment amount should be consistent to the contract, which shall not be less than the amount announced by the Ministry of Labor according to article 8 of Qualifications and Criteria Standards for foreigners undertaking the jobs specified under Article 46.1.1 to 46.1.6 of the Employment Service Act.

	2. Employment less than one month, please enter the total payment amount.
工作地址 Working Address	請填寫外國人在臺主要之工作地點。若工作地址與雇主單位設立地址不同，應檢附該地址係雇主合法使用之相關證明文件(例如辦公室租賃契約、工廠登記等)。 Please enter the main working address in Taiwan. If the address is not the registered address of the entity (employer), supporting documents proving legitimate use are required (such as lease contract of the office, factory registration certificate).
其他注意事項 Others	
申請方式 Methods of application	<p>1. 網路傳輸方式申請：使用「外國專業人員工作許可申辦網」線上申辦方式辦理。</p> <p>2. 書面送件方式申請：</p> <p>(1)由專人送至機關收件櫃台辦理。</p> <p>(2)利用掛號郵寄申請，郵寄地址：100臺北市中正區中華路一段39號10樓，收件人註明：勞動力發展署（申請聘僱外國專業人員）收。</p> <p>(3)相關申請書表可至「外國人在臺工作服務網」>「申請表件」下載，或至機關收件櫃台索取。</p> <p>3. 可親自辦理或委託私立就業服務機構辦理。</p> <p>1. Application via internet: Please use the on-line application function in Work Permit Application Webpage for Foreign Professional, the address: https://ezwp.wda.gov.tw/.</p> <p>2. Application via written correspondences:</p> <p>i. Personally delivered Application to Reception Counter No. 6 for processing.</p> <p>ii. Mail application via registered mail.</p> <p>iii. Related application forms can be downloaded from EZ Work Taiwan > Application Forms or obtained from the agency Reception Counter.</p> <p>3. Application can be completed personally or entrusted to a private employment service agency.</p>
申辦作業時間 Application processing time	<p>1. 網路傳輸方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部系統收件次日起7個工作日。</p> <p>2. 書面送件方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部收受案件次日起12個工作日。</p> <p>1. Application submitted online 7working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria.</p> <p>2. Application submitted in person 12 working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria</p>
審查費繳交 Examination fee payment	<p>(每案新臺幣500元)</p> <p>1. 利用郵政劃撥。劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848</p> <p>2. 至機關收件櫃台現場繳交。 (NT \$500 per case)</p> <p>1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848).</p> <p>2. Payment to the Reception Counter.</p>
應備文件 Documents required	<p>1. 請至「外國人在臺工作服務網」>「一般外國專業人士在臺工作」查詢。</p> <p>2. 書面送件所附相關資料係為影本者，應加註「與正本相符」之文字，並加蓋申請單位及負責人印章。</p>

	<ol style="list-style-type: none"> 1. Look it up at the website of EZ Work Taiwan > Foreign Professionals to Work in Taiwan. 2. If you apply for the use of written submittals, information and certification documents are copies, they should be marked with the words: “same as originals” and stamped with the seal of applicant entity and owner.
<p>親自取件 In-person Document Pickup</p>	<ol style="list-style-type: none"> 1. 如要親自取件，須填具「親自領件聲明書」並指派專人至機關收件櫃台送件申請。 2. 於案件核准後，請憑收件(親取)回條並黏貼取件人身分證(護照或居留證)正、反面影本親自領取，倘於指定期限內未親自領取者機關將以掛號寄出。 <ol style="list-style-type: none"> 1. If you wishes to pick-up documents in-person, “In-person Document Pick-up Declaration” must be filled-out, and you should submit application to the agency Reception Counter. 2. After application approval, a copy of ID (passport or ARC) and pick-up documents in-person with a receipt slip shall be attached. If documents have not been picked-up within the specified time limit, agency will mail out documents via registered mail.
<p>申辦進度查詢 Application status</p>	<p>請至「外國人在臺工作服務網」>「申請進度查詢」進行查詢。</p> <p>You can check the status at the website of EZ Work Taiwan > Application Status.</p>
<p>機關網站與聯繫 Officail Websites & Contact</p>	<ol style="list-style-type: none"> 1. 勞動部勞動力發展署 Workforce Development Agency, MOL https://www.wda.gov.tw 2. 外國人在臺工作服務網 EZ Work Taiwan https://ezworktaiwan.wda.gov.tw 3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional https://ezwp.wda.gov.tw 4. 諮詢電話 Support Hotline : (02) 89956000 5. 機關收件櫃台：臺北市中正區中華路一段39號10樓 Reception Counter : No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City

聘僱外國專業人員工作許可申請書 (A02-交通事業工作專用)

Foreign Professional Personnel Employment Work Permit Application



單位 (雇主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

案件資訊 Application Information

工作類別 Category	A. 專門性或技術性之工作 Specialized or technical work	申請項目 Application Type	(單選 Choose One)
工作項目 Job Item	02. 交通事業工作 Communications and transportation		<input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal <input type="checkbox"/> 其他 Other :

本案若申請適用「在臺畢業僑外生評點新制」，請勾選並加附工作評點表。
Please check if this case is applying with "Comment System for Overseas Chinese/Foreign Student Graduated in Taiwan", and the Comment System Form is required.

繳費資訊 Application fee	繳費日 Payment date	年 月 日 (Y) (M) (D)	郵局局號 Branch code
	劃撥收據號碼(8碼)或交易序號(9碼) Receipt No.(8 digits) or transaction No.(9 digits)		
本申請案回函 投遞地址 Application Return Address	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	縣(County) 市(City)	鄉鎮(Town)/市(City) 區(District)
	路(Rd.) 街(St.)	段(Sec.)	巷(Lane) 弄(Alley) 號(No.) 樓(F.)

本申請案若係委託私立就業服務機構辦理，請勾選，並填寫以下欄位資料。
Please check if this application has been entrusted to a private employment services agency and please fill out the following information.

1. 受委託私立就業服務機構名稱： Name of commissioned private employment services agency 2. 許可證字號 License No. : 3. 專業人員 Specialist : (須親自簽名 must sign personally) 4. 聯絡電話 Contact Tel :	(單位圖記 Chop) 單位章 負責人章
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本申請案回函欲親自取件者請打「√」並加附【親自領件聲明書】。
Check for in-person document pickup and attach 【In-person Document Pickup Declaration】

收文專用區 Document Reception Use Only	
收 文 章	收 文 號

聘僱外國專業人員工作許可申請書 (A02-交通事業工作專用)

Foreign Professional Personnel Employment Work Permit Application



雇主資訊 Employer Information						
單位名稱 Entity Name						
單位統一編號 Entity Tax ID No.			單位章及負責人章 Seals of Entity and Owner			
負責人 Owner			<div style="border: 1px dashed black; width: 100px; height: 100px; display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px dashed black; width: 60%; height: 60%; display: flex; align-items: center; justify-content: center;">單位章</div> <div style="border: 1px dashed black; width: 30%; height: 30%; display: flex; align-items: center; justify-content: center;">負責人章</div> </div>			
行業類別代碼 Industry Category Code						
雇主資格 Employer Qualification	<p>取得目的事業主管機關核發經營下列事業之證明 (單選): Have acquired the following business license issued by the authority concerned (Choose One):</p> <p><input type="checkbox"/> 陸運事業 Land Transportation</p> <p><input type="checkbox"/> 航運事業 Sea Transportation</p> <p><input type="checkbox"/> 郵政事業 Postal Industry</p> <p><input type="checkbox"/> 電信事業 Telecommunications</p> <p><input type="checkbox"/> 觀光事業 Tourism Industry</p> <p><input type="checkbox"/> 氣象事業 Meteorology industry</p>					
連絡人 Contact	姓名 Name		電話 Tel		傳真 Fax	
	姓名 Name		電話 Tel		傳真 Fax	
	Email :					
<p>本案聘僱之具體理由並說明聘僱外國人之正面效益(展延案免填): Specific reasons for this hiring case and explanation of the positive benefits of hiring foreigner (not necessary for hiring extension):</p>						

受聘僱外國人名冊 (A02-交通事業工作專用)

Employed Foreign Worker Name List



單位(僱主)名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

No.1					
英文姓名 English Name	Surname	性別 Gender		國籍(或地區) Nationality (or region)	
	Given name	出生日期 Birthday		西元 (A.D.) 年 (Y) 月 (M) 日 (D)	
中文姓名 Chinese Name		最高學歷 Highest Level of Education	<input type="checkbox"/> 博士 Ph.D <input type="checkbox"/> 碩士 MA <input type="checkbox"/> 學士 BA <input type="checkbox"/> 專科 Vocational <input type="checkbox"/> 高中(含)以下 High School or less		
護照號碼 Passport No.					
申請聘僱期間 Employment Period	起 From 迄 To 年 (Y) 月 (M) 日 (D) ~ 年 (Y) 月 (M) 日 (D)				
職稱 Job Title		職業類別代碼 Occupation Category Code		每月薪資 Monthly Salary	新臺幣 NT\$
工作內容 Job Description		工作地址 Working Address			
備註 Note					

No.2					
英文姓名 English Name	Surname	性別 Gender		國籍(或地區) Nationality (or region)	
	Given name	出生日期 Birthday		西元 (A.D.) 年 (Y) 月 (M) 日 (D)	
中文姓名 Chinese Name		最高學歷 Highest Level of Education	<input type="checkbox"/> 博士 Ph.D <input type="checkbox"/> 碩士 MA <input type="checkbox"/> 學士 BA <input type="checkbox"/> 專科 Vocational <input type="checkbox"/> 高中(含)以下 High School or less		
護照號碼 Passport No.					
申請聘僱期間 Employment Period	起 From 迄 To 年 (Y) 月 (M) 日 (D) ~ 年 (Y) 月 (M) 日 (D)				
職稱 Job Title		職業類別代碼 Occupation Category Code		每月薪資 Monthly Salary	新臺幣 NT\$
工作內容 Job Description		工作地址 Working Address			
備註 Note					

填表及書面送件須知 (A02-交通事業工作專用)

Guidance Notes



申請書 Application Form																
欄位 Field	填寫方式及說明 Guidance															
單位(雇主)名稱 Entity Name	請填寫單位中文全名。 Please enter full entity name in Chinese.															
申請項目 Application Type	若係申請資料異動，請勾選「其他」，並填寫異動事由。 If you apply for changing information, please tick "other" and include the reason.															
繳費資訊 Application fee	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>郵局收據編號 (8碼) Receipt No.(8 digits)</p> <p>郵局局號 Branch code</p> </div> <div style="width: 50%; border: 1px solid black; padding: 5px;"> <p style="text-align: center; color: red;">存款金額</p> <p>0002660 104/06/11 12:01:22 003110 1A6 359779 他人不扣手續費</p> <p style="text-align: center; color: red;">電腦記錄</p> </div> </div> <p style="text-align: right; margin-right: 20px;">繳費日期 Payment date</p>															
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>交易序號 transaction</p> <p style="text-align: center; color: red;">E- 8103097</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">郵政劃撥儲金存款收據</td> </tr> <tr> <td style="width: 20%;">收帳人</td> <td>帳號 19058848</td> </tr> <tr> <td>戶名</td> <td>勞動部勞動力發展署聘僱許可收費專戶</td> </tr> </table> </div> <div style="width: 50%;"> <p>郵局局號 Branch code</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">經辦局章戳</td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: small;">臺北北門郵局(901支)</td> </tr> <tr> <td style="width: 20%;">局號</td> <td>000100-6</td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: large;">104.07.01</td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: x-small;">(請以雇主名義自行填寫)</td> </tr> </table> <p style="text-align: center;">繳費日期 Payment</p> </div> </div>	郵政劃撥儲金存款收據		收帳人	帳號 19058848	戶名	勞動部勞動力發展署聘僱許可收費專戶	經辦局章戳		臺北北門郵局(901支)		局號	000100-6	104.07.01		(請以雇主名義自行填寫)
郵政劃撥儲金存款收據																
收帳人	帳號 19058848															
戶名	勞動部勞動力發展署聘僱許可收費專戶															
經辦局章戳																
臺北北門郵局(901支)																
局號	000100-6															
104.07.01																
(請以雇主名義自行填寫)																
負責人 Owner	請填寫單位負責人(代表人)之姓名。 Please enter the name of the owner.															
行業類別代碼 Industry Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.															
受聘僱外國人名冊 Employed Foreign Worker Name List																
欄位 Field	填寫方式及說明 Guidance															
工作內容 Job Description	請具體描述外國人所擔任職務之工作內容，並應符合「外國人從事就業服務法第四十六條第一項第一款至第六款工作資格及審查標準」第10條規定。 若從事廚師工作，應加附申請聘僱外籍廚師「具體理由及正面效益」補充說明書。 Please describe specifically the tasks or duties of the position. It should be in accordance to the article 10 of Qualifications and Criteria Standards for foreigners undertaking the jobs specified under Article 46.1.1 to 46.1.6 of the Employment Service Act. If foreigner is engaging chef work, Foreign Chef Employment Application "Specific Reasons and Positive Benefits" Supplemental Explanation is required.															
職業類別代碼 Occupation Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.															
每月薪資 Monthly Salary	1. 應與聘僱契約書所載一致，並不得低於本部依「外國人從事就業服務法第四十六條第一項第一款至第六款工作資格及審查標準」第8條規定公告之數額。 2. 如係1個月以下之短期工作，請填寫本次聘期薪資給付總額。 1. The payment amount should be consistent to the contract, which shall not be less than the amount announced by the Ministry of Labor according to article 8 of Qualifications and Criteria Standards for foreigners undertaking the jobs specified under Article 46.1.1 to 46.1.6 of the Employment Service Act.															

	2. Employment less than one month, please enter the total payment amount.
工作地址 Working Address	請填寫外國人在臺主要之工作地點。若工作地址與雇主單位設立地址不同，應檢附該地址係雇主合法使用之相關證明文件(例如辦公室租賃契約、工廠登記等)。 Please enter the main working address in Taiwan. If the address is not the registered address of the entity (employer), supporting documents proving legitimate use are required (such as lease contract of the office, factory registration certificate).
其他注意事項 Others	
申請方式 Methods of application	<p>1. 網路傳輸方式申請：使用「外國專業人員工作許可申辦網」線上申辦方式辦理。</p> <p>2. 書面送件方式申請：</p> <p>(1)由專人送至機關收件櫃台辦理。</p> <p>(2)利用掛號郵寄申請，郵寄地址：100臺北市中正區中華路一段39號10樓，收件人註明：勞動力發展署（申請聘僱外國專業人員）收。</p> <p>(3)相關申請書表可至「外國人在臺工作服務網」>「申請表件」下載，或至機關收件櫃台索取。</p> <p>3. 可親自辦理或委託私立就業服務機構辦理。</p> <p>1. Application via internet: Please use the on-line application function in Work Permit Application Webpage for Foreign Professional, the address: https://ezwp.wda.gov.tw/.</p> <p>2. Application via written correspondences:</p> <p>i. Personally delivered Application to Reception Counter No. 6 for processing.</p> <p>ii. Mail application via registered mail.</p> <p>iii. Related application forms can be downloaded from EZ Work Taiwan > Application Forms or obtained from the agency Reception Counter.</p> <p>3. Application can be completed personally or entrusted to a private employment service agency.</p>
申辦作業時間 Application processing time	<p>1. 網路傳輸方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部系統收件次日起7個工作日。</p> <p>2. 書面送件方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部收受案件次日起12個工作日。</p> <p>1. Application submitted online 7working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria.</p> <p>2. Application submitted in person 12 working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria</p>
審查費繳交 Examination fee payment	<p>(每案新臺幣500元)</p> <p>1. 利用郵政劃撥。劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848</p> <p>2. 至機關收件櫃台現場繳交。 (NT \$500 per case)</p> <p>1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848).</p> <p>2. Payment to the Reception Counter.</p>
應備文件 Documents required	<p>1. 請至「外國人在臺工作服務網」>「一般外國專業人士在臺工作」查詢。</p> <p>2. 書面送件所附相關資料係為影本者，應加註「與正本相符」之文字，並加蓋申請單位及負責人印章。</p>

	<ol style="list-style-type: none"> 1. Look it up at the website of EZ Work Taiwan > Foreign Professionals to Work in Taiwan. 2. If you apply for the use of written submittals, information and certification documents are copies, they should be marked with the words: “same as originals” and stamped with the seal of applicant entity and owner.
<p>親自取件 In-person Document Pickup</p>	<ol style="list-style-type: none"> 1. 如要親自取件，須填具「親自領件聲明書」並指派專人至機關收件櫃台送件申請。 2. 於案件核准後，請憑收件(親取)回條並黏貼取件人身分證(護照或居留證)正、反面影本親自領取，倘於指定期限內未親自領取者機關將以掛號寄出。 <ol style="list-style-type: none"> 1. If you wishes to pick-up documents in-person, “In-person Document Pick-up Declaration” must be filled-out, and you should submit application to the agency Reception Counter. 2. After application approval, a copy of ID (passport or ARC) and pick-up documents in-person with a receipt slip shall be attached. If documents have not been picked-up within the specified time limit, agency will mail out documents via registered mail.
<p>申辦進度查詢 Application status</p>	<p>請至「外國人在臺工作服務網」>「申請進度查詢」進行查詢。</p> <p>You can check the status at the website of EZ Work Taiwan > Application Status.</p>
<p>機關網站與聯繫 Officail Websites & Contact</p>	<ol style="list-style-type: none"> 1. 勞動部勞動力發展署 Workforce Development Agency, MOL https://www.wda.gov.tw 2. 外國人在臺工作服務網 EZ Work Taiwan https://ezworktaiwan.wda.gov.tw 3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional https://ezwp.wda.gov.tw 4. 諮詢電話 Support Hotline : (02) 89956000 5. 機關收件櫃台：臺北市中正區中華路一段39號10樓 Reception Counter : No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City

聘僱外國專業人員工作許可申請書 (A03-財稅金融服務工作專用)

Foreign Professional Personnel Employment Work Permit Application



單位 (僱主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

案件資訊 Application Information

工作類別 Category	A. 專門性或技術性之工作 Specialized or technical work	申請項目 Application Type	(單選 Choose One)
工作項目 Job Item	03.財稅金融服務工作 Tax and financial services		<input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal <input type="checkbox"/> 其他 Other :

本案若申請適用「在臺畢業僑外生評點新制」，請勾選並加附工作評點表。
Please check if this case is applying with "Comment System for Overseas Chinese/Foreign Student Graduated in Taiwan", and the Comment System Form is required.

繳費資訊 Application fee	繳費日 Payment date	年 月 日 (Y) (M) (D)	郵局局號 Branch code
	劃撥收據號碼(8碼)或交易序號(9碼) Receipt No.(8 digits) or transaction No.(9 digits)		
本申請案回函 投遞地址 Application Return Address	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	縣(County) 市(City)	鄉鎮(Town)/市(City) 區(District)
	路(Rd.) 街(St.)	段(Sec.)	巷(Lane) 弄(Alley) 號(No.) 樓(F.)

本申請案若係委託私立就業服務機構辦理，請勾選，並填寫以下欄位資料。
Please check if this application has been entrusted to a private employment services agency and please fill out the following information.

1. 受委託私立就業服務機構名稱： Name of commissioned private employment services agency 2. 許可證字號 License No. : 3. 專業人員 Specialist : (須親自簽名 must sign personally) 4. 聯絡電話 Contact Tel :	(單位圖記 Chop) 單位章 負責人章
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本申請案回函欲親自取件者請打「√」並加附【親自領件聲明書】。
Check for in-person document pickup and attach 【In-person Document Pickup Declaration】

收文專用區 Document Reception Use Only	
收 文 章	收 文 號

聘僱外國專業人員工作許可申請書 (A03-財稅金融服務工作專用)

Foreign Professional Personnel Employment Work Permit Application



僱主資訊 Employer Information						
單位名稱 Entity Name						
單位統一編號 Entity Tax ID No.			單位章及負責人章 Seals of Entity and Owner			
負責人 Owner			<div style="border: 1px dashed black; width: 100px; height: 100px; display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px dashed black; width: 60%; height: 60%; display: flex; align-items: center; justify-content: center;">單位章</div> <div style="border: 1px dashed black; width: 30%; height: 30%; display: flex; align-items: center; justify-content: center;">負責人章</div> </div>			
行業類別代碼 Industry Category Code						
僱主資格 Employer Qualification	<p>(單選 Choose One)</p> <p><input type="checkbox"/> 取得中央目的事業主管機關核發經營證券、期貨事業之證明 Have acquired the business license about securities, futures trading issued by the authority concerned at the central government level.</p> <p><input type="checkbox"/> 取得中央目的事業主管機關核發經營金融事業之證明 Have acquired the business license about financial industry issued by the authority concerned at the central government level.</p> <p><input type="checkbox"/> 取得中央目的事業主管機關核發經營保險事業之證明 Have acquired the business license about insurance industry issued by the authority concerned at the central government level.</p> <p><input type="checkbox"/> 取得會計師執業登記 Have acquired the CPA's practice registration.</p>					
連絡人 Contact	姓名 Name		電話 Tel		傳真 Fax	
	姓名 Name		電話 Tel		傳真 Fax	
	Email :					
<p>本案聘僱之具體理由並說明聘僱外國人之正面效益(展延案免填)：</p> <p>Specific reasons for this hiring case and explanation of the positive benefits of hiring foreigner (not necessary for hiring extension):</p>						

受聘僱外國人名冊 (A03-財稅金融服務工作專用)

Employed Foreign Worker Name List



單位 (僱主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

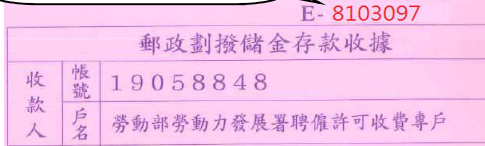
No.1					
英文姓名 English Name	Surname	性別 Gender		國籍 (或地區) Nationality (or region)	
	Given name	出生日期 Birthday	西元 (A.D.) 年 (Y) 月 (M) 日 (D)		
中文姓名 Chinese Name		最高學歷 Highest Level of Education	<input type="checkbox"/> 博士 Ph.D <input type="checkbox"/> 碩士 MA <input type="checkbox"/> 學士 BA <input type="checkbox"/> 專科 Vocational <input type="checkbox"/> 高中(含)以下 High School or less		
護照號碼 Passport No.					
申請聘僱期間 Employment Period	起 From 迄 To 年 (Y) 月 (M) 日 (D) ~ 年 (Y) 月 (M) 日 (D)				
職稱 Job Title		職業類別代碼 Occupation Category Code		每月薪資 Monthly Salary	新臺幣 NT\$
工作內容 Job Description		工作地址 Working Address			
備註 Note					

No.2					
英文姓名 English Name	Surname	性別 Gender		國籍 (或地區) Nationality (or region)	
	Given name	出生日期 Birthday	西元 (A.D.) 年 (Y) 月 (M) 日 (D)		
中文姓名 Chinese Name		最高學歷 Highest Level of Education	<input type="checkbox"/> 博士 Ph.D <input type="checkbox"/> 碩士 MA <input type="checkbox"/> 學士 BA <input type="checkbox"/> 專科 Vocational <input type="checkbox"/> 高中(含)以下 High School or less		
護照號碼 Passport No.					
申請聘僱期間 Employment Period	起 From 迄 To 年 (Y) 月 (M) 日 (D) ~ 年 (Y) 月 (M) 日 (D)				
職稱 Job Title		職業類別代碼 Occupation Category Code		每月薪資 Monthly Salary	新臺幣 NT\$
工作內容 Job Description		工作地址 Working Address			
備註 Note					

填表及書面送件須知 (A03-財稅金融服務工作專用)



Guidance Notes

申請書 Application Form	
欄位 Field	填寫方式及說明 Guidance
單位(雇主)名稱 Entity Name	請填寫單位中文全名。若以會計師資格提出申請，則請填寫○○○會計師即可。 Please enter full entity name in Chinese. In the case where the employer is a Certified Public Accountant, enter his/her full name with title as ○○○會計師.
申請項目 Application Type	若係申請資料異動，請勾選「其他」，並填寫異動事由。 If you apply for changing information, please tick "other" and include the reason.
繳費資訊 Application fee	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;"> 郵局收據編號 (8碼) Receipt No.(8 digits) </div> <div style="border: 1px solid black; padding: 5px;"> 郵局局號 Branch code </div> </div>  <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> 交易序號 transaction E- 8103097 </div>  <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> 郵局局號 Branch code </div>  <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> 繳費日期 Payment date </div>
單位統一編號 Entity Tax ID No.	若以會計師資格提出申請，請填寫會計師之國民身分證號或外僑居留證號。 In the case where the employer is a Certified Public Accountant, enter the ID no. or ARC no. of the Certified Public Accountant.
負責人 Owner	請填寫單位負責人(代表人)之姓名。 Please enter the name of the owner.
行業類別代碼 Industry Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.
受聘僱外國人名冊 Employed Foreign Worker Name List	
欄位 Field	填寫方式及說明 Guidance
工作內容 Job Description	請具體描述外國人所擔任職務之工作內容，並應符合「外國人從事就業服務法第四十六條第一項第一款至第六款工作資格及審查標準」第21條規定。 Please describe specifically the tasks or duties of the position. It should be in accordance to the article 21 of Qualifications and Criteria Standards for foreigners undertaking the jobs specified under Article 46.1.1 to 46.1.6 of the Employment Service Act.
職業類別代碼 Occupation Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.
每月薪資 Monthly Salary	1. 應與聘僱契約書所載一致，並不得低於本部依「外國人從事就業服務法第四十六條第一項第一款至第六款工作資格及審查標準」第8條規定公告之數額。 2. 如係1個月以下之短期工作，請填寫本次聘期薪資給付總額。 1. The payment amount should be consistent to the contract, which shall not be less than the amount announced by the Ministry of Labor according to article 8 of Qualifications and Criteria Standards for foreigners undertaking the jobs specified under Article 46.1.1 to 46.1.6

	of the Employment Service Act. 2. Employment less than one month, please enter the total payment amount.
工作地址 Working Address	請填寫外國人在臺主要之工作地點。若工作地址與雇主單位設立地址不同，應檢附該地址係雇主合法使用之相關證明文件(例如辦公室租賃契約、工廠登記等)。 Please enter the main working address in Taiwan. If the address is not the registered address of the entity (employer), supporting documents proving legitimate use are required (such as lease contract of the office, factory registration certificate).
其他注意事項 Others	
申請方式 Methods of application	1. 網路傳輸方式申請：使用「外國專業人員工作許可申辦網」線上申辦方式辦理。 2. 書面送件方式申請： (1)由專人送至機關收件櫃台辦理。 (2)利用掛號郵寄申請，郵寄地址：100臺北市中正區中華路一段39號10樓，收件人註明：勞動力發展署（申請聘僱外國專業人員）收。 (3)相關申請書表可至「外國人在臺工作服務網」>「申請表件」下載，或至機關收件櫃台索取。 3. 可親自辦理或委託私立就業服務機構辦理。 1. Application via internet: Please use the on-line application function in Work Permit Application Webpage for Foreign Professional, the address: https://ezwp.wda.gov.tw/ . 2. Application via written correspondences: i. Personally delivered Application to Reception Counter No. 6 for processing. ii Mail application via registered mail. iii. Related application forms can be downloaded from EZ Work Taiwan > Application Forms or obtained from the agency Reception Counter. 3. Application can be completed personally or entrusted to a private employment service agency.
申辦作業時間 Application processing time	1. 網路傳輸方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部系統收件次日起7個工作日。 2. 書面送件方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部收受案件次日起12個工作日。 1. Application submitted online 7working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria. 2. Application submitted in person 12 working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria
審查費繳交 Examination fee payment	(每案新臺幣500元) 1. 利用郵政劃撥。劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848 2. 至機關收件櫃台現場繳交。 (NT \$500 per case) 1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848). 2. Payment to the Reception Counter.
應備文件 Documents	1. 請至「外國人在臺工作服務網」>「一般外國專業人士在臺工作」查詢。 2. 書面送件所附相關資料係為影本者，應加註「與正本相符」之文字，並加蓋申請單位

required	<p>及負責人印章。</p> <ol style="list-style-type: none"> 1. Look it up at the website of EZ Work Taiwan > Foreign Professionals to Work in Taiwan. 2. If you apply for the use of written submittals, information and certification documents are copies, they should be marked with the words: “same as originals” and stamped with the seal of applicant entity and owner.
親自取件 In-person Document Pickup	<ol style="list-style-type: none"> 1. 如要親自取件，須填具「親自領件聲明書」並指派專人至機關收件櫃台送件申請。 2. 於案件核准後，請憑收件(親取)回條並黏貼取件人身分證(護照或居留證)正、反面影本親自領取，倘於指定期限內未親自領取者機關將以掛號寄出。 <ol style="list-style-type: none"> 1. If you wishes to pick-up documents in-person, “In-person Document Pick-up Declaration” must be filled-out, and you should submit application to the agency Reception Counter. 2. After application approval, a copy of ID (passport or ARC) and pick-up documents in-person with a receipt slip shall be attached. If documents have not been picked-up within the specified time limit, agency will mail out documents via registered mail.
申辦進度查詢 Application status	<p>請至「外國人在臺工作服務網」>「申請進度查詢」進行查詢。</p> <p>You can check the status at the website of EZ Work Taiwan > Application Status.</p>
機關網站與聯繫 Officail Websites & Contact	<ol style="list-style-type: none"> 1. 勞動部勞動力發展署 Workforce Development Agency, MOL https://www.wda.gov.tw 2. 外國人在臺工作服務網 EZ Work Taiwan https://ezworktaiwan.wda.gov.tw 3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional https://ezwp.wda.gov.tw 4. 諮詢電話 Support Hotline : (02) 89956000 5. 機關收件櫃台：臺北市中正區中華路一段39號10樓 Reception Counter : No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City

聘僱外國專業人員工作許可申請書 (A04-不動產經紀工作專用)

Foreign Professional Personnel Employment Work Permit Application



單位 (雇主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

案件資訊 Application Information			
工作類別 Category	A. 專門性或技術性之工作 Specialized or technical work	申請項目 Application Type	(單選 Choose One)
工作項目 Job Item	04. 不動產經紀工作 Practice of real estate agency		<input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal <input type="checkbox"/> 其他 Other :

本案若申請適用「在臺畢業僑外生評點新制」，請勾選並加附工作評點表。
Please check if this case is applying with "Comment System for Overseas Chinese/Foreign Student Graduated in Taiwan", and the Comment System Form is required.

繳費資訊 Application fee	繳費日 Payment date	年 月 日 (Y) (M) (D)	郵局局號 Branch code
	劃撥收據號碼(8碼)或交易序號(9碼) Receipt No.(8 digits) or transaction No.(9 digits)		
本申請案回函 投遞地址 Application Return Address	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	縣(County) 市(City)	鄉鎮(Town)/市(City) 區(District)
	路(Rd.) 街(St.)	段(Sec.)	巷(Lane) 弄(Alley) 號(No.) 樓(F.)

本申請案若係委託私立就業服務機構辦理，請勾選，並填寫以下欄位資料。
Please check if this application has been entrusted to a private employment services agency and please fill out the following information.

1. 受委託私立就業服務機構名稱： Name of commissioned private employment services agency 2. 許可證字號 License No. : 3. 專業人員 Specialist : (須親自簽名 must sign personally) 4. 聯絡電話 Contact Tel :	(單位圖記 Chop) 單位章 負責人章
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本申請案回函欲親自取件者請打「√」並加附【親自領件聲明書】。
Check for in-person document pickup and attach 【In-person Document Pickup Declaration】

收文專用區 Document Reception Use Only			
收 文 章		收 文 號	

聘僱外國專業人員工作許可申請書 (A04-不動產經紀工作專用)

Foreign Professional Personnel Employment Work Permit Application



雇主資訊 Employer Information						
單位名稱 Entity Name						
單位統一編號 Entity Tax ID No.			單位章及負責人章 Seals of Entity and Owner <div style="border: 1px dashed gray; width: 100%; height: 100%; position: relative; margin-top: 10px;"> 單位章 負責人章 </div>			
負責人 Owner						
行業類別代碼 Industry Category Code						
雇主資格 Employer Qualification						
<input type="checkbox"/> 本國公司、外國公司在臺分公司或大陸地區公司在臺分公司。 Domestic company, foreign branch company established in the Republic of China or Mainland China branch company established in the Republic of China.						
<input type="checkbox"/> 外國公司代表人辦事處或大陸地區公司在臺辦事處。 Representative office of a foreign company or a Mainland China company, approved by the authority concerned at the central government level.						
<input type="checkbox"/> 經中央目的事業主管機關核准設立之研發中心、企業營運總部。 Research and development center, or a corporate operation headquarter, and its establishment has been approved by the authority concerned at the central government level.						
<input type="checkbox"/> 財團法人、社團法人、政府機關（構）或依法設置之行政法人。 Juridical person, Juridical association, Government agencies (institutions) or the administrative juridical person established pursuant to laws.						
<input type="checkbox"/> 國際非政府組織：經中央目的事業主管機關許可設立之在臺辦事處、秘書處、總會或分會。 A representative office, secretariat, headquarter, or branch in Taiwan of a non-government organization, and its establishment was or is approved by the authority concerned at the central government level.						
<input type="checkbox"/> 「具創新能力之新創事業認定原則」之事業單位。 The startup businesses recognized as capable of innovation.						
<input type="checkbox"/> 「推動五加二產業創新計畫」之事業單位。 The qualified businesses of The 5+2 Industrial Transformation Plan.						
<input type="checkbox"/> 對國內經濟發展有實質貢獻，或因情況特殊，請勞動部會商中央目的事業主管機關專案認定。 Has made substantial contribution to the domestic economic development, or special circumstance and should be treated as a special case (MOL will consult with the authority concerned at the central government level).						
聯絡人 Contact	姓名 Name		電話 Tel		傳真 Fax	
	姓名 Name		電話 Tel		傳真 Fax	
Email :						
本案聘僱之具體理由並說明聘僱外國人之正面效益(展延案免填)： Specific reasons for this hiring case and explanation of the positive benefits of hiring foreigner (not necessary for hiring extension):						

受聘僱外國人名冊 (A04-不動產經紀工作專用)

Employed Foreign Worker Name List



單位 (雇主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

No.1					
英文姓名 English Name	Surname	性別 Gender		國籍 (或地區) Nationality (or region)	
	Given name	出生日期 Birthday	西元 (A.D.) 年 (Y) 月 (M) 日 (D)		
中文姓名 Chinese Name		最高學歷 Highest Level of Education	<input type="checkbox"/> 博士 Ph.D <input type="checkbox"/> 碩士 MA <input type="checkbox"/> 學士 BA <input type="checkbox"/> 專科 Vocational <input type="checkbox"/> 高中(含)以下 High School or less		
護照號碼 Passport No.					
申請聘僱期間 Employment Period	起 From 迄 To 年 (Y) 月 (M) 日 (D) ~ 年 (Y) 月 (M) 日 (D)				
職稱 Job Title		職業類別代碼 Occupation Category Code		每月薪資 Monthly Salary	新臺幣 NT\$
工作內容 Job Description		工作地址 Working Address			
備註 Note					

No.2					
英文姓名 English Name	Surname	性別 Gender		國籍 (或地區) Nationality (or region)	
	Given name	出生日期 Birthday	西元 (A.D.) 年 (Y) 月 (M) 日 (D)		
中文姓名 Chinese Name		最高學歷 Highest Level of Education	<input type="checkbox"/> 博士 Ph.D <input type="checkbox"/> 碩士 MA <input type="checkbox"/> 學士 BA <input type="checkbox"/> 專科 Vocational <input type="checkbox"/> 高中(含)以下 High School or less		
護照號碼 Passport No.					
申請聘僱期間 Employment Period	起 From 迄 To 年 (Y) 月 (M) 日 (D) ~ 年 (Y) 月 (M) 日 (D)				
職稱 Job Title		職業類別代碼 Occupation Category Code		每月薪資 Monthly Salary	新臺幣 NT\$
工作內容 Job Description		工作地址 Working Address			
備註 Note					

填表及書面送件須知 (A04-不動產經紀工作專用)

Guidance Notes



申請書 Application Form														
欄位 Field	填寫方式及說明 Guidance													
單位(雇主)名稱 Entity Name	請填寫單位中文全名。 Please enter full entity name in Chinese.													
申請項目 Application Type	若係申請資料異動，請勾選「其他」，並填寫異動事由。 If you apply for changing information, please tick "other" and include the reason.													
繳費資訊 Application fee	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>郵局收據編號 (8碼) Receipt No.(8 digits)</p> <p>郵局局號 Branch code</p> </div> <div style="width: 50%; border: 1px solid black; padding: 5px;"> <p style="text-align: center; color: red;">存款金額</p> <p>0002660 104/06/11 12:01:22 003110 1A6 359779 他人不扣手續費</p> <p style="text-align: center; color: red;">電腦記錄</p> </div> <div style="width: 45%; text-align: right;"> <p>繳費日期 Payment date</p> </div> </div>													
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>交易序號 transaction</p> <p style="text-align: center; color: red;">E- 8103097</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">郵政劃撥儲金存款收據</td> </tr> <tr> <td style="width: 20%;">收 帳</td> <td style="width: 80%;">19058848</td> </tr> <tr> <td>款 戶</td> <td>勞動部勞動力發展署聘僱許可收費專戶</td> </tr> </table> </div> <div style="width: 50%;"> <p>郵局局號 Branch code</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">經辦局章戳</td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: small;">臺北北門郵局(901支)</td> </tr> <tr> <td style="width: 20%;">局 號</td> <td style="width: 80%;">000100-6</td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: large;">104.07.01</td> </tr> </table> <p>繳費日期 Payment</p> <p style="text-align: center; font-size: small;">(請以雇主名義自行填寫)</p> </div> </div>	郵政劃撥儲金存款收據		收 帳	19058848	款 戶	勞動部勞動力發展署聘僱許可收費專戶	經辦局章戳		臺北北門郵局(901支)		局 號	000100-6	104.07.01
郵政劃撥儲金存款收據														
收 帳	19058848													
款 戶	勞動部勞動力發展署聘僱許可收費專戶													
經辦局章戳														
臺北北門郵局(901支)														
局 號	000100-6													
104.07.01														
負責人 Owner	請填寫單位負責人(代表人)之姓名。 Please enter the name of the owner.													
行業類別代碼 Industry Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.													
受聘僱外國人名冊 Employed Foreign Worker Name List														
欄位 Field	填寫方式及說明 Guidance													
工作內容 Job Description	請具體描述外國人所擔任職務之工作內容，並應符合「外國人從事就業服務法第四十六條第一項第一款至第六款工作資格及審查標準」第22條規定。 Please describe specifically the tasks or duties of the position. It should be in accordance to the article 22 of Qualifications and Criteria Standards for foreigners undertaking the jobs specified under Article 46.1.1 to 46.1.6 of the Employment Service Act.													
職業類別代碼 Occupation Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.													
每月薪資 Monthly Salary	<ol style="list-style-type: none"> 應與聘僱契約書所載一致，並不得低於本部依「外國人從事就業服務法第四十六條第一項第一款至第六款工作資格及審查標準」第8條規定公告之數額。 如係1個月以下之短期工作，請填寫本次聘期薪資給付總額。 <ol style="list-style-type: none"> The payment amount should be consistent to the contract, which shall not be less than the amount announced by the Ministry of Labor according to article 8 of Qualifications and Criteria Standards for foreigners undertaking the jobs specified under Article 46.1.1 to 46.1.6 of the Employment Service Act. Employment less than one month, please enter the total payment amount. 													
工作地址 Working Address	請填寫外國人在臺主要之工作地點。若工作地址與雇主單位設立地址不同，應檢附該地址係雇主合法使用之相關證明文件(例如辦公室租賃契約、工廠登記等)。													

	Please enter the main working address in Taiwan. If the address is not the registered address of the entity (employer), supporting documents proving legitimate use are required (such as lease contract of the office, factory registration certificate).
其他注意事項 Others	
申請方式 Methods of application	<p>1. 網路傳輸方式申請：使用「外國專業人員工作許可申辦網」線上申辦方式辦理。</p> <p>2. 書面送件方式申請：</p> <p>(1)由專人送至機關收件櫃台辦理。</p> <p>(2)利用掛號郵寄申請，郵寄地址：100臺北市中正區中華路一段39號10樓，收件人註明：勞動力發展署（申請聘僱外國專業人員）收。</p> <p>(3)相關申請書表可至「外國人在臺工作服務網」>「申請表件」下載，或至機關收件櫃台索取。</p> <p>3. 可親自辦理或委託私立就業服務機構辦理。</p> <p>1. Application via internet: Please use the on-line application function in Work Permit Application Webpage for Foreign Professional, the address: https://ezwp.wda.gov.tw/.</p> <p>2. Application via written correspondences:</p> <p>i. Personally delivered Application to Reception Counter No. 6 for processing.</p> <p>ii Mail application via registered mail.</p> <p>iii. Related application forms can be downloaded from EZ Work Taiwan > Application Forms or obtained from the agency Reception Counter.</p> <p>3. Application can be completed personally or entrusted to a private employment service agency.</p>
申辦作業時間 Application processing time	<p>1. 網路傳輸方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部系統收件次日起7個工作日。</p> <p>2. 書面送件方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部收受案件次日起12個工作日。</p> <p>1. Application submitted online 7working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria.</p> <p>2. Application submitted in person 12 working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria</p>
審查費繳交 Examination fee payment	<p>(每案新臺幣500元)</p> <p>1. 利用郵政劃撥。劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848</p> <p>2. 至機關收件櫃台現場繳交。</p> <p>(NT \$500 per case)</p> <p>1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848).</p> <p>2. Payment to the Reception Counter.</p>
應備文件 Documents required	<p>1. 請至「外國人在臺工作服務網」>「一般外國專業人士在臺工作」查詢。</p> <p>2. 書面送件所附相關資料係為影本者，應加註「與正本相符」之文字，並加蓋申請單位及負責人印章。</p> <p>1. Look it up at the website of EZ Work Taiwan > Foreign Professionals to Work in Taiwan.</p> <p>2. If you apply for the use of written submittals, information and certification documents are copies, they should be marked with the words: “same as originals” and stamped with the seal</p>

	of applicant entity and owner.
親自取件 In-person Document Pickup	<p>1. 如要親自取件，須填具「親自領件聲明書」並指派專人至機關收件櫃台送件申請。</p> <p>2. 於案件核准後，請憑收件(親取)回條並黏貼取件身分證(護照或居留證)正、反面影本親自領取，倘於指定期限內未親自領取者機關將以掛號寄出。</p> <p>1. If you wishes to pick-up documents in-person, “In-person Document Pick-up Declaration” must be filled-out, and you should submit application to the agency Reception Counter.</p> <p>2. After application approval, a copy of ID (passport or ARC) and pick-up documents in-person with a receipt slip shall be attached. If documents have not been picked-up within the specified time limit, agency will mail out documents via registered mail.</p>
申辦進度查詢 Application status	<p>請至「外國人在臺工作服務網」>「申請進度查詢」進行查詢。</p> <p>You can check the status at the website of EZ Work Taiwan > Application Status.</p>
機關網站與聯繫 Officail Websites & Contact	<p>1. 勞動部勞動力發展署 Workforce Development Agency, MOL https://www.wda.gov.tw</p> <p>2. 外國人在臺工作服務網 EZ Work Taiwan https://ezworktaiwan.wda.gov.tw</p> <p>3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional https://ezwp.wda.gov.tw</p> <p>4. 諮詢電話 Support Hotline : (02) 89956000</p> <p>5. 機關收件櫃台：臺北市中正區中華路一段39號10樓 Reception Counter : No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City</p>

聘僱外國專業人員工作許可申請書 (A05-移民服務工作專用)

Foreign Professional Personnel Employment Work Permit Application



單位 (僱主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

案件資訊 Application Information

工作類別 Category	A. 專門性或技術性之工作 Specialized or technical work	申請項目 Application Type	(單選 Choose One)
工作項目 Job Item	05.移民服務工作 Immigration services		<input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal <input type="checkbox"/> 其他 Other :

本案若申請適用「在臺畢業僑外生評點新制」，請勾選並加附工作評點表。
Please check if this case is applying with "Comment System for Overseas Chinese/Foreign Student Graduated in Taiwan", and the Comment System Form is required.

繳費資訊 Application fee	繳費日 Payment date	年 月 日 (Y) (M) (D)	郵局局號 Branch code
	劃撥收據號碼(8碼)或交易序號(9碼) Receipt No.(8 digits) or transaction No.(9 digits)		
本申請案回函 投遞地址 Application Return Address	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	縣(County) 市(City)	鄉鎮(Town)/市(City) 區(District)
	路(Rd.) 街(St.)	段(Sec.)	巷(Lane) 弄(Alley) 號(No.) 樓(F.)

本申請案若係委託私立就業服務機構辦理，請勾選，並填寫以下欄位資料。
Please check if this application has been entrusted to a private employment services agency and please fill out the following information.

1. 受委託私立就業服務機構名稱： Name of commissioned private employment services agency 2. 許可證字號 License No. : 3. 專業人員 Specialist : (須親自簽名 must sign personally) 4. 聯絡電話 Contact Tel :	(單位圖記 Chop) 單位章 負責人章
---	----------------------------

本申請案回函欲親自取件者請打「√」並加附【親自領件聲明書】。
Check for in-person document pickup and attach 【In-person Document Pickup Declaration】

收文專用區 Document Reception Use Only			
收 文 章		收 文 號	

聘僱外國專業人員工作許可申請書 (A05-移民服務工作專用)

Foreign Professional Personnel Employment Work Permit Application



雇主資訊 Employer Information						
單位名稱 Entity Name						
單位統一編號 Entity Tax ID No.			單位章及負責人章 Seals of Entity and Owner <div style="border: 1px dashed black; width: 100%; height: 100%; position: relative; margin-top: 10px;"> 單位章 負責人章 </div>			
負責人 Owner						
行業類別代碼 Industry Category Code						
雇主資格：為移民服務機構，並依下列情形選擇 Employer Qualification : The immigration service organization and choose one of the following options						
<input type="checkbox"/> 本國公司、外國公司在臺分公司或大陸地區公司在臺分公司。 Domestic company, foreign branch company established in the Republic of China or Mainland China branch company established in the Republic of China.						
<input type="checkbox"/> 外國公司代表人辦事處或大陸地區公司在臺辦事處。 Representative office of a foreign company or a Mainland China company, approved by the authority concerned at the central government level.						
<input type="checkbox"/> 經中央目的事業主管機關核准設立之研發中心、企業營運總部。 Research and development center, or a corporate operation headquarter, and its establishment has been approved by the authority concerned at the central government level.						
<input type="checkbox"/> 財團法人、社團法人、政府機關（構）或依法設置之行政法人。 Juridical person, Juridical association, Government agencies (institutions) or the administrative juridical person established pursuant to laws.						
<input type="checkbox"/> 國際非政府組織：經中央目的事業主管機關許可設立之在臺辦事處、秘書處、總會或分會。 A representative office, secretariat, headquarter, or branch in Taiwan of a non-government organization, and its establishment was or is approved by the authority concerned at the central government level.						
<input type="checkbox"/> 「具創新能力之新創事業認定原則」之事業單位。 The startup businesses recognized as capable of innovation.						
<input type="checkbox"/> 「推動五加二產業創新計畫」之事業單位。 The qualified businesses of The 5+2 Industrial Transformation Plan.						
<input type="checkbox"/> 對國內經濟發展有實質貢獻，或因情況特殊，請勞動部會商中央目的事業主管機關專案認定。 Has made substantial contribution to the domestic economic development, or special circumstance and should be treated as a special case (MOL will consult with the authority concerned at the central government level).						
連絡人 Contact	姓名 Name		電話 Tel		傳真 Fax	
	姓名 Name		電話 Tel		傳真 Fax	
	Email :					
本案聘僱之具體理由並說明聘僱外國人之正面效益(展延案免填)： Specific reasons for this hiring case and explanation of the positive benefits of hiring foreigner (not necessary for hiring extension):						

受聘僱外國人名冊 (A05-移民服務工作專用)



Employed Foreign Worker Name List

單位章

單位 (僱主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal

No.1					
英文姓名 English Name	Surname Given name	性別 Gender		國籍 (或地區) Nationality (or region)	
		出生日期 Birthday		西元 (A.D.) 年 (Y) 月 (M) 日 (D)	
中文姓名 Chinese Name		最高學歷 Highest Level of Education	<input type="checkbox"/> 博士 Ph.D <input type="checkbox"/> 碩士 MA <input type="checkbox"/> 學士 BA <input type="checkbox"/> 專科 Vocational <input type="checkbox"/> 高中(含)以下 High School or less		
護照號碼 Passport No.					
申請聘僱期間 Employment Period	起 From 迄 To				
	年 (Y) 月 (M) 日 (D) ~ 年 (Y) 月 (M) 日 (D)				
職稱 Job Title		職業類別代碼 Occupation Category Code		每月薪資 Monthly Salary	新臺幣 NT\$
工作內容 Job Description		工作地址 Working Address			
備註 Note					

No.2					
英文姓名 English Name	Surname Given name	性別 Gender		國籍 (或地區) Nationality (or region)	
		出生日期 Birthday		西元 (A.D.) 年 (Y) 月 (M) 日 (D)	
中文姓名 Chinese Name		最高學歷 Highest Level of Education	<input type="checkbox"/> 博士 Ph.D <input type="checkbox"/> 碩士 MA <input type="checkbox"/> 學士 BA <input type="checkbox"/> 專科 Vocational <input type="checkbox"/> 高中(含)以下 High School or less		
護照號碼 Passport No.					
申請聘僱期間 Employment Period	起 From 迄 To				
	年 (Y) 月 (M) 日 (D) ~ 年 (Y) 月 (M) 日 (D)				
職稱 Job Title		職業類別代碼 Occupation Category Code		每月薪資 Monthly Salary	新臺幣 NT\$
工作內容 Job Description		工作地址 Working Address			
備註 Note					

填表及書面送件須知 (A05-移民服務工作專用)



Guidance Notes

申請書 Application Form														
欄位 Field	填寫方式及說明 Guidance													
單位(雇主)名稱 Entity Name	請填寫單位中文全名。 Please enter full entity name in Chinese.													
申請項目 Application Type	若係申請資料異動，請勾選「其他」，並填寫異動事由。 If you apply for changing information, please tick "other" and include the reason.													
繳費資訊 Application fee	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>郵局收據編號 (8碼) Receipt No.(8 digits)</p> <p>郵局局號 Branch code</p> </div> <div style="width: 45%; border: 1px solid black; padding: 5px;"> <p style="text-align: center; color: red;">存款金額</p> <p>0002660 104/06/11 12:01:22 003110 1A6 359779 他人不扣手續費</p> <p style="text-align: center; color: red;">電腦記錄</p> </div> </div> <p style="text-align: right; margin-right: 20px;">繳費日期 Payment date</p>													
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>交易序號 transaction</p> <p style="text-align: center; color: red;">E- 8103097</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">郵政劃撥儲金存款收據</td> </tr> <tr> <td style="width: 20%;">收 帳</td> <td style="width: 80%;">19058848</td> </tr> <tr> <td>款 戶</td> <td>勞動部勞動力發展署聘僱許可收費專戶</td> </tr> </table> </div> <div style="width: 45%;"> <p>郵局局號 Branch code</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">經辦局章戳</td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: small;">臺北北門郵局(901支)</td> </tr> <tr> <td style="width: 20%;">局 號</td> <td style="width: 80%;">000100-6</td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: large;">104.07.01</td> </tr> </table> <p style="text-align: center;">繳費日期 Payment</p> <p style="text-align: center; font-size: small;">(請以雇主名義自行填寫)</p> </div> </div>	郵政劃撥儲金存款收據		收 帳	19058848	款 戶	勞動部勞動力發展署聘僱許可收費專戶	經辦局章戳		臺北北門郵局(901支)		局 號	000100-6	104.07.01
郵政劃撥儲金存款收據														
收 帳	19058848													
款 戶	勞動部勞動力發展署聘僱許可收費專戶													
經辦局章戳														
臺北北門郵局(901支)														
局 號	000100-6													
104.07.01														
負責人 Owner	請填寫單位負責人(代表人)之姓名。 Please enter the name of the owner.													
行業類別代碼 Industry Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.													
受聘僱外國人名冊 Employed Foreign Worker Name List														
欄位 Field	填寫方式及說明 Guidance													
工作內容 Job Description	請具體描述外國人所擔任職務之工作內容，並應符合「外國人從事就業服務法第四十六條第一項第一款至第六款工作資格及審查標準」第23條規定。 Please describe specifically the tasks or duties of the position. It should be in accordance to the article 23 of Qualifications and Criteria Standards for foreigners undertaking the jobs specified under Article 46.1.1 to 46.1.6 of the Employment Service Act.													
職業類別代碼 Occupation Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.													
每月薪資 Monthly Salary	<ol style="list-style-type: none"> 應與聘僱契約書所載一致，並不得低於本部依「外國人從事就業服務法第四十六條第一項第一款至第六款工作資格及審查標準」第8條規定公告之數額。 如係1個月以下之短期工作，請填寫本次聘期薪資給付總額。 <ol style="list-style-type: none"> The payment amount should be consistent to the contract, which shall not be less than the amount announced by the Ministry of Labor according to article 8 of Qualifications and Criteria Standards for foreigners undertaking the jobs specified under Article 46.1.1 to 46.1.6 of the Employment Service Act. Employment less than one month, please enter the total payment amount. 													
工作地址 Working Address	請填寫外國人在臺主要之工作地點。若工作地址與雇主單位設立地址不同，應檢附該地址係雇主合法使用之相關證明文件(例如辦公室租賃契約、工廠登記等)。													

	Please enter the main working address in Taiwan. If the address is not the registered address of the entity (employer), supporting documents proving legitimate use are required (such as lease contract of the office, factory registration certificate).
其他注意事項 Others	
申請方式 Methods of application	<p>1. 網路傳輸方式申請：使用「外國專業人員工作許可申辦網」線上申辦方式辦理。</p> <p>2. 書面送件方式申請：</p> <p>(1)由專人送至機關收件櫃台辦理。</p> <p>(2)利用掛號郵寄申請，郵寄地址：100臺北市中正區中華路一段39號10樓，收件人註明：勞動力發展署（申請聘僱外國專業人員）收。</p> <p>(3)相關申請書表可至「外國人在臺工作服務網」>「申請表件」下載，或至機關收件櫃台索取。</p> <p>3. 可親自辦理或委託私立就業服務機構辦理。</p> <p>1. Application via internet: Please use the on-line application function in Work Permit Application Webpage for Foreign Professional, the address: https://ezwp.wda.gov.tw/.</p> <p>2. Application via written correspondences:</p> <p>i. Personally delivered Application to Reception Counter No. 6 for processing.</p> <p>ii Mail application via registered mail.</p> <p>iii. Related application forms can be downloaded from EZ Work Taiwan > Application Forms or obtained from the agency Reception Counter.</p> <p>3. Application can be completed personally or entrusted to a private employment service agency.</p>
申辦作業時間 Application processing time	<p>1. 網路傳輸方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部系統收件次日起7個工作日。</p> <p>2. 書面送件方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部收受案件次日起12個工作日。</p> <p>1. Application submitted online 7working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria.</p> <p>2. Application submitted in person 12 working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria</p>
審查費繳交 Examination fee payment	<p>(每案新臺幣500元)</p> <p>1. 利用郵政劃撥。劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848</p> <p>2. 至機關收件櫃台現場繳交。</p> <p>(NT \$500 per case)</p> <p>1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848).</p> <p>2. Payment to the Reception Counter.</p>
應備文件 Documents required	<p>1. 請至「外國人在臺工作服務網」>「一般外國專業人士在臺工作」查詢。</p> <p>2. 書面送件所附相關資料係為影本者，應加註「與正本相符」之文字，並加蓋申請單位及負責人印章。</p> <p>1. Look it up at the website of EZ Work Taiwan > Foreign Professionals to Work in Taiwan.</p> <p>2. If you apply for the use of written submittals, information and certification documents are copies, they should be marked with the words: “same as originals” and stamped with the seal</p>

	of applicant entity and owner.
親自取件 In-person Document Pickup	<p>1. 如要親自取件，須填具「親自領件聲明書」並指派專人至機關收件櫃台送件申請。</p> <p>2. 於案件核准後，請憑收件(親取)回條並黏貼取件身分證(護照或居留證)正、反面影本親自領取，倘於指定期限內未親自領取者機關將以掛號寄出。</p> <p>1. If you wishes to pick-up documents in-person, “In-person Document Pick-up Declaration” must be filled-out, and you should submit application to the agency Reception Counter.</p> <p>2. After application approval, a copy of ID (passport or ARC) and pick-up documents in-person with a receipt slip shall be attached. If documents have not been picked-up within the specified time limit, agency will mail out documents via registered mail.</p>
申辦進度查詢 Application status	<p>請至「外國人在臺工作服務網」>「申請進度查詢」進行查詢。</p> <p>You can check the status at the website of EZ Work Taiwan > Application Status.</p>
機關網站與聯繫 Officail Websites & Contact	<p>1. 勞動部勞動力發展署 Workforce Development Agency, MOL https://www.wda.gov.tw</p> <p>2. 外國人在臺工作服務網 EZ Work Taiwan https://ezworktaiwan.wda.gov.tw</p> <p>3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional https://ezwp.wda.gov.tw</p> <p>4. 諮詢電話 Support Hotline : (02) 89956000</p> <p>5. 機關收件櫃台：臺北市中正區中華路一段39號10樓 Reception Counter : No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City</p>

聘僱外國專業人員工作許可申請書 (A06-律師、專利師工作專用)

Foreign Professional Personnel Employment Work Permit Application



單位 (僱主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

案件資訊 Application Information

工作類別 Category	A. 專門性或技術性之工作 Specialized or technical work	申請項目 Application Type	(單選 Choose One)
工作項目 Job Item	06. 律師、專利師工作 Practice of attorneys, or of patent attorneys		<input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal <input type="checkbox"/> 其他 Other :
	<input type="checkbox"/> 01 律師 Attorney <input type="checkbox"/> 02 專利師 Patent Attorney		

本案若申請適用「在臺畢業僑外生評點新制」，請勾選並加附工作評點表。
Please check if this case is applying with "Comment System for Overseas Chinese/Foreign Student Graduated in Taiwan", and the Comment System Form is required.

繳費資訊 Application fee	繳費日 Payment date	年 月 日 (Y) (M) (D)	郵局局號 Branch code
	劃撥收據號碼(8碼)或交易序號(9碼) Receipt No.(8 digits) or transaction No.(9 digits)		
本申請案回函 投遞地址 Application Return Address	縣(County) 市(City)	鄉鎮(Town)/市(City) 區(District)	
	路(Rd.) 街(St.)	段(Sec.)	巷(Lane) 弄(Alley) 號(No.) 樓(F.)

本申請案若係委託私立就業服務機構辦理，請勾選，並填寫以下欄位資料。
Please check if this application has been entrusted to a private employment services agency and please fill out the following information.

1. 受委託私立就業服務機構名稱： Name of commissioned private employment services agency 2. 許可證字號 License No. : 3. 專業人員 Specialist : (須親自簽名 must sign personally) 4. 聯絡電話 Contact Tel :	(單位圖記 Chop) 單位章 負責人章
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本申請案回函欲親自取件者請打「√」並加附【親自領件聲明書】。
Check for in-person document pickup and attach 【In-person Document Pickup Declaration】

收文專用區 Document Reception Use Only	
收 文 章	收 文 號

聘僱外國專業人員工作許可申請書 (A06-律師、專利師工作專用)

Foreign Professional Personnel Employment Work Permit Application



僱主資訊 Employer Information						
單位名稱 Entity Name						
單位統一編號 Entity Tax ID No.				單位章及負責人章 Seals of Entity and Owner		
負責人 Owner				<div style="border: 1px dashed black; width: 100px; height: 100px; display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px dashed black; width: 60%; height: 60%; display: flex; flex-direction: column; justify-content: center; align-items: center;"> <p style="font-size: small;">單位章</p> </div> <div style="border: 1px dashed black; width: 30%; height: 30%; display: flex; flex-direction: column; justify-content: center; align-items: center;"> <p style="font-size: small;">負責人章</p> </div> </div>		
行業類別代碼 Industry Category Code						
僱主資格 Employer Qualification	<input type="checkbox"/> 聘僱外國人擔任律師，僱主已具備中華民國律師或外國法事務律師之資格 To hire a foreign Attorney, the employer should be qualified with Attorney or Foreign Legal Affairs Attorney recognized in the Republic of China. <input type="checkbox"/> 聘僱外國人擔任專利師，僱主為經營辦理專利業務之事務所，並具備中華民國專利師、中華民國律師或中華民國專利代理人之資格 To hire a foreign Patent Attorney, the employer should be a firm that operates and handles patent business, and should qualified with Patent Attorney/Attorney or Patent agents of the Republic of China.					
連絡人 Contact	姓名 Name		電話 Tel		傳真 Fax	
	姓名 Name		電話 Tel		傳真 Fax	
	Email :					
本案聘僱之具體理由並說明聘僱外國人之正面效益(展延案免填)： Specific reasons for this hiring case and explanation of the positive benefits of hiring foreigner (not necessary for hiring extension):						

受聘僱外國人名冊 (A06-律師、專利師工作專用)

Employed Foreign Worker Name List



單位 (雇主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

No.1					
英文姓名 English Name	Surname	性別 Gender	國籍 (或地區) Nationality (or region)	西元 (A.D.) 年 (Y) 月 (M) 日 (D)	
	Given name				
中文姓名 Chinese Name	護照號碼 Passport No.	最高學歷 Highest Level of Education	<input type="checkbox"/> 博士 Ph.D <input type="checkbox"/> 碩士 MA <input type="checkbox"/> 學士 BA <input type="checkbox"/> 專科 Vocational <input type="checkbox"/> 高中(含)以下 High School or less		
申請聘僱期間 Employment Period			起 From 迄 To 年 (Y) 月 (M) 日 (D) ~ 年 (Y) 月 (M) 日 (D)		
職稱 Job Title		職業類別代碼 Occupation Category Code	每月薪資 Monthly Salary	新臺幣 NT\$	
工作內容 Job Description	工作地址 Working Address				
備註 Note					

No.2					
英文姓名 English Name	Surname	性別 Gender	國籍 (或地區) Nationality (or region)	西元 (A.D.) 年 (Y) 月 (M) 日 (D)	
	Given name				
中文姓名 Chinese Name	護照號碼 Passport No.	最高學歷 Highest Level of Education	<input type="checkbox"/> 博士 Ph.D <input type="checkbox"/> 碩士 MA <input type="checkbox"/> 學士 BA <input type="checkbox"/> 專科 Vocational <input type="checkbox"/> 高中(含)以下 High School or less		
申請聘僱期間 Employment Period			起 From 迄 To 年 (Y) 月 (M) 日 (D) ~ 年 (Y) 月 (M) 日 (D)		
職稱 Job Title		職業類別代碼 Occupation Category Code	每月薪資 Monthly Salary	新臺幣 NT\$	
工作內容 Job Description	工作地址 Working Address				
備註 Note					

填表及書面送件須知 (A06-律師、專利師工作專用)

Guidance Notes



申請書 Application Form	
欄位 Field	填寫方式及說明 Guidance
單位(雇主)名稱 Entity Name	請填寫單位中文全名。若以律師資格提出申請，則請填寫○○○律師即可。 Please enter full entity name in Chinese. In the case where the employer is a lawyer, enter his/her full name with title as ○○○律師.
申請項目 Application Type	若係申請資料異動，請勾選「其他」，並填寫異動事由。 If you apply for changing information, please tick "other" and include the reason.
繳費資訊 Application fee	<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;"> 郵局收據編號 (8碼) Receipt No.(8 digits) </div> <div style="border: 1px solid black; padding: 5px;"> 郵局局號 Branch code </div> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> 繳費日期 Payment date </div>
單位統一編號 Entity Tax ID No.	若以律師資格提出申請，請填寫建築師之國民身分證號或外僑居留證號。 In the case where the employer is a lawyer, enter the ID no. or ARC no. of the lawyer.
負責人 Owner	請填寫單位負責人(代表人)之姓名。 Please enter the name of the owner.
行業類別代碼 Industry Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.
受聘僱外國人名冊 Employed Foreign Worker Name List	
欄位 Field	填寫方式及說明 Guidance
工作內容 Job Description	請具體描述外國人所擔任職務之工作內容。 Please describe specifically the tasks or duties of the position.
職業類別代碼 Occupation Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.
每月薪資 Monthly Salary	1. 應與聘僱契約書所載一致，並不得低於本部依「外國人從事就業服務法第四十六條第一項第一款至第六款工作資格及審查標準」第8條規定公告之數額。 2. 如係1個月以下之短期工作，請填寫本次聘期薪資給付總額。 1. The payment amount should be consistent to the contract, which shall not be less than the amount announced by the Ministry of Labor according to article 8 of Qualifications and Criteria Standards for foreigners undertaking the jobs specified under Article 46.1.1 to 46.1.6 of the Employment Service Act. 2. Employment less than one month, please enter the total payment amount.
工作地址 Working Address	請填寫外國人在臺主要之工作地點。若工作地址與雇主單位設立地址不同，應檢附該地址係雇主合法使用之相關證明文件(例如辦公室租賃契約、工廠登記等)。

	Please enter the main working address in Taiwan. If the address is not the registered address of the entity (employer), supporting documents proving legitimate use are required (such as lease contract of the office, factory registration certificate).
其他注意事項 Others	
申請方式 Methods of application	<p>1. 網路傳輸方式申請：使用「外國專業人員工作許可申辦網」線上申辦方式辦理。</p> <p>2. 書面送件方式申請：</p> <p>(1)由專人送至機關收件櫃台辦理。</p> <p>(2)利用掛號郵寄申請，郵寄地址：100臺北市中正區中華路一段39號10樓，收件人註明：勞動力發展署（申請聘僱外國專業人員）收。</p> <p>(3)相關申請書表可至「外國人在臺工作服務網」>「申請表件」下載，或至機關收件櫃台索取。</p> <p>3. 可親自辦理或委託私立就業服務機構辦理。</p> <p>1. Application via internet: Please use the on-line application function in Work Permit Application Webpage for Foreign Professional, the address: https://ezwp.wda.gov.tw/.</p> <p>2. Application via written correspondences:</p> <p>i. Personally delivered Application to Reception Counter No. 6 for processing.</p> <p>ii Mail application via registered mail.</p> <p>iii. Related application forms can be downloaded from EZ Work Taiwan > Application Forms or obtained from the agency Reception Counter.</p> <p>3. Application can be completed personally or entrusted to a private employment service agency.</p>
申辦作業時間 Application processing time	<p>1. 網路傳輸方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部系統收件次日起7個工作日。</p> <p>2. 書面送件方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部收受案件次日起12個工作日。</p> <p>1. Application submitted online 7working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria.</p> <p>2. Application submitted in person 12 working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria</p>
審查費繳交 Examination fee payment	<p>(每案新臺幣500元)</p> <p>1. 利用郵政劃撥。劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848</p> <p>2. 至機關收件櫃台現場繳交。</p> <p>(NT \$500 per case)</p> <p>1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848).</p> <p>2. Payment to the Reception Counter.</p>
應備文件 Documents required	<p>1. 請至「外國人在臺工作服務網」>「一般外國專業人士在臺工作」查詢。</p> <p>2. 書面送件所附相關資料係為影本者，應加註「與正本相符」之文字，並加蓋申請單位及負責人印章。</p> <p>1. Look it up at the website of EZ Work Taiwan > Foreign Professionals to Work in Taiwan.</p> <p>2. If you apply for the use of written submittals, information and certification documents are copies, they should be marked with the words: “same as originals” and stamped with the seal</p>

	of applicant entity and owner.
親自取件 In-person Document Pickup	<p>1. 如要親自取件，須填具「親自領件聲明書」並指派專人至機關收件櫃台送件申請。</p> <p>2. 於案件核准後，請憑收件(親取)回條並黏貼取件身分證(護照或居留證)正、反面影本親自領取，倘於指定期限內未親自領取者機關將以掛號寄出。</p> <p>1. If you wishes to pick-up documents in-person, “In-person Document Pick-up Declaration” must be filled-out, and you should submit application to the agency Reception Counter.</p> <p>2. After application approval, a copy of ID (passport or ARC) and pick-up documents in-person with a receipt slip shall be attached. If documents have not been picked-up within the specified time limit, agency will mail out documents via registered mail.</p>
申辦進度查詢 Application status	<p>請至「外國人在臺工作服務網」>「申請進度查詢」進行查詢。</p> <p>You can check the status at the website of EZ Work Taiwan > Application Status.</p>
機關網站與聯繫 Officail Websites & Contact	<p>1. 勞動部勞動力發展署 Workforce Development Agency, MOL https://www.wda.gov.tw</p> <p>2. 外國人在臺工作服務網 EZ Work Taiwan https://ezworktaiwan.wda.gov.tw</p> <p>3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional https://ezwp.wda.gov.tw</p> <p>4. 諮詢電話 Support Hotline : (02) 89956000</p> <p>5. 機關收件櫃台：臺北市中正區中華路一段39號10樓 Reception Counter : No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City</p>

聘僱外國專業人員工作許可申請書 (A07-技師工作專用)

Foreign Professional Personnel Employment Work Permit Application



單位 (雇主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

案件資訊 Application Information

工作類別 Category	A. 專門性或技術性之工作 Specialized or technical work	申請項目 Application Type	(單選 Choose One)
工作項目 Job Item	07.技師工作 Practice of technicians		<input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal <input type="checkbox"/> 其他 Other :

本案若申請適用「在臺畢業僑外生評點新制」，請勾選並加附工作評點表。
Please check if this case is applying with "Comment System for Overseas Chinese/Foreign Student Graduated in Taiwan", and the Comment System Form is required.

繳費資訊 Application fee	繳費日 Payment date	年 月 日 (Y) (M) (D)	郵局局號 Branch code
	劃撥收據號碼(8碼)或交易序號(9碼) Receipt No.(8 digits) or transaction No.(9 digits)		
本申請案回函 投遞地址 Application Return Address	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	縣(County) 市(City)	鄉鎮(Town)/市(City) 區(District)
	路(Rd.) 街(St.)	段(Sec.)	巷(Lane) 弄(Alley) 號(No.) 樓(F.)

本申請案若係委託私立就業服務機構辦理，請勾選，並填寫以下欄位資料。
Please check if this application has been entrusted to a private employment services agency and please fill out the following information.

1. 受委託私立就業服務機構名稱： Name of commissioned private employment services agency 2. 許可證字號 License No. : 3. 專業人員 Specialist : (須親自簽名 must sign personally) 4. 聯絡電話 Contact Tel :	(單位圖記 Chop) 單位章 負責人章
---	----------------------------

本申請案回函欲親自取件者請打「√」並加附【親自領件聲明書】。
Check for in-person document pickup and attach 【In-person Document Pickup Declaration】

收文專用區 Document Reception Use Only			
收 文 章		收 文 號	

聘僱外國專業人員工作許可申請書 (A07-技師工作專用)

Foreign Professional Personnel Employment Work Permit Application



雇主資訊 Employer Information						
單位名稱 Entity Name						
單位統一編號 Entity Tax ID No.				單位章及負責人章 Seals of Entity and Owner		
負責人 Owner				<div style="border: 1px dashed black; width: 100px; height: 80px; display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px dashed black; width: 40%; height: 40%; text-align: center;">單位章</div> <div style="border: 1px dashed black; width: 40%; height: 40%; text-align: center;">負責人章</div> </div>		
行業類別代碼 Industry Category Code						
雇主資格 Employer Qualification	<input type="checkbox"/> 已取得工程技術顧問公司登記證 The employer has acquired professional engineering consulting firm registration certificate. <input type="checkbox"/> 已取得目的事業主管機關核發經營業務之證明 The employer has acquired business license issued by the authority concerned.					
連絡人 Contact	姓名 Name		電話 Tel		傳真 Fax	
	姓名 Name		電話 Tel		傳真 Fax	
	Email :					
本案聘僱之具體理由並說明聘僱外國人之正面效益(展延案免填): Specific reasons for this hiring case and explanation of the positive benefits of hiring foreigner (not necessary for hiring extension):						

受聘僱外國人名冊 (A07-技師工作專用)

Employed Foreign Worker Name List



單位 (僱主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

No.1					
英文姓名 English Name	Surname	性別 Gender		國籍 (或地區) Nationality (or region)	
	Given name	出生日期 Birthday	西元 (A.D.) 年 (Y) 月 (M) 日 (D)		
中文姓名 Chinese Name		最高學歷 Highest Level of Education	<input type="checkbox"/> 博士 Ph.D <input type="checkbox"/> 碩士 MA <input type="checkbox"/> 學士 BA <input type="checkbox"/> 專科 Vocational <input type="checkbox"/> 高中(含)以下 High School or less		
護照號碼 Passport No.					
申請聘僱期間 Employment Period	起 From 迄 To 年 (Y) 月 (M) 日 (D) ~ 年 (Y) 月 (M) 日 (D)				
職稱 Job Title		職業類別代碼 Occupation Category Code		每月薪資 Monthly Salary	新臺幣 NT\$
工作內容 Job Description		工作地址 Working Address			
備註 Note					

No.2					
英文姓名 English Name	Surname	性別 Gender		國籍 (或地區) Nationality (or region)	
	Given name	出生日期 Birthday	西元 (A.D.) 年 (Y) 月 (M) 日 (D)		
中文姓名 Chinese Name		最高學歷 Highest Level of Education	<input type="checkbox"/> 博士 Ph.D <input type="checkbox"/> 碩士 MA <input type="checkbox"/> 學士 BA <input type="checkbox"/> 專科 Vocational <input type="checkbox"/> 高中(含)以下 High School or less		
護照號碼 Passport No.					
申請聘僱期間 Employment Period	起 From 迄 To 年 (Y) 月 (M) 日 (D) ~ 年 (Y) 月 (M) 日 (D)				
職稱 Job Title		職業類別代碼 Occupation Category Code		每月薪資 Monthly Salary	新臺幣 NT\$
工作內容 Job Description		工作地址 Working Address			
備註 Note					

填表及書面送件須知 (A07-技師工作專用)

Guidance Notes



申請書 Application Form														
欄位 Field	填寫方式及說明 Guidance													
單位(雇主)名稱 Entity Name	請填寫單位中文全名。 Please enter full entity name in Chinese.													
申請項目 Application Type	若係申請資料異動，請勾選「其他」，並填寫異動事由。 If you apply for changing information, please tick "other" and include the reason.													
繳費資訊 Application fee	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>郵局收據編號 (8碼) Receipt No.(8 digits)</p> <p>郵局局號 Branch code</p> </div> <div style="width: 45%; border: 1px solid black; padding: 5px;"> <p style="text-align: center; color: red;">存款金額</p> <p>0002660 104/06/11 12:01:22</p> <p>003110 1A6 359779</p> <p>他人不扣手續費</p> <p style="text-align: center; color: red;">電腦記錄</p> </div> </div> <p style="text-align: right; margin-right: 20px;">繳費日期 Payment date</p>													
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>交易序號 transaction</p> <p style="text-align: center; color: red;">E- 8103097</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">郵政劃撥儲金存款收據</td> </tr> <tr> <td style="width: 20%;">收 帳</td> <td style="width: 80%;">19058848</td> </tr> <tr> <td>款 戶</td> <td>勞動部勞動力發展署聘僱許可收費專戶</td> </tr> </table> </div> <div style="width: 45%;"> <p>郵局局號 Branch code</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">經辦局章戳</td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: small;">臺北北門郵局(901支)</td> </tr> <tr> <td style="width: 20%;">局 號</td> <td style="width: 80%;">000100-6</td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: large;">104.07.01</td> </tr> </table> <p style="text-align: center;">繳費日期 Payment</p> <p style="text-align: center; font-size: small;">(請以雇主名義自行填寫)</p> </div> </div>	郵政劃撥儲金存款收據		收 帳	19058848	款 戶	勞動部勞動力發展署聘僱許可收費專戶	經辦局章戳		臺北北門郵局(901支)		局 號	000100-6	104.07.01
郵政劃撥儲金存款收據														
收 帳	19058848													
款 戶	勞動部勞動力發展署聘僱許可收費專戶													
經辦局章戳														
臺北北門郵局(901支)														
局 號	000100-6													
104.07.01														
負責人 Owner	請填寫單位負責人(代表人)之姓名。 Please enter the name of the owner.													
行業類別代碼 Industry Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.													
受聘僱外國人名冊 Employed Foreign Worker Name List														
欄位 Field	填寫方式及說明 Guidance													
工作內容 Job Description	請具體描述外國人所擔任職務之工作內容，並應符合「外國人從事就業服務法第四十六條第一項第一款至第六款工作資格及審查標準」第26條規定。 Please describe specifically the tasks or duties of the position. It should be in accordance to the article 26 of Qualifications and Criteria Standards for foreigners undertaking the jobs specified under Article 46.1.1 to 46.1.6 of the Employment Service Act.													
職業類別代碼 Occupation Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.													
每月薪資 Monthly Salary	<ol style="list-style-type: none"> 應與聘僱契約書所載一致，並不得低於本部依「外國人從事就業服務法第四十六條第一項第一款至第六款工作資格及審查標準」第8條規定公告之數額。 如係1個月以下之短期工作，請填寫本次聘期薪資給付總額。 <ol style="list-style-type: none"> The payment amount should be consistent to the contract, which shall not be less than the amount announced by the Ministry of Labor according to article 8 of Qualifications and Criteria Standards for foreigners undertaking the jobs specified under Article 46.1.1 to 46.1.6 of the Employment Service Act. Employment less than one month, please enter the total payment amount. 													
工作地址 Working Address	請填寫外國人在臺主要之工作地點。若工作地址與雇主單位設立地址不同，應檢附該地址係雇主合法使用之相關證明文件(例如辦公室租賃契約、工廠登記等)。													

	Please enter the main working address in Taiwan. If the address is not the registered address of the entity (employer), supporting documents proving legitimate use are required (such as lease contract of the office, factory registration certificate).
其他注意事項 Others	
申請方式 Methods of application	<p>1. 網路傳輸方式申請：使用「外國專業人員工作許可申辦網」線上申辦方式辦理。</p> <p>2. 書面送件方式申請：</p> <p>(1)由專人送至機關收件櫃台辦理。</p> <p>(2)利用掛號郵寄申請，郵寄地址：100臺北市中正區中華路一段39號10樓，收件人註明：勞動力發展署（申請聘僱外國專業人員）收。</p> <p>(3)相關申請書表可至「外國人在臺工作服務網」>「申請表件」下載，或至機關收件櫃台索取。</p> <p>3. 可親自辦理或委託私立就業服務機構辦理。</p> <p>1. Application via internet: Please use the on-line application function in Work Permit Application Webpage for Foreign Professional, the address: https://ezwp.wda.gov.tw/.</p> <p>2. Application via written correspondences:</p> <p>i. Personally delivered Application to Reception Counter No. 6 for processing.</p> <p>ii Mail application via registered mail.</p> <p>iii. Related application forms can be downloaded from EZ Work Taiwan > Application Forms or obtained from the agency Reception Counter.</p> <p>3. Application can be completed personally or entrusted to a private employment service agency.</p>
申辦作業時間 Application processing time	<p>1. 網路傳輸方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部系統收件次日起7個工作日。</p> <p>2. 書面送件方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部收受案件次日起12個工作日。</p> <p>1. Application submitted online 7working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria.</p> <p>2. Application submitted in person 12 working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria</p>
審查費繳交 Examination fee payment	<p>(每案新臺幣500元)</p> <p>1. 利用郵政劃撥。劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848</p> <p>2. 至機關收件櫃台現場繳交。</p> <p>(NT \$500 per case)</p> <p>1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848).</p> <p>2. Payment to the Reception Counter.</p>
應備文件 Documents required	<p>1. 請至「外國人在臺工作服務網」>「一般外國專業人士在臺工作」查詢。</p> <p>2. 書面送件所附相關資料係為影本者，應加註「與正本相符」之文字，並加蓋申請單位及負責人印章。</p> <p>1. Look it up at the website of EZ Work Taiwan > Foreign Professionals to Work in Taiwan.</p> <p>2. If you apply for the use of written submittals, information and certification documents are copies, they should be marked with the words: “same as originals” and stamped with the seal</p>

	of applicant entity and owner.
親自取件 In-person Document Pickup	<p>1. 如要親自取件，須填具「親自領件聲明書」並指派專人至機關收件櫃台送件申請。</p> <p>2. 於案件核准後，請憑收件(親取)回條並黏貼取件人身分證(護照或居留證)正、反面影本親自領取，倘於指定期限內未親自領取者機關將以掛號寄出。</p> <p>1. If you wishes to pick-up documents in-person, “In-person Document Pick-up Declaration” must be filled-out, and you should submit application to the agency Reception Counter.</p> <p>2. After application approval, a copy of ID (passport or ARC) and pick-up documents in-person with a receipt slip shall be attached. If documents have not been picked-up within the specified time limit, agency will mail out documents via registered mail.</p>
申辦進度查詢 Application status	<p>請至「外國人在臺工作服務網」>「申請進度查詢」進行查詢。</p> <p>You can check the status at the website of EZ Work Taiwan > Application Status.</p>
機關網站與聯繫 Officail Websites & Contact	<p>1. 勞動部勞動力發展署 Workforce Development Agency, MOL https://www.wda.gov.tw</p> <p>2. 外國人在臺工作服務網 EZ Work Taiwan https://ezworktaiwan.wda.gov.tw</p> <p>3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional https://ezwp.wda.gov.tw</p> <p>4. 諮詢電話 Support Hotline : (02) 89956000</p> <p>5. 機關收件櫃台：臺北市中正區中華路一段39號10樓 Reception Counter : No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City</p>

聘僱外國專業人員工作許可申請書 (A08-醫療保健工作專用)

Foreign Professional Personnel Employment Work Permit Application



單位 (僱主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

案件資訊 Application Information

工作類別 Category	A. 專門性或技術性之工作 Specialized or technical work	申請項目 Application Type	(單選 Choose One)
工作項目 Job Item	08. 醫療保健工作 Health care		<input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal <input type="checkbox"/> 其他 Other :

本案若申請適用「在臺畢業僑外生評點新制」，請勾選並加附工作評點表。
Please check if this case is applying with "Comment System for Overseas Chinese/Foreign Student Graduated in Taiwan", and the Comment System Form is required.

繳費資訊 Application fee	繳費日 Payment date	年 月 日 (Y) (M) (D)	郵局局號 Branch code
	劃撥收據號碼(8碼)或交易序號(9碼) Receipt No.(8 digits) or transaction No.(9 digits)		
本申請案回函 投遞地址 Application Return Address	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	縣(County) 市(City)	鄉鎮(Town)/市(City) 區(District)
	路(Rd.) 段(Sec.) 巷(Lane) 弄(Alley) 號(No.) 樓(F.) 街(St.)		

本申請案若係委託私立就業服務機構辦理，請勾選，並填寫以下欄位資料。
Please check if this application has been entrusted to a private employment services agency and please fill out the following information.

1. 受委託私立就業服務機構名稱： Name of commissioned private employment services agency 2. 許可證字號 License No. : 3. 專業人員 Specialist : (須親自簽名 must sign personally) 4. 聯絡電話 Contact Tel :	(單位圖記 Chop) 單位章 負責人章
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本申請案回函欲親自取件者請打「√」並加附【親自領件聲明書】。
Check for in-person document pickup and attach 【In-person Document Pickup Declaration】

收文專用區 Document Reception Use Only

收 文 章	收 文 號
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聘僱外國專業人員工作許可申請書 (A08-醫療保健工作專用)

Foreign Professional Personnel Employment Work Permit Application



雇主資訊 Employer Information						
單位名稱 Entity Name						
單位統一編號 Entity Tax ID No.			單位章及負責人章 Seals of Entity and Owner			
負責人 Owner			<div style="border: 1px dashed black; width: 100px; height: 100px; display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px dashed black; width: 60%; height: 60%; display: flex; flex-direction: column; justify-content: center; align-items: center;"> <p style="font-size: small;">單位章</p> </div> <div style="border: 1px dashed black; width: 30%; height: 30%; display: flex; flex-direction: column; justify-content: center; align-items: center;"> <p style="font-size: small;">負責人章</p> </div> </div>			
行業類別代碼 Industry Category Code						
雇主資格 Employer Qualification	<input type="checkbox"/> 受聘僱外國醫事專門職業人員之法定執業登記機構 Legally registered institutions of the employed foreign medical professional. <input type="checkbox"/> 藥商或衛生財團法人 Pharmacists or non-profit healthcare organizations. <input type="checkbox"/> 其他經中央主管機關會商中央目的事業主管機關認定得聘僱外國人之機構 Other organizations allowed to recruit foreigners and that are recognized by the central competent authorities along with the specific authorities concerned at the central government level.					
連絡人 Contact	姓名 Name		電話 Tel		傳真 Fax	
	姓名 Name		電話 Tel		傳真 Fax	
	Email :					
本案聘僱之具體理由並說明聘僱外國人之正面效益(展延案免填)： Specific reasons for this hiring case and explanation of the positive benefits of hiring foreigner (not necessary for hiring extension):						

受聘僱外國人名冊 (A08-醫療保健工作專用)

Employed Foreign Worker Name List



單位 (僱主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

No.1					
英文姓名 English Name	Surname	性別 Gender		國籍 (或地區) Nationality (or region)	
	Given name	出生日期 Birthday		西元 (A.D.) 年 (Y) 月 (M) 日 (D)	
中文姓名 Chinese Name		最高學歷 Highest Level of Education		<input type="checkbox"/> 博士 Ph.D <input type="checkbox"/> 碩士 MA <input type="checkbox"/> 學士 BA <input type="checkbox"/> 專科 Vocational <input type="checkbox"/> 高中(含)以下 High School or less	
護照號碼 Passport No.					
申請聘僱期間 Employment Period	起 From 迄 To 年 (Y) 月 (M) 日 (D) ~ 年 (Y) 月 (M) 日 (D)				
職稱 Job Title		職業類別代碼 Occupation Category Code		每月薪資 Monthly Salary	新臺幣 NT\$
工作內容 Job Description		工作地址 Working Address			
備註 Note					

No.2					
英文姓名 English Name	Surname	性別 Gender		國籍 (或地區) Nationality (or region)	
	Given name	出生日期 Birthday		西元 (A.D.) 年 (Y) 月 (M) 日 (D)	
中文姓名 Chinese Name		最高學歷 Highest Level of Education		<input type="checkbox"/> 博士 Ph.D <input type="checkbox"/> 碩士 MA <input type="checkbox"/> 學士 BA <input type="checkbox"/> 專科 Vocational <input type="checkbox"/> 高中(含)以下 High School or less	
護照號碼 Passport No.					
申請聘僱期間 Employment Period	起 From 迄 To 年 (Y) 月 (M) 日 (D) ~ 年 (Y) 月 (M) 日 (D)				
職稱 Job Title		職業類別代碼 Occupation Category Code		每月薪資 Monthly Salary	新臺幣 NT\$
工作內容 Job Description		工作地址 Working Address			
備註 Note					

填表及書面送件須知 (A08-醫療保健工作專用)



Guidance Notes

申請書 Application Form													
欄位 Field	填寫方式及說明 Guidance												
單位(雇主)名稱 Entity Name	請填寫單位中文全名。 Please enter full entity name in Chinese.												
申請項目 Application Type	若係申請資料異動，請勾選「其他」，並填寫異動事由。 If you apply for changing information, please tick "other" and include the reason.												
繳費資訊 Application fee	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>郵局收據編號 (8碼) Receipt No.(8 digits)</p> <p>郵局局號 Branch code</p> </div> <div style="width: 50%; border: 1px solid black; padding: 5px;"> <p style="text-align: center; color: red;">存款金額</p> <p>0002660 104/06/11 12:01:22 003110 1A6 359779 他人不扣手續費</p> <p style="text-align: center; color: red;">電腦記錄</p> </div> <div style="width: 45%; text-align: right;"> <p>繳費日期 Payment date</p> </div> </div>												
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>交易序號 transaction</p> <div style="border: 1px solid black; padding: 2px; margin: 5px;"> <p style="text-align: center; color: red;">E- 8103097</p> <p style="text-align: center;">郵政劃撥儲金存款收據</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;">收</td> <td style="width: 20px;">帳</td> <td style="width: 60px;">19058848</td> </tr> <tr> <td>款</td> <td>號</td> <td></td> </tr> <tr> <td>人</td> <td>戶</td> <td>勞動部勞動力發展署聘僱許可收費專戶</td> </tr> </table> </div> </div> <div style="width: 50%;"> <p>郵局局號 Branch code</p> <div style="border: 1px solid black; padding: 2px; margin: 5px;"> <p style="text-align: center; color: red;">經辦局章戳</p> <p style="text-align: center; font-size: small;">臺北北門郵局(901支)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40px;">局號</td> <td>000100-6</td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: large; font-weight: bold;">104.07.01</td> </tr> </table> <p style="text-align: center; font-size: small;">(請以雇主名義自行填寫)</p> </div> </div> </div>	收	帳	19058848	款	號		人	戶	勞動部勞動力發展署聘僱許可收費專戶	局號	000100-6	104.07.01
收	帳	19058848											
款	號												
人	戶	勞動部勞動力發展署聘僱許可收費專戶											
局號	000100-6												
104.07.01													
負責人 Owner	請填寫單位負責人(代表人)之姓名。 Please enter the name of the owner.												
行業類別代碼 Industry Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.												
受聘僱外國人名冊 Employed Foreign Worker Name List													
欄位 Field	填寫方式及說明 Guidance												
工作內容 Job Description	請具體描述外國人所擔任職務之工作內容，並應符合「外國人從事就業服務法第四十六條第一項第一款至第六款工作資格及審查標準」第27條規定。 Please describe specifically the tasks or duties of the position. It should be in accordance to the article 27 of Qualifications and Criteria Standards for foreigners undertaking the jobs specified under Article 46.1.1 to 46.1.6 of the Employment Service Act.												
職業類別代碼 Occupation Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.												
每月薪資 Monthly Salary	<ol style="list-style-type: none"> 應與聘僱契約書所載一致，並不得低於本部依「外國人從事就業服務法第四十六條第一項第一款至第六款工作資格及審查標準」第8條規定公告之數額。 如係1個月以下之短期工作，請填寫本次聘期薪資給付總額。 <ol style="list-style-type: none"> The payment amount should be consistent to the contract, which shall not be less than the amount announced by the Ministry of Labor according to article 8 of Qualifications and Criteria Standards for foreigners undertaking the jobs specified under Article 46.1.1 to 46.1.6 of the Employment Service Act. Employment less than one month, please enter the total payment amount. 												
工作地址 Working Address	請填寫外國人在臺主要之工作地點。若工作地址與雇主單位設立地址不同，應檢附該地址係雇主合法使用之相關證明文件(例如辦公室租賃契約、工廠登記等)。												

	Please enter the main working address in Taiwan. If the address is not the registered address of the entity (employer), supporting documents proving legitimate use are required (such as lease contract of the office, factory registration certificate).
其他注意事項 Others	
申請方式 Methods of application	<p>1. 網路傳輸方式申請：使用「外國專業人員工作許可申辦網」線上申辦方式辦理。</p> <p>2. 書面送件方式申請：</p> <p>(1)由專人送至機關收件櫃台辦理。</p> <p>(2)利用掛號郵寄申請，郵寄地址：100臺北市中正區中華路一段39號10樓，收件人註明：勞動力發展署（申請聘僱外國專業人員）收。</p> <p>(3)相關申請書表可至「外國人在臺工作服務網」>「申請表件」下載，或至機關收件櫃台索取。</p> <p>3. 可親自辦理或委託私立就業服務機構辦理。</p> <p>1. Application via internet: Please use the on-line application function in Work Permit Application Webpage for Foreign Professional, the address: https://ezwp.wda.gov.tw/.</p> <p>2. Application via written correspondences:</p> <p>i. Personally delivered Application to Reception Counter No. 6 for processing.</p> <p>ii Mail application via registered mail.</p> <p>iii. Related application forms can be downloaded from EZ Work Taiwan > Application Forms or obtained from the agency Reception Counter.</p> <p>3. Application can be completed personally or entrusted to a private employment service agency.</p>
申辦作業時間 Application processing time	<p>1. 網路傳輸方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部系統收件次日起7個工作日。</p> <p>2. 書面送件方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部收受案件次日起12個工作日。</p> <p>1. Application submitted online 7working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria.</p> <p>2. Application submitted in person 12 working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria</p>
審查費繳交 Examination fee payment	<p>(每案新臺幣500元)</p> <p>1. 利用郵政劃撥。劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848</p> <p>2. 至機關收件櫃台現場繳交。</p> <p>(NT \$500 per case)</p> <p>1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848).</p> <p>2. Payment to the Reception Counter.</p>
應備文件 Documents required	<p>1. 請至「外國人在臺工作服務網」>「一般外國專業人士在臺工作」查詢。</p> <p>2. 書面送件所附相關資料係為影本者，應加註「與正本相符」之文字，並加蓋申請單位及負責人印章。</p> <p>1. Look it up at the website of EZ Work Taiwan > Foreign Professionals to Work in Taiwan.</p> <p>2. If you apply for the use of written submittals, information and certification documents are copies, they should be marked with the words: “same as originals” and stamped with the seal</p>

	of applicant entity and owner.
親自取件 In-person Document Pickup	<p>1. 如要親自取件，須填具「親自領件聲明書」並指派專人至機關收件櫃台送件申請。</p> <p>2. 於案件核准後，請憑收件(親取)回條並黏貼取件身分證(護照或居留證)正、反面影本親自領取，倘於指定期限內未親自領取者機關將以掛號寄出。</p> <p>1. If you wishes to pick-up documents in-person, “In-person Document Pick-up Declaration” must be filled-out, and you should submit application to the agency Reception Counter.</p> <p>2. After application approval, a copy of ID (passport or ARC) and pick-up documents in-person with a receipt slip shall be attached. If documents have not been picked-up within the specified time limit, agency will mail out documents via registered mail.</p>
申辦進度查詢 Application status	<p>請至「外國人在臺工作服務網」>「申請進度查詢」進行查詢。</p> <p>You can check the status at the website of EZ Work Taiwan > Application Status.</p>
機關網站與聯繫 Officail Websites & Contact	<p>1. 勞動部勞動力發展署 Workforce Development Agency, MOL https://www.wda.gov.tw</p> <p>2. 外國人在臺工作服務網 EZ Work Taiwan https://ezworktaiwan.wda.gov.tw</p> <p>3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional https://ezwp.wda.gov.tw</p> <p>4. 諮詢電話 Support Hotline : (02) 89956000</p> <p>5. 機關收件櫃台：臺北市中正區中華路一段39號10樓 Reception Counter : No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City</p>

聘僱外國專業人員工作許可申請書 (A09-環境保護工作專用)

Foreign Professional Personnel Employment Work Permit Application



單位 (雇主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

案件資訊 Application Information			
工作類別 Category	A. 專門性或技術性之工作 Specialized or technical work	申請項目 Application Type	(單選 Choose One)
工作項目 Job Item	09. 環境保護工作 Environmental protection		<input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal <input type="checkbox"/> 其他 Other :

本案若申請適用「在臺畢業僑外生評點新制」，請勾選並加附工作評點表。
Please check if this case is applying with "Comment System for Overseas Chinese/Foreign Student Graduated in Taiwan", and the Comment System Form is required.

繳費資訊 Application fee	繳費日 Payment date	年 月 日 (Y) (M) (D)	郵局局號 Branch code
	劃撥收據號碼(8碼)或交易序號(9碼) Receipt No.(8 digits) or transaction No.(9 digits)		
本申請案回函 投遞地址 Application Return Address	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	縣(County) 市(City)	鄉鎮(Town)/市(City) 區(District)
	路(Rd.) 段(Sec.) 巷(Lane) 弄(Alley) 號(No.) 樓(F.) 街(St.)		

本申請案若係委託私立就業服務機構辦理，請勾選，並填寫以下欄位資料。
Please check if this application has been entrusted to a private employment services agency and please fill out the following information.

1. 受委託私立就業服務機構名稱： Name of commissioned private employment services agency 2. 許可證字號 License No. : 3. 專業人員 Specialist : (須親自簽名 must sign personally) 4. 聯絡電話 Contact Tel :	(單位圖記 Chop) 單位章 負責人章
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本申請案回函欲親自取件者請打「√」並加附【親自領件聲明書】。
Check for in-person document pickup and attach 【In-person Document Pickup Declaration】

收文專用區 Document Reception Use Only			
收 文 章		收 文 號	

聘僱外國專業人員工作許可申請書 (A09-環境保護工作專用)

Foreign Professional Personnel Employment Work Permit Application



雇主資訊 Employer Information						
單位名稱 Entity Name						
單位統一編號 Entity Tax ID No.			單位章及負責人章 Seals of Entity and Owner			
負責人 Owner			<div style="border: 1px dashed black; width: 100px; height: 100px; display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px dashed black; width: 60%; height: 60%; display: flex; flex-direction: column; justify-content: center; align-items: center;"> <p style="font-size: small;">單位章</p> </div> <div style="border: 1px dashed black; width: 30%; height: 30%; display: flex; flex-direction: column; justify-content: center; align-items: center;"> <p style="font-size: small;">負責人章</p> </div> </div>			
行業類別代碼 Industry Category Code						
雇主資格 Employer Qualification	<input type="checkbox"/> 環境檢驗測定機構 Environment examination and examination organizations. <input type="checkbox"/> 廢水代處理業者 Waste (sewage) water disposal operators. <input type="checkbox"/> 建築物污水處理設施清理機構 Cleaning agencies that handle the sewage-water disposal facilities for (office and apartment) buildings. <input type="checkbox"/> 廢棄物清除處理機構 Garbage disposal agencies. <input type="checkbox"/> 其他經中央主管機關會商中央目的事業主管機關認定得聘僱前條外國人之事業 Other work / industries allowed for foreigner-recruitment recognized by the central competent authorities along with the specific industry authorities at the central government level.					
連絡人 Contact	姓名 Name		電話 Tel		傳真 Fax	
	姓名 Name		電話 Tel		傳真 Fax	
	Email :					
本案聘僱之具體理由並說明聘僱外國人之正面效益(展延案免填): Specific reasons for this hiring case and explanation of the positive benefits of hiring foreigner (not necessary for hiring extension):						

填表及書面送件須知 (A09-環境保護工作專用)

Guidance Notes



申請書 Application Form																		
欄位 Field	填寫方式及說明 Guidance																	
單位(雇主)名稱 Entity Name	請填寫單位中文全名。 Please enter full entity name in Chinese.																	
申請項目 Application Type	若係申請資料異動，請勾選「其他」，並填寫異動事由。 If you apply for changing information, please tick "other" and include the reason.																	
繳費資訊 Application fee	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <p>郵局收據編號 (8碼) Receipt No.(8 digits)</p> <p>郵局局號 Branch code</p> </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p style="color: red;">存款金額</p> <p>0002660 104/06/11 12:01:22</p> <p>003110 1A6 359779</p> <p>他人不扣手續費</p> <p style="color: red;">電腦記錄</p> </div> <div style="margin-left: 10px;"> <p>繳費日期 Payment date</p> </div> </div>																	
	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <p>交易序號 transaction</p> </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p style="color: red;">E- 8103097</p> <p>郵政劃撥儲金存款收據</p> <table border="1" style="font-size: small;"> <tr><td>收</td><td>帳</td><td>19058848</td></tr> <tr><td>款</td><td>號</td><td></td></tr> <tr><td>人</td><td>戶</td><td>勞動部勞動力發展署聘僱許可收費專戶</td></tr> </table> </div> <div style="margin-left: 10px;"> <p>郵局局號 Branch code</p> </div> <div style="border: 1px solid black; padding: 5px; text-align: center;"> <p>經辦局章戳</p> <p>臺北北門郵局(901支)</p> <table border="1" style="font-size: small;"> <tr><td>局</td><td>號</td><td>000100-6</td></tr> <tr><td>繳</td><td>費</td><td>日期</td></tr> <tr><td>人</td><td>104.07.01</td><td></td></tr> </table> <p style="font-size: x-small;">(請以雇主名義自行填寫)</p> </div> </div>	收	帳	19058848	款	號		人	戶	勞動部勞動力發展署聘僱許可收費專戶	局	號	000100-6	繳	費	日期	人	104.07.01
收	帳	19058848																
款	號																	
人	戶	勞動部勞動力發展署聘僱許可收費專戶																
局	號	000100-6																
繳	費	日期																
人	104.07.01																	
負責人 Owner	請填寫單位負責人(代表人)之姓名。 Please enter the name of the owner.																	
行業類別代碼 Industry Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.																	
受聘僱外國人名冊 Employed Foreign Worker Name List																		
欄位 Field	填寫方式及說明 Guidance																	
工作內容 Job Description	請具體描述外國人所擔任職務之工作內容，並應符合「外國人從事就業服務法第四十六條第一項第一款至第六款工作資格及審查標準」第29條規定。 Please describe specifically the tasks or duties of the position. It should be in accordance to the article 29 of Qualifications and Criteria Standards for foreigners undertaking the jobs specified under Article 46.1.1 to 46.1.6 of the Employment Service Act.																	
職業類別代碼 Occupation Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.																	
每月薪資 Monthly Salary	<ol style="list-style-type: none"> 應與聘僱契約書所載一致，並不得低於本部依「外國人從事就業服務法第四十六條第一項第一款至第六款工作資格及審查標準」第8條規定公告之數額。 如係1個月以下之短期工作，請填寫本次聘期薪資給付總額。 <ol style="list-style-type: none"> The payment amount should be consistent to the contract, which shall not be less than the amount announced by the Ministry of Labor according to article 8 of Qualifications and Criteria Standards for foreigners undertaking the jobs specified under Article 46.1.1 to 46.1.6 of the Employment Service Act. Employment less than one month, please enter the total payment amount. 																	
工作地址 Working Address	請填寫外國人在臺主要之工作地點。若工作地址與雇主單位設立地址不同，應檢附該地址係雇主合法使用之相關證明文件(例如辦公室租賃契約、工廠登記等)。																	

	Please enter the main working address in Taiwan. If the address is not the registered address of the entity (employer), supporting documents proving legitimate use are required (such as lease contract of the office, factory registration certificate).
其他注意事項 Others	
申請方式 Methods of application	<p>1. 網路傳輸方式申請：使用「外國專業人員工作許可申辦網」線上申辦方式辦理。</p> <p>2. 書面送件方式申請：</p> <p>(1)由專人送至機關收件櫃台辦理。</p> <p>(2)利用掛號郵寄申請，郵寄地址：100臺北市中正區中華路一段39號10樓，收件人註明：勞動力發展署（申請聘僱外國專業人員）收。</p> <p>(3)相關申請書表可至「外國人在臺工作服務網」>「申請表件」下載，或至機關收件櫃台索取。</p> <p>3. 可親自辦理或委託私立就業服務機構辦理。</p> <p>1. Application via internet: Please use the on-line application function in Work Permit Application Webpage for Foreign Professional, the address: https://ezwp.wda.gov.tw/.</p> <p>2. Application via written correspondences:</p> <p>i. Personally delivered Application to Reception Counter No. 6 for processing.</p> <p>ii Mail application via registered mail.</p> <p>iii. Related application forms can be downloaded from EZ Work Taiwan > Application Forms or obtained from the agency Reception Counter.</p> <p>3. Application can be completed personally or entrusted to a private employment service agency.</p>
申辦作業時間 Application processing time	<p>1. 網路傳輸方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部系統收件次日起7個工作日。</p> <p>2. 書面送件方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部收受案件次日起12個工作日。</p> <p>1. Application submitted online 7working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria.</p> <p>2. Application submitted in person 12 working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria</p>
審查費繳交 Examination fee payment	<p>(每案新臺幣500元)</p> <p>1. 利用郵政劃撥。劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848</p> <p>2. 至機關收件櫃台現場繳交。</p> <p>(NT \$500 per case)</p> <p>1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848).</p> <p>2. Payment to the Reception Counter.</p>
應備文件 Documents required	<p>1. 請至「外國人在臺工作服務網」>「一般外國專業人士在臺工作」查詢。</p> <p>2. 書面送件所附相關資料係為影本者，應加註「與正本相符」之文字，並加蓋申請單位及負責人印章。</p> <p>1. Look it up at the website of EZ Work Taiwan > Foreign Professionals to Work in Taiwan.</p> <p>2. If you apply for the use of written submittals, information and certification documents are copies, they should be marked with the words: “same as originals” and stamped with the seal</p>

	of applicant entity and owner.
親自取件 In-person Document Pickup	<p>1. 如要親自取件，須填具「親自領件聲明書」並指派專人至機關收件櫃台送件申請。</p> <p>2. 於案件核准後，請憑收件(親取)回條並黏貼取件身分證(護照或居留證)正、反面影本親自領取，倘於指定期限內未親自領取者機關將以掛號寄出。</p> <p>1. If you wishes to pick-up documents in-person, “In-person Document Pick-up Declaration” must be filled-out, and you should submit application to the agency Reception Counter.</p> <p>2. After application approval, a copy of ID (passport or ARC) and pick-up documents in-person with a receipt slip shall be attached. If documents have not been picked-up within the specified time limit, agency will mail out documents via registered mail.</p>
申辦進度查詢 Application status	<p>請至「外國人在臺工作服務網」>「申請進度查詢」進行查詢。</p> <p>You can check the status at the website of EZ Work Taiwan > Application Status.</p>
機關網站與聯繫 Officail Websites & Contact	<p>1. 勞動部勞動力發展署 Workforce Development Agency, MOL https://www.wda.gov.tw</p> <p>2. 外國人在臺工作服務網 EZ Work Taiwan https://ezworktaiwan.wda.gov.tw</p> <p>3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional https://ezwp.wda.gov.tw</p> <p>4. 諮詢電話 Support Hotline : (02) 89956000</p> <p>5. 機關收件櫃台：臺北市中正區中華路一段39號10樓 Reception Counter : No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City</p>

聘僱外國專業人員工作許可申請書 (A10-文化、運動及休閒服務工作專用)



Foreign Professional Personnel Employment Work Permit Application

單位 (雇主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

案件資訊 Application Information

工作類別 Category	A. 專門性或技術性之工作 Specialized or technical work	申請項目 Application Type	(單選 Choose One)
工作項目 Job Item	10. 文化、運動及休閒服務工作 Culture, sports, and recreation services		<input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal <input type="checkbox"/> 其他 Other :

本案若申請適用「在臺畢業僑外生評點新制」，請勾選並加附工作評點表。
Please check if this case is applying with "Comment System for Overseas Chinese/Foreign Student Graduated in Taiwan", and the Comment System Form is required.

繳費資訊 Application fee	繳費日 Payment date	年 月 日 (Y) (M) (D)	郵局局號 Branch code
	劃撥收據號碼(8碼)或交易序號(9碼) Receipt No.(8 digits) or transaction No.(9 digits)		
本申請案回函 投遞地址 Application Return Address	縣(County) 市(City)	鄉鎮(Town)/市(City) 區(District)	
	路(Rd.) 街(St.)	段(Sec.)	巷(Lane) 弄(Alley) 號(No.) 樓(F.)

本申請案若係委託私立就業服務機構辦理，請勾選，並填寫以下欄位資料。
Please check if this application has been entrusted to a private employment services agency and please fill out the following information.

1. 受委託私立就業服務機構名稱： Name of commissioned private employment services agency 2. 許可證字號 License No. : 3. 專業人員 Specialist : (須親自簽名 must sign personally) 4. 聯絡電話 Contact Tel :	(單位圖記 Chop) 單位章 負責人章
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本申請案回函欲親自取件者請打「√」並加附【親自領件聲明書】。
Check for in-person document pickup and attach 【In-person Document Pickup Declaration】

收文專用區 Document Reception Use Only

收 文 章		收 文 號	
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聘僱外國專業人員工作許可申請書 (A10-文化、運動及休閒服務工作專用)



Foreign Professional Personnel Employment Work Permit Application

雇主資訊 Employer Information						
單位名稱 Entity Name						
單位統一編號 Entity Tax ID No.		單位章及負責人章 Seals of Entity and Owner <div style="border: 1px dashed black; width: 100px; height: 80px; margin: 10px auto; display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px dashed black; width: 60%; height: 60%; display: flex; align-items: center; justify-content: center;">單位章</div> <div style="border: 1px dashed black; width: 30%; height: 40%; display: flex; align-items: center; justify-content: center;">負責人章</div> </div>				
負責人 Owner						
行業類別代碼 Industry Category Code						
雇主資格 Employer Qualification						
<input type="checkbox"/> 本國公司、外國公司在臺分公司或大陸地區公司在臺分公司。 Domestic company, foreign branch company established in the Republic of China or Mainland China branch company established in the Republic of China.						
<input type="checkbox"/> 外國公司代表人辦事處或大陸地區公司在臺辦事處。 Representative office of a foreign company or a Mainland China company, approved by the authority concerned at the central government level.						
<input type="checkbox"/> 經中央目的事業主管機關核准設立之研發中心、企業營運總部。 Research and development center, or a corporate operation headquarter, and its establishment has been approved by the authority concerned at the central government level.						
<input type="checkbox"/> 財團法人、社團法人、政府機關（構）或依法設置之行政法人。 Juridical person, Juridical association, Government agencies (institutions) or the administrative juridical person established pursuant to laws.						
<input type="checkbox"/> 國際非政府組織：經中央目的事業主管機關許可設立之在臺辦事處、秘書處、總會或分會。 A representative office, secretariat, headquarter, or branch in Taiwan of a non-government organization, and its establishment was or is approved by the authority concerned at the central government level.						
<input type="checkbox"/> 「具創新能力之新創事業認定原則」之事業單位。 The startup businesses recognized as capable of innovation.						
<input type="checkbox"/> 「推動五加二產業創新計畫」之事業單位。 The qualified businesses of The 5+2 Industrial Transformation Plan.						
<input type="checkbox"/> 對國內經濟發展有實質貢獻，或因情況特殊，請勞動部會商中央目的事業主管機關專案認定。 Has made substantial contribution to the domestic economic development, or special circumstance and should be treated as a special case (MOL will consult with the authority concerned at the central government level).						
連絡人 Contact	姓名 Name		電話 Tel		傳真 Fax	
	姓名 Name		電話 Tel		傳真 Fax	
	Email :					
本案聘僱之具體理由並說明聘僱外國人之正面效益(展延案免填)： Specific reasons for this hiring case and explanation of the positive benefits of hiring foreigner (not necessary for hiring extension):						

填表及書面送件須知 (A10-文化、運動及休閒服務工作專用)

Guidance Notes



申請書 Application Form																		
欄位 Field	填寫方式及說明 Guidance																	
單位(雇主)名稱 Entity Name	請填寫單位中文全名。 Please enter full entity name in Chinese.																	
申請項目 Application Type	若係申請資料異動，請勾選「其他」，並填寫異動事由。 If you apply for changing information, please tick "other" and include the reason.																	
繳費資訊 Application fee	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>郵局收據編號 (8碼) Receipt No.(8 digits)</p> <p>郵局局號 Branch code</p> </div> <div style="width: 50%; border: 1px solid black; padding: 5px;"> <p style="text-align: center; color: red;">存款金額</p> <p>0002660 104/06/11 12:01:22 003110 1A6 359779 他人不扣手續費</p> <p style="text-align: center; color: red;">電腦記錄</p> </div> <div style="width: 45%; text-align: right;"> <p>繳費日期 Payment date</p> </div> </div>																	
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負責人 Owner	請填寫單位負責人(代表人)之姓名。 Please enter the name of the owner.																	
行業類別代碼 Industry Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.																	
受聘僱外國人名冊 Employed Foreign Worker Name List																		
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工作內容 Job Description	請具體描述外國人所擔任職務之工作內容，並應符合「外國人從事就業服務法第四十六條第一項第一款至第六款工作資格及審查標準」第31條規定。 Please describe specifically the tasks or duties of the position. It should be in accordance to the article 31 of Qualifications and Criteria Standards for foreigners undertaking the jobs specified under Article 46.1.1 to 46.1.6 of the Employment Service Act.																	
職業類別代碼 Occupation Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.																	
每月薪資 Monthly Salary	<ol style="list-style-type: none"> 應與聘僱契約書所載一致，並不得低於本部依「外國人從事就業服務法第四十六條第一項第一款至第六款工作資格及審查標準」第8條規定公告之數額。 如係1個月以下之短期工作，請填寫本次聘期薪資給付總額。 <ol style="list-style-type: none"> The payment amount should be consistent to the contract, which shall not be less than the amount announced by the Ministry of Labor according to article 8 of Qualifications and Criteria Standards for foreigners undertaking the jobs specified under Article 46.1.1 to 46.1.6 of the Employment Service Act. Employment less than one month, please enter the total payment amount. 																	
工作地址 Working Address	請填寫外國人在臺主要之工作地點。若工作地址與雇主單位設立地址不同，應檢附該地址係雇主合法使用之相關證明文件(例如辦公室租賃契約、工廠登記等)。																	

	Please enter the main working address in Taiwan. If the address is not the registered address of the entity (employer), supporting documents proving legitimate use are required (such as lease contract of the office, factory registration certificate).
其他注意事項 Others	
申請方式 Methods of application	<p>1. 網路傳輸方式申請：使用「外國專業人員工作許可申辦網」線上申辦方式辦理。</p> <p>2. 書面送件方式申請：</p> <p>(1)由專人送至機關收件櫃台辦理。</p> <p>(2)利用掛號郵寄申請，郵寄地址：100臺北市中正區中華路一段39號10樓，收件人註明：勞動力發展署（申請聘僱外國專業人員）收。</p> <p>(3)相關申請書表可至「外國人在臺工作服務網」>「申請表件」下載，或至機關收件櫃台索取。</p> <p>3. 可親自辦理或委託私立就業服務機構辦理。</p> <p>1. Application via internet: Please use the on-line application function in Work Permit Application Webpage for Foreign Professional, the address: https://ezwp.wda.gov.tw/.</p> <p>2. Application via written correspondences:</p> <p>i. Personally delivered Application to Reception Counter No. 6 for processing.</p> <p>ii Mail application via registered mail.</p> <p>iii. Related application forms can be downloaded from EZ Work Taiwan > Application Forms or obtained from the agency Reception Counter.</p> <p>3. Application can be completed personally or entrusted to a private employment service agency.</p>
申辦作業時間 Application processing time	<p>1. 網路傳輸方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部系統收件次日起7個工作日。</p> <p>2. 書面送件方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部收受案件次日起12個工作日。</p> <p>1. Application submitted online 7working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria.</p> <p>2. Application submitted in person 12 working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria</p>
審查費繳交 Examination fee payment	<p>(每案新臺幣500元)</p> <p>1. 利用郵政劃撥。劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848</p> <p>2. 至機關收件櫃台現場繳交。</p> <p>(NT \$500 per case)</p> <p>1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848).</p> <p>2. Payment to the Reception Counter.</p>
應備文件 Documents required	<p>1. 請至「外國人在臺工作服務網」>「一般外國專業人士在臺工作」查詢。</p> <p>2. 書面送件所附相關資料係為影本者，應加註「與正本相符」之文字，並加蓋申請單位及負責人印章。</p> <p>1. Look it up at the website of EZ Work Taiwan > Foreign Professionals to Work in Taiwan.</p> <p>2. If you apply for the use of written submittals, information and certification documents are copies, they should be marked with the words: “same as originals” and stamped with the seal</p>

	of applicant entity and owner.
親自取件 In-person Document Pickup	<p>1. 如要親自取件，須填具「親自領件聲明書」並指派專人至機關收件櫃台送件申請。</p> <p>2. 於案件核准後，請憑收件(親取)回條並黏貼取件身分證(護照或居留證)正、反面影本親自領取，倘於指定期限內未親自領取者機關將以掛號寄出。</p> <p>1. If you wishes to pick-up documents in-person, “In-person Document Pick-up Declaration” must be filled-out, and you should submit application to the agency Reception Counter.</p> <p>2. After application approval, a copy of ID (passport or ARC) and pick-up documents in-person with a receipt slip shall be attached. If documents have not been picked-up within the specified time limit, agency will mail out documents via registered mail.</p>
申辦進度查詢 Application status	<p>請至「外國人在臺工作服務網」>「申請進度查詢」進行查詢。</p> <p>You can check the status at the website of EZ Work Taiwan > Application Status.</p>
機關網站與聯繫 Officail Websites & Contact	<p>1. 勞動部勞動力發展署 Workforce Development Agency, MOL https://www.wda.gov.tw</p> <p>2. 外國人在臺工作服務網 EZ Work Taiwan https://ezworktaiwan.wda.gov.tw</p> <p>3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional https://ezwp.wda.gov.tw</p> <p>4. 諮詢電話 Support Hotline : (02) 89956000</p> <p>5. 機關收件櫃台：臺北市中正區中華路一段39號10樓 Reception Counter : No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City</p>

聘僱外國專業人員工作許可申請書 (A11-學術研究工作專用)

Foreign Professional Personnel Employment Work Permit Application



單位 (雇主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

案件資訊 Application Information

工作類別 Category	A. 專門性或技術性之工作 Specialized or technical work	申請項目 Application Type	(單選 Choose One)
工作項目 Job Item	11. 學術研究工作 Academic research		<input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal <input type="checkbox"/> 其他 Other :

本案若申請適用「在臺畢業僑外生評點新制」，請勾選並加附工作評點表。
Please check if this case is applying with "Comment System for Overseas Chinese/Foreign Student Graduated in Taiwan", and the Comment System Form is required.

繳費資訊 Application fee	繳費日 Payment date	年 月 日 (Y) (M) (D)	郵局局號 Branch code
	劃撥收據號碼(8碼)或交易序號(9碼) Receipt No.(8 digits) or transaction No.(9 digits)		
本申請案回函 投遞地址 Application Return Address	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	縣(County) 市(City)	鄉鎮(Town)/市(City) 區(District)
	路(Rd.) 街(St.)	段(Sec.)	巷(Lane) 弄(Alley) 號(No.) 樓(F.)

本申請案若係委託私立就業服務機構辦理，請勾選，並填寫以下欄位資料。
Please check if this application has been entrusted to a private employment services agency and please fill out the following information.

1. 受委託私立就業服務機構名稱： Name of commissioned private employment services agency 2. 許可證字號 License No. : 3. 專業人員 Specialist : (須親自簽名 must sign personally) 4. 聯絡電話 Contact Tel :	(單位圖記 Chop) 單位章 負責人章
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本申請案回函欲親自取件者請打「√」並加附【親自領件聲明書】。
Check for in-person document pickup and attach 【In-person Document Pickup Declaration】

收文專用區 Document Reception Use Only			
收 文 章		收 文 號	

聘僱外國專業人員工作許可申請書 (A11-學術研究工作專用)

Foreign Professional Personnel Employment Work Permit Application



僱主資訊 Employer Information						
單位名稱 Entity Name						
單位統一編號 Entity Tax ID No.			單位章及負責人章 Seals of Entity and Owner			
負責人 Owner			<div style="border: 1px dashed black; width: 100px; height: 100px; display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px dashed black; width: 60%; height: 60%; display: flex; flex-direction: column; justify-content: center; align-items: center;"> <p style="font-size: small;">單位章</p> </div> <div style="border: 1px dashed black; width: 30%; height: 30%; display: flex; flex-direction: column; justify-content: center; align-items: center;"> <p style="font-size: small;">負責人章</p> </div> </div>			
行業類別代碼 Industry Category Code						
僱主資格 Employer Qualification	<input type="checkbox"/> 專科以上學校 College or above. <input type="checkbox"/> 經中央目的事業主管機關依法核准立案之學術研究機構 Academic research institution whose registration is approved by the central governing authorities pursuant to laws. <input type="checkbox"/> 經中央目的事業主管機關依法核准立案之教學醫院 Teaching hospital whose registration is approved by the central governing authorities pursuant to laws.					
連絡人 Contact	姓名 Name		電話 Tel		傳真 Fax	
	姓名 Name		電話 Tel		傳真 Fax	
	Email :					
本案聘僱之具體理由並說明聘僱外國人之正面效益(展延案免填): Specific reasons for this hiring case and explanation of the positive benefits of hiring foreigner (not necessary for hiring extension):						

填表及書面送件須知 (A11-學術研究工作專用)

Guidance Notes



申請書 Application Form																
欄位 Field	填寫方式及說明 Guidance															
單位(雇主)名稱 Entity Name	請填寫單位中文全名。 Please enter full entity name in Chinese.															
申請項目 Application Type	若係申請資料異動，請勾選「其他」，並填寫異動事由。 If you apply for changing information, please tick "other" and include the reason.															
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工作地址 Working Address	請填寫外國人在臺主要之工作地點。若工作地址與雇主單位設立地址不同，應檢附該地址係雇主合法使用之相關證明文件(例如辦公室租賃契約、工廠登記等)。 Please enter the main working address in Taiwan. If the address is not the registered address of the entity (employer), supporting documents proving legitimate use are required (such as lease contract of the office, factory registration certificate).															

其他注意事項 Others

申請方式 Methods of application	<p>1. 網路傳輸方式申請：使用「外國專業人員工作許可申辦網」線上申辦方式辦理。</p> <p>2. 書面送件方式申請：</p> <p>(1)由專人送至機關收件櫃台辦理。</p> <p>(2)利用掛號郵寄申請，郵寄地址：100臺北市中正區中華路一段39號10樓，收件人註明：勞動力發展署（申請聘僱外國專業人員）收。</p> <p>(3)相關申請書表可至「外國人在臺工作服務網」>「申請表件」下載，或至機關收件櫃台索取。</p> <p>3. 可親自辦理或委託私立就業服務機構辦理。</p> <p>1. Application via internet: Please use the on-line application function in Work Permit Application Webpage for Foreign Professional, the address: https://ezwp.wda.gov.tw/.</p> <p>2. Application via written correspondences:</p> <p>i. Personally delivered Application to Reception Counter No. 6 for processing.</p> <p>ii Mail application via registered mail.</p> <p>iii. Related application forms can be downloaded from EZ Work Taiwan > Application Forms or obtained from the agency Reception Counter.</p> <p>3. Application can be completed personally or entrusted to a private employment service agency.</p>
申辦作業時間 Application processing time	<p>1. 網路傳輸方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部系統收件次日起7個工作日。</p> <p>2. 書面送件方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部收受案件次日起12個工作日。</p> <p>1. Application submitted online 7working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria.</p> <p>2. Application submitted in person 12 working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria</p>
審查費繳交 Examination fee payment	<p>(每案新臺幣500元)</p> <p>1. 利用郵政劃撥。劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848</p> <p>2. 至機關收件櫃台現場繳交。</p> <p>(NT \$500 per case)</p> <p>1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848).</p> <p>2. Payment to the Reception Counter.</p>
應備文件 Documents required	<p>1. 請至「外國人在臺工作服務網」>「一般外國專業人士在臺工作」查詢。</p> <p>2. 書面送件所附相關資料係為影本者，應加註「與正本相符」之文字，並加蓋申請單位及負責人印章。</p> <p>1. Look it up at the website of EZ Work Taiwan > Foreign Professionals to Work in Taiwan.</p> <p>2. If you apply for the use of written submittals, information and certification documents are copies, they should be marked with the words: “same as originals” and stamped with the seal of applicant entity and owner.</p>
親自取件 In-person	<p>1. 如要親自取件，須填具「親自領件聲明書」並指派專人至機關收件櫃台送件申請。</p> <p>2. 於案件核准後，請憑收件(親取)回條並黏貼取件人身分證(護照或居留證)正、反面影</p>

<p>Document Pickup</p>	<p>本親自領取，倘於指定期限內未親自領取者機關將以掛號寄出。</p> <ol style="list-style-type: none"> 1. If you wishes to pick-up documents in-person, “In-person Document Pick-up Declaration” must be filled-out, and you should submit application to the agency Reception Counter. 2. After application approval, a copy of ID (passport or ARC) and pick-up documents in-person with a receipt slip shall be attached. If documents have not been picked-up within the specified time limit, agency will mail out documents via registered mail.
<p>申辦進度查詢 Application status</p>	<p>請至「外國人在臺工作服務網」>「申請進度查詢」進行查詢。 You can check the status at the website of EZ Work Taiwan > Application Status.</p>
<p>機關網站與聯繫 Officail Websites & Contact</p>	<ol style="list-style-type: none"> 1. 勞動部勞動力發展署 Workforce Development Agency, MOL https://www.wda.gov.tw 2. 外國人在臺工作服務網 EZ Work Taiwan https://ezworktaiwan.wda.gov.tw 3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional https://ezwp.wda.gov.tw 4. 諮詢電話 Support Hotline : (02) 89956000 5. 機關收件櫃台：臺北市中正區中華路一段39號10樓 Reception Counter : No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City

聘僱外國專業人員工作許可申請書 (A12-獸醫師工作專用)

Foreign Professional Personnel Employment Work Permit Application



單位 (僱主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

案件資訊 Application Information

工作類別 Category	A. 專門性或技術性之工作 Specialized or technical work	申請項目 Application Type	(單選 Choose One)
工作項目 Job Item	12. 獸醫師工作 Practice of veterinarians		<input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal <input type="checkbox"/> 其他 Other :

本案若申請適用「在臺畢業僑外生評點新制」，請勾選並加附工作評點表。
Please check if this case is applying with "Comment System for Overseas Chinese/Foreign Student Graduated in Taiwan", and the Comment System Form is required.

繳費資訊 Application fee	繳費日 Payment date	年 月 日 (Y) (M) (D)	郵局局號 Branch code
	劃撥收據號碼(8碼)或交易序號(9碼) Receipt No.(8 digits) or transaction No.(9 digits)		
本申請案回函 投遞地址 Application Return Address	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	縣(County) 市(City)	鄉鎮(Town)/市(City) 區(District)
	路(Rd.) 段(Sec.) 巷(Lane) 弄(Alley) 號(No.) 樓(F.) 街(St.)		

本申請案若係委託私立就業服務機構辦理，請勾選，並填寫以下欄位資料。
Please check if this application has been entrusted to a private employment services agency and please fill out the following information.

1. 受委託私立就業服務機構名稱： Name of commissioned private employment services agency 2. 許可證字號 License No. : 3. 專業人員 Specialist : (須親自簽名 must sign personally) 4. 聯絡電話 Contact Tel :	(單位圖記 Chop) 單位章 負責人章
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本申請案回函欲親自取件者請打「√」並加附【親自領件聲明書】。
Check for in-person document pickup and attach 【In-person Document Pickup Declaration】

收文專用區 Document Reception Use Only

收 文 章	收 文 號
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聘僱外國專業人員工作許可申請書 (A12-獸醫師工作專用)

Foreign Professional Personnel Employment Work Permit Application



僱主資訊 Employer Information						
單位名稱 Entity Name						
單位統一編號 Entity Tax ID No.			單位章及負責人章 Seals of Entity and Owner			
負責人 Owner			<div style="border: 1px dashed black; width: 100px; height: 100px; display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px dashed black; width: 60%; height: 60%; display: flex; flex-direction: column; justify-content: center; align-items: center;"> <p style="font-size: small;">單位章</p> </div> <div style="border: 1px dashed black; width: 30%; height: 30%; display: flex; flex-direction: column; justify-content: center; align-items: center;"> <p style="font-size: small;">負責人章</p> </div> </div>			
行業類別代碼 Industry Category Code						
僱主資格 Employer Qualification	<input type="checkbox"/> 獸醫師之執業機構 Veterinarian clinic. <input type="checkbox"/> 其他經中央主管機關會商中央目的事業主管機關認定之機構 Other organizations recognized by the central competent authorities along with authority concerned at the central government level.					
連絡人 Contact	姓名 Name		電話 Tel		傳真 Fax	
	姓名 Name		電話 Tel		傳真 Fax	
	Email :					
本案聘僱之具體理由並說明聘僱外國人之正面效益(展延案免填): Specific reasons for this hiring case and explanation of the positive benefits of hiring foreigner (not necessary for hiring extension):						

填表及書面送件須知 (A12-獸醫師工作專用)

Guidance Notes



申請書 Application Form													
欄位 Field	填寫方式及說明 Guidance												
單位(雇主)名稱 Entity Name	請填寫單位中文全名。 Please enter full entity name in Chinese.												
申請項目 Application Type	若係申請資料異動，請勾選「其他」，並填寫異動事由。 If you apply for changing information, please tick "other" and include the reason.												
繳費資訊 Application fee	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>郵局收據編號 (8碼) Receipt No.(8 digits)</p> <p>郵局局號 Branch code</p> </div> <div style="width: 50%; border: 1px solid black; padding: 5px;"> <p style="text-align: center; color: red;">存款金額</p> <p>0002660 104/06/11 12:01:22</p> <p>003110 1A6 359779</p> <p>他人不扣手續費</p> <p style="text-align: center; color: red;">電腦記錄</p> </div> <div style="width: 45%; text-align: right;"> <p>繳費日期 Payment date</p> </div> </div>												
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>交易序號 transaction</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p style="text-align: center; color: red;">E- 8103097</p> <p style="text-align: center;">郵政劃撥儲金存款收據</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;">收</td> <td style="width: 20px;">帳</td> <td style="width: 100px;">19058848</td> </tr> <tr> <td>款</td> <td>號</td> <td></td> </tr> <tr> <td>人</td> <td>戶</td> <td>勞動部勞動力發展署聘僱許可收費專戶</td> </tr> </table> </div> </div> <div style="width: 50%;"> <p>郵局局號 Branch code</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p style="text-align: center; color: red;">經辦局章戳</p> <p style="text-align: center; font-size: small;">臺北北門郵局(901支)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40px;">局號</td> <td>000100-6</td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: large; font-weight: bold;">104.07.01</td> </tr> </table> <p style="text-align: center; font-size: small;">(請以雇主名義自行填寫)</p> </div> </div> </div>	收	帳	19058848	款	號		人	戶	勞動部勞動力發展署聘僱許可收費專戶	局號	000100-6	104.07.01
收	帳	19058848											
款	號												
人	戶	勞動部勞動力發展署聘僱許可收費專戶											
局號	000100-6												
104.07.01													
負責人 Owner	請填寫單位負責人(代表人)之姓名。 Please enter the name of the owner.												
行業類別代碼 Industry Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.												
受聘僱外國人名冊 Employed Foreign Worker Name List													
欄位 Field	填寫方式及說明 Guidance												
工作內容 Job Description	請具體描述外國人所擔任職務之工作內容。 Please describe specifically the tasks or duties of the position.												
職業類別代碼 Occupation Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.												
每月薪資 Monthly Salary	<ol style="list-style-type: none"> 應與聘僱契約書所載一致，並不得低於本部依「外國人從事就業服務法第四十六條第一項第一款至第六款工作資格及審查標準」第8條規定公告之數額。 如係1個月以下之短期工作，請填寫本次聘期薪資給付總額。 <ol style="list-style-type: none"> The payment amount should be consistent to the contract, which shall not be less than the amount announced by the Ministry of Labor according to article 8 of Qualifications and Criteria Standards for foreigners undertaking the jobs specified under Article 46.1.1 to 46.1.6 of the Employment Service Act. Employment less than one month, please enter the total payment amount. 												
工作地址 Working Address	請填寫外國人在臺主要之工作地點。若工作地址與雇主單位設立地址不同，應檢附該地址係雇主合法使用之相關證明文件(例如辦公室租賃契約、工廠登記等)。 Please enter the main working address in Taiwan. If the address is not the registered address of the entity (employer), supporting documents proving legitimate use are required (such as lease contract of the office, factory registration certificate).												

其他注意事項 Others

申請方式 Methods of application	<p>1. 網路傳輸方式申請：使用「外國專業人員工作許可申辦網」線上申辦方式辦理。</p> <p>2. 書面送件方式申請：</p> <p>(1)由專人送至機關收件櫃台辦理。</p> <p>(2)利用掛號郵寄申請，郵寄地址：100臺北市中正區中華路一段39號10樓，收件人註明：勞動力發展署（申請聘僱外國專業人員）收。</p> <p>(3)相關申請書表可至「外國人在臺工作服務網」>「申請表件」下載，或至機關收件櫃台索取。</p> <p>3. 可親自辦理或委託私立就業服務機構辦理。</p> <p>1. Application via internet: Please use the on-line application function in Work Permit Application Webpage for Foreign Professional, the address: https://ezwp.wda.gov.tw/.</p> <p>2. Application via written correspondences:</p> <p>i. Personally delivered Application to Reception Counter No. 6 for processing.</p> <p>ii Mail application via registered mail.</p> <p>iii. Related application forms can be downloaded from EZ Work Taiwan > Application Forms or obtained from the agency Reception Counter.</p> <p>3. Application can be completed personally or entrusted to a private employment service agency.</p>
申辦作業時間 Application processing time	<p>1. 網路傳輸方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部系統收件次日起7個工作日。</p> <p>2. 書面送件方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部收受案件次日起12個工作日。</p> <p>1. Application submitted online 7working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria.</p> <p>2. Application submitted in person 12 working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria</p>
審查費繳交 Examination fee payment	<p>(每案新臺幣500元)</p> <p>1. 利用郵政劃撥。劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848</p> <p>2. 至機關收件櫃台現場繳交。</p> <p>(NT \$500 per case)</p> <p>1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848).</p> <p>2. Payment to the Reception Counter.</p>
應備文件 Documents required	<p>1. 請至「外國人在臺工作服務網」>「一般外國專業人士在臺工作」查詢。</p> <p>2. 書面送件所附相關資料係為影本者，應加註「與正本相符」之文字，並加蓋申請單位及負責人印章。</p> <p>1. Look it up at the website of EZ Work Taiwan > Foreign Professionals to Work in Taiwan.</p> <p>2. If you apply for the use of written submittals, information and certification documents are copies, they should be marked with the words: “same as originals” and stamped with the seal of applicant entity and owner.</p>
親自取件 In-person	<p>1. 如要親自取件，須填具「親自領件聲明書」並指派專人至機關收件櫃台送件申請。</p> <p>2. 於案件核准後，請憑收件(親取)回條並黏貼取件人身分證(護照或居留證)正、反面影</p>

<p>Document Pickup</p>	<p>本親自領取，倘於指定期限內未親自領取者機關將以掛號寄出。</p> <ol style="list-style-type: none"> 1. If you wishes to pick-up documents in-person, “In-person Document Pick-up Declaration” must be filled-out, and you should submit application to the agency Reception Counter. 2. After application approval, a copy of ID (passport or ARC) and pick-up documents in-person with a receipt slip shall be attached. If documents have not been picked-up within the specified time limit, agency will mail out documents via registered mail.
<p>申辦進度查詢 Application status</p>	<p>請至「外國人在臺工作服務網」>「申請進度查詢」進行查詢。 You can check the status at the website of EZ Work Taiwan > Application Status.</p>
<p>機關網站與聯繫 Officail Websites & Contact</p>	<ol style="list-style-type: none"> 1. 勞動部勞動力發展署 Workforce Development Agency, MOL https://www.wda.gov.tw 2. 外國人在臺工作服務網 EZ Work Taiwan https://ezworktaiwan.wda.gov.tw 3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional https://ezwp.wda.gov.tw 4. 諮詢電話 Support Hotline : (02) 89956000 5. 機關收件櫃台：臺北市中正區中華路一段39號10樓 Reception Counter : No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City

聘僱外國專業人員工作許可申請書 (A13-製造業工作專用)

Foreign Professional Personnel Employment Work Permit Application



單位 (僱主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

案件資訊 Application Information			
工作類別 Category	A. 專門性或技術性之工作 Specialized or technical work	申請項目 Application Type	(單選 Choose One)
工作項目 Job Item	13. 製造業工作 Manufacturing		<input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal <input type="checkbox"/> 其他 Other :

本案若申請適用「在臺畢業僑外生評點新制」，請勾選並加附工作評點表。
Please check if this case is applying with "Comment System for Overseas Chinese/Foreign Student Graduated in Taiwan", and the Comment System Form is required.

繳費資訊 Application fee	繳費日 Payment date	年 月 日 (Y) (M) (D)	郵局局號 Branch code
	劃撥收據號碼(8碼)或交易序號(9碼) Receipt No.(8 digits) or transaction No.(9 digits)		
本申請案回函 投遞地址 Application Return Address	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	縣(County) 市(City)	鄉鎮(Town)/市(City) 區(District)
	路(Rd.) 街(St.)	段(Sec.)	巷(Lane) 弄(Alley) 號(No.) 樓(F.)

本申請案若係委託私立就業服務機構辦理，請勾選，並填寫以下欄位資料。
Please check if this application has been entrusted to a private employment services agency and please fill out the following information.

1. 受委託私立就業服務機構名稱： Name of commissioned private employment services agency 2. 許可證字號 License No. : 3. 專業人員 Specialist : (須親自簽名 must sign personally) 4. 聯絡電話 Contact Tel :	(單位圖記 Chop) 單位章 負責人章
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本申請案回函欲親自取件者請打「√」並加附【親自領件聲明書】。
Check for in-person document pickup and attach 【In-person Document Pickup Declaration】

收文專用區 Document Reception Use Only			
收 文 章		收 文 號	

聘僱外國專業人員工作許可申請書 (A13-製造業工作專用)
Foreign Professional Personnel Employment Work Permit Application



雇主資訊 Employer Information						
單位名稱 Entity Name						
單位統一編號 Entity Tax ID No.			單位章及負責人章 Seals of Entity and Owner <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px dashed black; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center;">單位章</div> <div style="border: 1px dashed black; width: 80px; height: 60px; display: flex; align-items: center; justify-content: center;">負責人章</div> </div>			
負責人 Owner						
行業類別代碼 Industry Category Code						
雇主資格 Employer Qualification						
<input type="checkbox"/> 本國公司、外國公司在臺分公司或大陸地區公司在臺分公司。 Domestic company, foreign branch company established in the Republic of China or Mainland China branch company established in the Republic of China.						
<input type="checkbox"/> 外國公司代表人辦事處或大陸地區公司在臺辦事處。 Representative office of a foreign company or a Mainland China company, approved by the authority concerned at the central government level.						
<input type="checkbox"/> 經中央目的事業主管機關核准設立之研發中心、企業營運總部。 Research and development center, or a corporate operation headquarter, and its establishment has been approved by the authority concerned at the central government level.						
<input type="checkbox"/> 財團法人、社團法人、政府機關（構）或依法設置之行政法人。 Juridical person, Juridical association, Government agencies (institutions) or the administrative juridical person established pursuant to laws.						
<input type="checkbox"/> 國際非政府組織：經中央目的事業主管機關許可設立之在臺辦事處、秘書處、總會或分會。 A representative office, secretariat, headquarter, or branch in Taiwan of a non-government organization, and its establishment was or is approved by the authority concerned at the central government level.						
<input type="checkbox"/> 「具創新能力之新創事業認定原則」之事業單位。 The startup businesses recognized as capable of innovation.						
<input type="checkbox"/> 「推動五加二產業創新計畫」之事業單位。 The qualified businesses of The 5+2 Industrial Transformation Plan.						
<input type="checkbox"/> 對國內經濟發展有實質貢獻，或因情況特殊，請勞動部會商中央目的事業主管機關專案認定。 Has made substantial contribution to the domestic economic development, or special circumstance and should be treated as a special case (MOL will consult with the authority concerned at the central government level).						
連絡人 Contact	姓名 Name		電話 Tel		傳真 Fax	
	姓名 Name		電話 Tel		傳真 Fax	
	Email :					
本案聘僱之具體理由並說明聘僱外國人之正面效益(展延案免填)： Specific reasons for this hiring case and explanation of the positive benefits of hiring foreigner (not necessary for hiring extension):						

填表及書面送件須知 (A13-製造業工作專用)

Guidance Notes



申請書 Application Form														
欄位 Field	填寫方式及說明 Guidance													
單位(雇主)名稱 Entity Name	請填寫單位中文全名。 Please enter full entity name in Chinese.													
申請項目 Application Type	若係申請資料異動，請勾選「其他」，並填寫異動事由。 If you apply for changing information, please tick "other" and include the reason.													
繳費資訊 Application fee	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>郵局收據編號 (8碼) Receipt No.(8 digits)</p> <p>郵局局號 Branch code</p> </div> <div style="width: 50%; border: 1px solid black; padding: 5px;"> <p style="text-align: center; color: red;">存款金額</p> <p>0002660 104/06/11 12:01:22 003110 1A6 359779 他人不扣手續費</p> <p style="text-align: center; color: red;">電腦記錄</p> </div> </div> <p style="text-align: right; margin-right: 20px;">繳費日期 Payment date</p>													
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>交易序號 transaction</p> <p style="text-align: center; color: red;">E- 8103097</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">郵政劃撥儲金存款收據</td> </tr> <tr> <td style="width: 20%;">收帳人</td> <td>19058848</td> </tr> <tr> <td>戶名</td> <td>勞動部勞動力發展署聘僱許可收費專戶</td> </tr> </table> </div> <div style="width: 50%;"> <p>郵局局號 Branch code</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">經辦局章戳</td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: small;">臺北北門郵局(901支)</td> </tr> <tr> <td style="width: 20%;">局號</td> <td>000100-6</td> </tr> <tr> <td></td> <td style="text-align: center; font-size: large;">104.07.01</td> </tr> </table> <p style="text-align: center;">繳費日期 Payment</p> <p style="text-align: center; font-size: small;">(請以雇主名義自行填寫)</p> </div> </div>	郵政劃撥儲金存款收據		收帳人	19058848	戶名	勞動部勞動力發展署聘僱許可收費專戶	經辦局章戳		臺北北門郵局(901支)		局號	000100-6	
郵政劃撥儲金存款收據														
收帳人	19058848													
戶名	勞動部勞動力發展署聘僱許可收費專戶													
經辦局章戳														
臺北北門郵局(901支)														
局號	000100-6													
	104.07.01													
負責人 Owner	請填寫單位負責人(代表人)之姓名。 Please enter the name of the owner.													
行業類別代碼 Industry Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.													
受聘僱外國人名冊 Employed Foreign Worker Name List														
欄位 Field	填寫方式及說明 Guidance													
工作內容 Job Description	請具體描述外國人所擔任職務之工作內容，並應符合「外國人從事就業服務法第四十六條第一項第一款至第六款工作資格及審查標準」第34條規定。 Please describe specifically the tasks or duties of the position. It should be in accordance to the article 34 of Qualifications and Criteria Standards for foreigners undertaking the jobs specified under Article 46.1.1 to 46.1.6 of the Employment Service Act.													
職業類別代碼 Occupation Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.													
每月薪資 Monthly Salary	<ol style="list-style-type: none"> 應與聘僱契約書所載一致，並不得低於本部依「外國人從事就業服務法第四十六條第一項第一款至第六款工作資格及審查標準」第8條規定公告之數額。 如係1個月以下之短期工作，請填寫本次聘期薪資給付總額。 <ol style="list-style-type: none"> The payment amount should be consistent to the contract, which shall not be less than the amount announced by the Ministry of Labor according to article 8 of Qualifications and Criteria Standards for foreigners undertaking the jobs specified under Article 46.1.1 to 46.1.6 of the Employment Service Act. Employment less than one month, please enter the total payment amount. 													
工作地址 Working Address	請填寫外國人在臺主要之工作地點。若工作地址與雇主單位設立地址不同，應檢附該地址係雇主合法使用之相關證明文件(例如辦公室租賃契約、工廠登記等)。													

	Please enter the main working address in Taiwan. If the address is not the registered address of the entity (employer), supporting documents proving legitimate use are required (such as lease contract of the office, factory registration certificate).
其他注意事項 Others	
申請方式 Methods of application	<p>1. 網路傳輸方式申請：使用「外國專業人員工作許可申辦網」線上申辦方式辦理。</p> <p>2. 書面送件方式申請：</p> <p>(1)由專人送至機關收件櫃台辦理。</p> <p>(2)利用掛號郵寄申請，郵寄地址：100臺北市中正區中華路一段39號10樓，收件人註明：勞動力發展署（申請聘僱外國專業人員）收。</p> <p>(3)相關申請書表可至「外國人在臺工作服務網」>「申請表件」下載，或至機關收件櫃台索取。</p> <p>3. 可親自辦理或委託私立就業服務機構辦理。</p> <p>1. Application via internet: Please use the on-line application function in Work Permit Application Webpage for Foreign Professional, the address: https://ezwp.wda.gov.tw/.</p> <p>2. Application via written correspondences:</p> <p>i. Personally delivered Application to Reception Counter No. 6 for processing.</p> <p>ii Mail application via registered mail.</p> <p>iii. Related application forms can be downloaded from EZ Work Taiwan > Application Forms or obtained from the agency Reception Counter.</p> <p>3. Application can be completed personally or entrusted to a private employment service agency.</p>
申辦作業時間 Application processing time	<p>1. 網路傳輸方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部系統收件次日起7個工作日。</p> <p>2. 書面送件方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部收受案件次日起12個工作日。</p> <p>1. Application submitted online 7working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria.</p> <p>2. Application submitted in person 12 working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria</p>
審查費繳交 Examination fee payment	<p>(每案新臺幣500元)</p> <p>1. 利用郵政劃撥。劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848</p> <p>2. 至機關收件櫃台現場繳交。</p> <p>(NT \$500 per case)</p> <p>1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848).</p> <p>2. Payment to the Reception Counter.</p>
應備文件 Documents required	<p>1. 請至「外國人在臺工作服務網」>「一般外國專業人士在臺工作」查詢。</p> <p>2. 書面送件所附相關資料係為影本者，應加註「與正本相符」之文字，並加蓋申請單位及負責人印章。</p> <p>1. Look it up at the website of EZ Work Taiwan > Foreign Professionals to Work in Taiwan.</p> <p>2. If you apply for the use of written submittals, information and certification documents are copies, they should be marked with the words: “same as originals” and stamped with the seal</p>

	of applicant entity and owner.
親自取件 In-person Document Pickup	<p>1. 如要親自取件，須填具「親自領件聲明書」並指派專人至機關收件櫃台送件申請。</p> <p>2. 於案件核准後，請憑收件(親取)回條並黏貼取件身分證(護照或居留證)正、反面影本親自領取，倘於指定期限內未親自領取者機關將以掛號寄出。</p> <p>1. If you wishes to pick-up documents in-person, “In-person Document Pick-up Declaration” must be filled-out, and you should submit application to the agency Reception Counter.</p> <p>2. After application approval, a copy of ID (passport or ARC) and pick-up documents in-person with a receipt slip shall be attached. If documents have not been picked-up within the specified time limit, agency will mail out documents via registered mail.</p>
申辦進度查詢 Application status	<p>請至「外國人在臺工作服務網」>「申請進度查詢」進行查詢。</p> <p>You can check the status at the website of EZ Work Taiwan > Application Status.</p>
機關網站與聯繫 Officail Websites & Contact	<p>1. 勞動部勞動力發展署 Workforce Development Agency, MOL https://www.wda.gov.tw</p> <p>2. 外國人在臺工作服務網 EZ Work Taiwan https://ezworktaiwan.wda.gov.tw</p> <p>3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional https://ezwp.wda.gov.tw</p> <p>4. 諮詢電話 Support Hotline : (02) 89956000</p> <p>5. 機關收件櫃台：臺北市中正區中華路一段39號10樓 Reception Counter : No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City</p>

聘僱外國專業人員工作許可申請書 (A14-批發業工作專用)

Foreign Professional Personnel Employment Work Permit Application



單位 (僱主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

案件資訊 Application Information			
工作類別 Category	A. 專門性或技術性之工作 Specialized or technical work	申請項目 Application Type	(單選 Choose One)
工作項目 Job Item	14.批發業工作 Wholesales		<input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal <input type="checkbox"/> 其他 Other :

本案若申請適用「在臺畢業僑外生評點新制」，請勾選並加附工作評點表。
Please check if this case is applying with "Comment System for Overseas Chinese/Foreign Student Graduated in Taiwan", and the Comment System Form is required.

繳費資訊 Application fee	繳費日 Payment date	年 月 日 (Y) (M) (D)	郵局局號 Branch code
	劃撥收據號碼(8碼)或交易序號(9碼) Receipt No.(8 digits) or transaction No.(9 digits)		
本申請案回函 投遞地址 Application Return Address	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	縣(County) 市(City)	鄉鎮(Town)/市(City) 區(District)
	路(Rd.) 街(St.)	段(Sec.)	巷(Lane) 弄(Alley) 號(No.) 樓(F.)

本申請案若係委託私立就業服務機構辦理，請勾選，並填寫以下欄位資料。
Please check if this application has been entrusted to a private employment services agency and please fill out the following information.

1. 受委託私立就業服務機構名稱： Name of commissioned private employment services agency 2. 許可證字號 License No. : 3. 專業人員 Specialist : (須親自簽名 must sign personally) 4. 聯絡電話 Contact Tel :	(單位圖記 Chop) 單位章 負責人章
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本申請案回函欲親自取件者請打「√」並加附【親自領件聲明書】。
Check for in-person document pickup and attach 【In-person Document Pickup Declaration】

收文專用區 Document Reception Use Only			
收 文 章		收 文 號	

聘僱外國專業人員工作許可申請書 (A14-批發業工作專用)

Foreign Professional Personnel Employment Work Permit Application



雇主資訊 Employer Information						
單位名稱 Entity Name						
單位統一編號 Entity Tax ID No.			單位章及負責人章 Seals of Entity and Owner <div style="border: 1px dashed black; width: 100px; height: 80px; margin: 10px auto; display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px dashed black; width: 40%; height: 40%; margin: 5px;"></div> <div style="border: 1px dashed black; width: 20%; height: 20%; margin: 5px;"></div> </div>			
負責人 Owner						
行業類別代碼 Industry Category Code						
雇主資格 Employer Qualification						
<input type="checkbox"/> 本國公司、外國公司在臺分公司或大陸地區公司在臺分公司。 Domestic company, foreign branch company established in the Republic of China or Mainland China branch company established in the Republic of China.						
<input type="checkbox"/> 外國公司代表人辦事處或大陸地區公司在臺辦事處。 Representative office of a foreign company or a Mainland China company, approved by the authority concerned at the central government level.						
<input type="checkbox"/> 經中央目的事業主管機關核准設立之研發中心、企業營運總部。 Research and development center, or a corporate operation headquarter, and its establishment has been approved by the authority concerned at the central government level.						
<input type="checkbox"/> 財團法人、社團法人、政府機關（構）或依法設置之行政法人。 Juridical person, Juridical association, Government agencies (institutions) or the administrative juridical person established pursuant to laws.						
<input type="checkbox"/> 國際非政府組織：經中央目的事業主管機關許可設立之在臺辦事處、秘書處、總會或分會。 A representative office, secretariat, headquarter, or branch in Taiwan of a non-government organization, and its establishment was or is approved by the authority concerned at the central government level.						
<input type="checkbox"/> 「具創新能力之新創事業認定原則」之事業單位。 The startup businesses recognized as capable of innovation.						
<input type="checkbox"/> 「推動五加二產業創新計畫」之事業單位。 The qualified businesses of The 5+2 Industrial Transformation Plan.						
<input type="checkbox"/> 對國內經濟發展有實質貢獻，或因情況特殊，請勞動部會商中央目的事業主管機關專案認定。 Has made substantial contribution to the domestic economic development, or special circumstance and should be treated as a special case (MOL will consult with the authority concerned at the central government level).						
聯絡人 Contact	姓名 Name		電話 Tel		傳真 Fax	
	姓名 Name		電話 Tel		傳真 Fax	
Email :						
本案聘僱之具體理由並說明聘僱外國人之正面效益(展延案免填)： Specific reasons for this hiring case and explanation of the positive benefits of hiring foreigner (not necessary for hiring extension):						

填表及書面送件須知 (A14-批發業工作專用)

Guidance Notes



申請書 Application Form	
欄位 Field	填寫方式及說明 Guidance
單位(雇主)名稱 Entity Name	請填寫單位中文全名。 Please enter full entity name in Chinese.
申請項目 Application Type	若係申請資料異動，請勾選「其他」，並填寫異動事由。 If you apply for changing information, please tick "other" and include the reason.
繳費資訊 Application fee	
負責人 Owner	請填寫單位負責人(代表人)之姓名。 Please enter the name of the owner.
行業類別代碼 Industry Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.
受聘僱外國人名冊 Employed Foreign Worker Name List	
欄位 Field	填寫方式及說明 Guidance
工作內容 Job Description	請具體描述外國人所擔任職務之工作內容，並應符合「外國人從事就業服務法第四十六條第一項第一款至第六款工作資格及審查標準」第35條規定。 Please describe specifically the tasks or duties of the position. It should be in accordance to the article 35 of Qualifications and Criteria Standards for foreigners undertaking the jobs specified under Article 46.1.1 to 46.1.6 of the Employment Service Act.
職業類別代碼 Occupation Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.
每月薪資 Monthly Salary	1. 應與聘僱契約書所載一致，並不得低於本部依「外國人從事就業服務法第四十六條第一項第一款至第六款工作資格及審查標準」第8條規定公告之數額。 2. 如係1個月以下之短期工作，請填寫本次聘期薪資給付總額。 1. The payment amount should be consistent to the contract, which shall not be less than the amount announced by the Ministry of Labor according to article 8 of Qualifications and Criteria Standards for foreigners undertaking the jobs specified under Article 46.1.1 to 46.1.6 of the Employment Service Act. 2. Employment less than one month, please enter the total payment amount.
工作地址 Working Address	請填寫外國人在臺主要之工作地點。若工作地址與雇主單位設立地址不同，應檢附該地址係雇主合法使用之相關證明文件(例如辦公室租賃契約、工廠登記等)。

	Please enter the main working address in Taiwan. If the address is not the registered address of the entity (employer), supporting documents proving legitimate use are required (such as lease contract of the office, factory registration certificate).
其他注意事項 Others	
申請方式 Methods of application	<p>1. 網路傳輸方式申請：使用「外國專業人員工作許可申辦網」線上申辦方式辦理。</p> <p>2. 書面送件方式申請：</p> <p>(1)由專人送至機關收件櫃台辦理。</p> <p>(2)利用掛號郵寄申請，郵寄地址：100臺北市中正區中華路一段39號10樓，收件人註明：勞動力發展署（申請聘僱外國專業人員）收。</p> <p>(3)相關申請書表可至「外國人在臺工作服務網」>「申請表件」下載，或至機關收件櫃台索取。</p> <p>3. 可親自辦理或委託私立就業服務機構辦理。</p> <p>1. Application via internet: Please use the on-line application function in Work Permit Application Webpage for Foreign Professional, the address: https://ezwp.wda.gov.tw/.</p> <p>2. Application via written correspondences:</p> <p>i. Personally delivered Application to Reception Counter No. 6 for processing.</p> <p>ii Mail application via registered mail.</p> <p>iii. Related application forms can be downloaded from EZ Work Taiwan > Application Forms or obtained from the agency Reception Counter.</p> <p>3. Application can be completed personally or entrusted to a private employment service agency.</p>
申辦作業時間 Application processing time	<p>1. 網路傳輸方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部系統收件次日起7個工作日。</p> <p>2. 書面送件方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部收受案件次日起12個工作日。</p> <p>1. Application submitted online 7working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria.</p> <p>2. Application submitted in person 12 working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria</p>
審查費繳交 Examination fee payment	<p>(每案新臺幣500元)</p> <p>1. 利用郵政劃撥。劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848</p> <p>2. 至機關收件櫃台現場繳交。</p> <p>(NT \$500 per case)</p> <p>1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848).</p> <p>2. Payment to the Reception Counter.</p>
應備文件 Documents required	<p>1. 請至「外國人在臺工作服務網」>「一般外國專業人士在臺工作」查詢。</p> <p>2. 書面送件所附相關資料係為影本者，應加註「與正本相符」之文字，並加蓋申請單位及負責人印章。</p> <p>1. Look it up at the website of EZ Work Taiwan > Foreign Professionals to Work in Taiwan.</p> <p>2. If you apply for the use of written submittals, information and certification documents are copies, they should be marked with the words: “same as originals” and stamped with the seal</p>

	of applicant entity and owner.
親自取件 In-person Document Pickup	<p>1. 如要親自取件，須填具「親自領件聲明書」並指派專人至機關收件櫃台送件申請。</p> <p>2. 於案件核准後，請憑收件(親取)回條並黏貼取件身分證(護照或居留證)正、反面影本親自領取，倘於指定期限內未親自領取者機關將以掛號寄出。</p> <p>1. If you wishes to pick-up documents in-person, “In-person Document Pick-up Declaration” must be filled-out, and you should submit application to the agency Reception Counter.</p> <p>2. After application approval, a copy of ID (passport or ARC) and pick-up documents in-person with a receipt slip shall be attached. If documents have not been picked-up within the specified time limit, agency will mail out documents via registered mail.</p>
申辦進度查詢 Application status	<p>請至「外國人在臺工作服務網」>「申請進度查詢」進行查詢。</p> <p>You can check the status at the website of EZ Work Taiwan > Application Status.</p>
機關網站與聯繫 Officail Websites & Contact	<p>1. 勞動部勞動力發展署 Workforce Development Agency, MOL https://www.wda.gov.tw</p> <p>2. 外國人在臺工作服務網 EZ Work Taiwan https://ezworktaiwan.wda.gov.tw</p> <p>3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional https://ezwp.wda.gov.tw</p> <p>4. 諮詢電話 Support Hotline : (02) 89956000</p> <p>5. 機關收件櫃台：臺北市中正區中華路一段39號10樓 Reception Counter : No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City</p>

聘僱外國專業人員工作許可申請書 (A15-其他工作專用)

Foreign Professional Personnel Employment Work Permit Application



單位 (僱主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

案件資訊 Application Information				
工作類別 Category	A. 專門性或技術性之工作 Specialized or technical work		申請項目 Application Type	(單選 Choose One)
工作項目 Job Item	15.其他工作 Others			<input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal <input type="checkbox"/> 其他 Other :
<input type="checkbox"/> 本案若申請適用「在臺畢業僑外生評點新制」，請勾選並加附工作評點表。 Please check if this case is applying with "Comment System for Overseas Chinese/Foreign Student Graduated in Taiwan", and the Comment System Form is required.				
繳費資訊 Application fee	繳費日 Payment date	年 月 日 (Y) (M) (D)	郵局局號 Branch code	
	劃撥收據號碼(8碼)或交易序號(9碼) Receipt No.(8 digits) or transaction No.(9 digits)			
本申請案回函 投遞地址 Application Return Address	□□□	縣(County) 市(City)	鄉鎮(Town)/市(City) 區(District)	
	路(Rd.) 段(Sec.) 巷(Lane) 弄(Alley) 號(No.) 樓(F.) 街(St.)			

本申請案若係委託私立就業服務機構辦理，請勾選，並填寫以下欄位資料。
Please check if this application has been entrusted to a private employment services agency and please fill out the following information.

1. 受委託私立就業服務機構名稱： Name of commissioned private employment services agency 2. 許可證字號 License No. : 3. 專業人員 Specialist : (須親自簽名 must sign personally) 4. 聯絡電話 Contact Tel :	(單位圖記 Chop) 單位章 負責人章
---	----------------------------

本申請案回函欲親自取件者請打「√」並加附【親自領件聲明書】。
Check for in-person document pickup and attach 【In-person Document Pickup Declaration】

收文專用區 Document Reception Use Only	
收 文 章	收 文 號

聘僱外國專業人員工作許可申請書 (A15-其他工作專用)

Foreign Professional Personnel Employment Work Permit Application



雇主資訊 Employer Information						
單位名稱 Entity Name						
單位統一編號 Entity Tax ID No.			單位章及負責人章 Seals of Entity and Owner <div style="border: 1px dashed black; width: 100%; height: 100%; position: relative; margin-top: 10px;"> 單位章 負責人章 </div>			
負責人 Owner						
行業類別代碼 Industry Category Code						
雇主資格 Employer Qualification						
<input type="checkbox"/> 本國公司、外國公司在臺分公司或大陸地區公司在臺分公司。 Domestic company, foreign branch company established in the Republic of China or Mainland China branch company established in the Republic of China.						
<input type="checkbox"/> 外國公司代表人辦事處或大陸地區公司在臺辦事處。 Representative office of a foreign company or a Mainland China company, approved by the authority concerned at the central government level.						
<input type="checkbox"/> 經中央目的事業主管機關核准設立之研發中心、企業營運總部。 Research and development center, or a corporate operation headquarter, and its establishment has been approved by the authority concerned at the central government level.						
<input type="checkbox"/> 財團法人、社團法人、政府機關（構）或依法設置之行政法人。 Juridical person, Juridical association, Government agencies (institutions) or the administrative juridical person established pursuant to laws.						
<input type="checkbox"/> 國際非政府組織：經中央目的事業主管機關許可設立之在臺辦事處、秘書處、總會或分會。 A representative office, secretariat, headquarter, or branch in Taiwan of a non-government organization, and its establishment was or is approved by the authority concerned at the central government level.						
<input type="checkbox"/> 「具創新能力之新創事業認定原則」之事業單位。 The startup businesses recognized as capable of innovation.						
<input type="checkbox"/> 「推動五加二產業創新計畫」之事業單位。 The qualified businesses of The 5+2 Industrial Transformation Plan.						
<input type="checkbox"/> 對國內經濟發展有實質貢獻，或因情況特殊，請勞動部會商中央目的事業主管機關專案認定。 Has made substantial contribution to the domestic economic development, or special circumstance and should be treated as a special case (MOL will consult with the authority concerned at the central government level).						
聯絡人 Contact	姓名 Name		電話 Tel		傳真 Fax	
	姓名 Name		電話 Tel		傳真 Fax	
	Email :					
本案聘僱之具體理由並說明聘僱外國人之正面效益(展延案免填)： Specific reasons for this hiring case and explanation of the positive benefits of hiring foreigner (not necessary for hiring extension):						

受聘僱外國人名冊 (A15-其他工作專用)

Employed Foreign Worker Name List



單位(雇主)名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

No.1				
英文姓名 English Name	Surname Given name	性別 Gender	國籍(或地區) Nationality (or region)	
		出生日期 Birthday		西元 (A.D.) 年 (Y) 月 (M) 日 (D)
中文姓名 Chinese Name		最高學歷 Highest Level of Education	<input type="checkbox"/> 博士 Ph.D <input type="checkbox"/> 碩士 MA <input type="checkbox"/> 學士 BA <input type="checkbox"/> 專科 Vocational <input type="checkbox"/> 高中(含)以下 High School or less	
護照號碼 Passport No.				
申請聘僱期間 Employment Period	起 From 迄 To 年 (Y) 月 (M) 日 (D) ~ 年 (Y) 月 (M) 日 (D)			
職稱 Job Title		職業類別代碼 Occupation Category Code	每月薪資 Monthly Salary	新臺幣 NT\$
工作內容 Job Description		工作地址 Working Address		
備註 Note				

No.2				
英文姓名 English Name	Surname Given name	性別 Gender	國籍(或地區) Nationality (or region)	
		出生日期 Birthday		西元 (A.D.) 年 (Y) 月 (M) 日 (D)
中文姓名 Chinese Name		最高學歷 Highest Level of Education	<input type="checkbox"/> 博士 Ph.D <input type="checkbox"/> 碩士 MA <input type="checkbox"/> 學士 BA <input type="checkbox"/> 專科 Vocational <input type="checkbox"/> 高中(含)以下 High School or less	
護照號碼 Passport No.				
申請聘僱期間 Employment Period	起 From 迄 To 年 (Y) 月 (M) 日 (D) ~ 年 (Y) 月 (M) 日 (D)			
職稱 Job Title		職業類別代碼 Occupation Category Code	每月薪資 Monthly Salary	新臺幣 NT\$
工作內容 Job Description		工作地址 Working Address		
備註 Note				

填表及書面送件須知 (A15-其他工作專用)

Guidance Notes



申請書 Application Form													
欄位 Field	填寫方式及說明 Guidance												
單位(雇主)名稱 Entity Name	請填寫單位中文全名。 Please enter full entity name in Chinese.												
申請項目 Application Type	若係申請資料異動，請勾選「其他」，並填寫異動事由。 If you apply for changing information, please tick "other" and include the reason.												
繳費資訊 Application fee	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>郵局收據編號 (8碼) Receipt No.(8 digits)</p> <p>郵局局號 Branch code</p> </div> <div style="width: 50%; border: 1px solid black; padding: 5px;"> <p style="text-align: center; color: red;">存款金額</p> <p>0002660 104/06/11 12:01:22 003110 1A6 359779 他人不扣手續費</p> <p style="text-align: center; color: red;">電腦記錄</p> </div> <div style="width: 45%; text-align: right;"> <p>繳費日期 Payment date</p> </div> </div>												
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>交易序號 transaction</p> <div style="border: 1px solid black; padding: 5px; margin: 5px;"> <p style="text-align: center; color: red;">E- 8103097</p> <p style="text-align: center;">郵政劃撥儲金存款收據</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px;">收</td> <td style="width: 20px;">帳</td> <td style="width: 100px;">19058848</td> </tr> <tr> <td>款</td> <td>號</td> <td></td> </tr> <tr> <td>人</td> <td>戶</td> <td>勞動部勞動力發展署聘僱許可收費專戶</td> </tr> </table> </div> </div> <div style="width: 50%;"> <p>郵局局號 Branch code</p> <div style="border: 1px solid black; padding: 5px; margin: 5px;"> <p style="text-align: center; color: red;">經辦局章戳</p> <p style="text-align: center; font-size: small;">臺北北門郵局(901支)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40px;">局號</td> <td>000100-6</td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: large; font-weight: bold;">104.07.01</td> </tr> </table> <p style="text-align: center; font-size: small;">(請以雇主名義自行填寫)</p> </div> </div> </div>	收	帳	19058848	款	號		人	戶	勞動部勞動力發展署聘僱許可收費專戶	局號	000100-6	104.07.01
收	帳	19058848											
款	號												
人	戶	勞動部勞動力發展署聘僱許可收費專戶											
局號	000100-6												
104.07.01													
負責人 Owner	請填寫單位負責人(代表人)之姓名。 Please enter the name of the owner.												
行業類別代碼 Industry Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.												
受聘僱外國人名冊 Employed Foreign Worker Name List													
欄位 Field	填寫方式及說明 Guidance												
工作內容 Job Description	請具體描述外國人所擔任職務之工作內容，若從事廚師工作，應加附申請聘僱外籍廚師「具體理由及正面效益」補充說明書。 Please describe specifically the tasks or duties of the position. If foreigner is engaging chef work, Foreign Chef Employment Application "Specific Reasons and Positive Benefits" Supplemental Explanation is required.												
職業類別代碼 Occupation Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.												
每月薪資 Monthly Salary	<ol style="list-style-type: none"> 應與聘僱契約書所載一致，並不得低於本部依「外國人從事就業服務法第四十六條第一項第一款至第六款工作資格及審查標準」第8條規定公告之數額。 如係1個月以下之短期工作，請填寫本次聘期薪資給付總額。 <ol style="list-style-type: none"> The payment amount should be consistent to the contract, which shall not be less than the amount announced by the Ministry of Labor according to article 8 of Qualifications and Criteria Standards for foreigners undertaking the jobs specified under Article 46.1.1 to 46.1.6 of the Employment Service Act. Employment less than one month, please enter the total payment amount. 												
工作地址 Working Address	請填寫外國人在臺主要之工作地點。若工作地址與雇主單位設立地址不同，應檢附該地址係雇主合法使用之相關證明文件(例如辦公室租賃契約、工廠登記等)。												

	Please enter the main working address in Taiwan. If the address is not the registered address of the entity (employer), supporting documents proving legitimate use are required (such as lease contract of the office, factory registration certificate).
其他注意事項 Others	
申請方式 Methods of application	<p>1. 網路傳輸方式申請：使用「外國專業人員工作許可申辦網」線上申辦方式辦理。</p> <p>2. 書面送件方式申請：</p> <p>(1)由專人送至機關收件櫃台辦理。</p> <p>(2)利用掛號郵寄申請，郵寄地址：100臺北市中正區中華路一段39號10樓，收件人註明：勞動力發展署（申請聘僱外國專業人員）收。</p> <p>(3)相關申請書表可至「外國人在臺工作服務網」>「申請表件」下載，或至機關收件櫃台索取。</p> <p>3. 可親自辦理或委託私立就業服務機構辦理。</p> <p>1. Application via internet: Please use the on-line application function in Work Permit Application Webpage for Foreign Professional, the address: https://ezwp.wda.gov.tw/.</p> <p>2. Application via written correspondences:</p> <p>i. Personally delivered Application to Reception Counter No. 6 for processing.</p> <p>ii Mail application via registered mail.</p> <p>iii. Related application forms can be downloaded from EZ Work Taiwan > Application Forms or obtained from the agency Reception Counter.</p> <p>3. Application can be completed personally or entrusted to a private employment service agency.</p>
申辦作業時間 Application processing time	<p>1. 網路傳輸方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部系統收件次日起7個工作日。</p> <p>2. 書面送件方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部收受案件次日起12個工作日。</p> <p>1. Application submitted online 7working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria.</p> <p>2. Application submitted in person 12 working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria</p>
審查費繳交 Examination fee payment	<p>(每案新臺幣500元)</p> <p>1. 利用郵政劃撥。劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848</p> <p>2. 至機關收件櫃台現場繳交。</p> <p>(NT \$500 per case)</p> <p>1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848).</p> <p>2. Payment to the Reception Counter.</p>
應備文件 Documents required	<p>1. 請至「外國人在臺工作服務網」>「一般外國專業人士在臺工作」查詢。</p> <p>2. 書面送件所附相關資料係為影本者，應加註「與正本相符」之文字，並加蓋申請單位及負責人印章。</p> <p>1. Look it up at the website of EZ Work Taiwan > Foreign Professionals to Work in Taiwan.</p> <p>2. If you apply for the use of written submittals, information and certification documents are copies, they should be marked with the words: “same as originals” and stamped with the seal</p>

	of applicant entity and owner.
親自取件 In-person Document Pickup	<p>1. 如要親自取件，須填具「親自領件聲明書」並指派專人至機關收件櫃台送件申請。</p> <p>2. 於案件核准後，請憑收件(親取)回條並黏貼取件身分證(護照或居留證)正、反面影本親自領取，倘於指定期限內未親自領取者機關將以掛號寄出。</p> <p>1. If you wishes to pick-up documents in-person, “In-person Document Pick-up Declaration” must be filled-out, and you should submit application to the agency Reception Counter.</p> <p>2. After application approval, a copy of ID (passport or ARC) and pick-up documents in-person with a receipt slip shall be attached. If documents have not been picked-up within the specified time limit, agency will mail out documents via registered mail.</p>
申辦進度查詢 Application status	<p>請至「外國人在臺工作服務網」>「申請進度查詢」進行查詢。</p> <p>You can check the status at the website of EZ Work Taiwan > Application Status.</p>
機關網站與聯繫 Officail Websites & Contact	<p>1. 勞動部勞動力發展署 Workforce Development Agency, MOL https://www.wda.gov.tw</p> <p>2. 外國人在臺工作服務網 EZ Work Taiwan https://ezworktaiwan.wda.gov.tw</p> <p>3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional https://ezwp.wda.gov.tw</p> <p>4. 諮詢電話 Support Hotline : (02) 89956000</p> <p>5. 機關收件櫃台：臺北市中正區中華路一段39號10樓 Reception Counter : No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City</p>

聘僱在臺畢業僑外生工作評點表(AP0)

Overseas Chinese/Foreign Student Graduated in Taiwan Comment System Form



單位（雇主）名稱：

Entity (Employer) Name

單位印章：

Entity Seal

單位章

負責人章

外國人姓名 Foreigner Name	(請用正楷填寫) (please write in block letters)		
外國人身分別 Foreigner Identity	<input type="checkbox"/> 僑生 Overseas Chinese Student	<input type="checkbox"/> 華裔生 Ethnic Chinese Student	
	<input type="checkbox"/> 外國留學生 Foreign Student		
第一次獲評點制許可文號： NO. of comment system permit first obtained	(初次申請免填) (not necessary for first application)		

評點項目 Comment Item	內容及等級 Content and Rating	配點 Pts	自評 (Check by applicant)	審核 (Confirmed by agency)
1 學歷 Education	博士學位 Doctoral Degree	30	<input type="checkbox"/>	<input type="checkbox"/>
	碩士學位 Master's Degree	20	<input type="checkbox"/>	<input type="checkbox"/>
	學士學位 Bachelor's Degree	10	<input type="checkbox"/>	<input type="checkbox"/>
2 月平均薪資 Average monthly salary	NT\$47,971及以上 (and above)	40	<input type="checkbox"/>	<input type="checkbox"/>
	NT\$40,000~ NT\$47,970	30	<input type="checkbox"/>	<input type="checkbox"/>
	NT\$35,000~ NT\$39,999	20	<input type="checkbox"/>	<input type="checkbox"/>
	NT\$31,520~ NT\$34,999	10	<input type="checkbox"/>	<input type="checkbox"/>
3 工作經驗 Work Experience	2年及以上 (2 years and above)	20	<input type="checkbox"/>	<input type="checkbox"/>
	1年以上未滿2年 (1 year less than 2)	10	<input type="checkbox"/>	<input type="checkbox"/>
4 具擔任該職務資格 Qualified to serve in relevant capacity	具有企業所需各該職務特殊專長能力者 Those possessing special expertise required by company for relevant position	20	<input type="checkbox"/>	<input type="checkbox"/>
5 華語語文能力 Chinese language proficiency	「流利」等級以上 ("Fluent" or higher)	30	<input type="checkbox"/>	<input type="checkbox"/>
	「高階」等級 ("Advanced")	25	<input type="checkbox"/>	<input type="checkbox"/>
	「進階」等級 ("Intermediate")	20	<input type="checkbox"/>	<input type="checkbox"/>
6 他國語言能力 Foreign language proficiency	具有華語以外之2項及以上他國語言能力 2 foreign languages in addition to Chinese	20	<input type="checkbox"/>	<input type="checkbox"/>
	具有華語以外之1項他國語言能力 1 foreign languages in addition to Chinese	10	<input type="checkbox"/>	<input type="checkbox"/>
7 他國成長經驗 Personal overseas development	具有於他國連續居留6年以上之成長經歷 Those residing in foreign countries 6 or more years	10	<input type="checkbox"/>	<input type="checkbox"/>
8 配合政府政策 Compliance with government policy	配合政府產業發展相關政策企業受僱者 Companies or employees conforming to government policies related to industrial development	20	<input type="checkbox"/>	<input type="checkbox"/>
合格點數 (Qualifying Score) : 70 合計 Total			Pts	Pts

填表須知 Guidance Notes

一、各評點項目至多只能勾選一個。

Check only one box in each comment item.

二、各評點項目應檢附之文件，請參見下方「應備申請文件一覽表」。

Documentation should be attached for each comment item. Please reference the following “Required Application Documents List”.

三、所附文件係外文者，應檢附中文譯本。

If attach document is not Chinese, it should be translated into Chinese.

四、所附文件為影本者，請加蓋申請單位大小章，並註記「與正本相符」字樣。

If attached documents are copies, they should be marked with the words: “same as originals” and stamped with the seals applicant entity.

五、前已獲評點制許可，後續展延許可或轉換雇主之申請，應檢附評點表且達規定點數，並檢核與前次評點各項評點點數，如有增加該項評點者，應檢附該項佐證資料，始得列計。(前次已獲評點制許可之申請案，各項評點項已檢附佐證文件者，於再次申請時，得免再檢附)

Those who have obtained a prior comment system permit, subsequently extended the permit, or are applying to change employers, should comment form, and qualification points, and confirm the points in each comment item of the previous comment. Those increasing comment points should attach supporting information for the relevant item for inclusion in the total. (Applications that have obtained prior comment system permits and had attached supporting information for each comment item are exempt from re-attachment of documents when re-applying.)

機關網站與聯繫 Official Websites & Contact

1. 勞動部勞動力發展署 Workforce Development Agency, MOL

<https://www.wda.gov.tw>

2. 外國人在臺工作服務網 EZ Work Taiwan

<https://ezworktaiwan.wda.gov.tw>

3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional

<https://ezwp.wda.gov.tw>

4. 諮詢電話 Support Hotline：(02) 89956000

5. 機關收件櫃台：臺北市中正區中華路一段39號10樓

Reception Counter：No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City

申請聘僱外籍廚師「具體理由及正面效益」補充說明書 (AC0)

Foreign Chef Employment Application "Specific Reasons and Positive Benefits"

Supplemental Explanation



單位（雇主）名稱：

Entity (Employer) Name

單位印章：

Entity Seal

單位章

負責人章

項目	說明內容	備註
餐館名稱 Restaurant Name		
餐館營業地址 Restaurant Business Address	1. 2. 3.	若有2以上營業處所，請分列並註明餐館名稱。 Please list 2 or more business locations separately and indicate restaurant name.
營業情形 Business Status	設立日期： 年 月 Established: Month Year	
僱用員工情形 Personnel Status	1.公司員工總數： 人 Total company employees 2.餐館部門員工數： 人（詳如附表） Restaurant department employees (see attached schedule for details) 3.廚房內實際餐飲製備人員數： 人 Actual food preparation staff in kitchen 4.本次申請前已聘僱外籍廚師人數： 人 No. of employed foreign chefs prior to this application	1.以投加勞保人數為準。 Based on number of personnel registered for labor insurance. 2.餐飲製備人員不含清潔及外場服務人員。 Food preparation staff does not include cleaning or field service staff.
風味料理來源 Type of Cuisine	<input type="checkbox"/> 泰國 Thai <input type="checkbox"/> 印度 India <input type="checkbox"/> 日本 Japanese <input type="checkbox"/> 法國 French <input type="checkbox"/> 美國 American <input type="checkbox"/> 其他 Other :	
餐館最近3年營業額 Restaurant Revenue for 3 Most Recent Years	○○○年度(years)：NT\$ 元 ○○○年度(years)：NT\$ 元 ○○○年度(years)：NT\$ 元	若非屬餐館營業範圍，不列入計算。 Non-restaurant business scope not included in calculation
聘僱外籍廚師具體理由及正面效益 Specific Reasons and Positive Benefits of Employing Foreign Chef		

附表 Schedule

【公司全銜及餐館名稱】 員工名冊 【Full Company Designation and Restaurant Name】 Employee Roster				
部門名稱 Department	職務或工作名稱 Position or Job Title	姓名 Name	身分證號 ID Card No.	到職年月 Began Employment Month/Year

聘僱外國專業人員工作許可申請書 (AS0-外國籍配偶部分工時工作專用)

Foreign Professional Personnel Employment Work Permit Application



單位 (雇主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

案件資訊 Application Information

工作類別 Category	A. 專門性或技術性之工作 Specialized or technical work	申請項目 Application Type	(單選 Choose One)
工作項目 Job Item			<input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal <input type="checkbox"/> 其他 Other :

本案若申請適用「在臺畢業僑外生評點新制」，請勾選並加附工作評點表。
Please check if this case is applying with "Comment System for Overseas Chinese/Foreign Student Graduated in Taiwan", and the Comment System Form is required.

繳費資訊 Application fee	繳費日 Payment date	年 月 日 (Y) (M) (D)	郵局局號 Branch code
	劃撥收據號碼(8碼)或交易序號(9碼) Receipt No.(8 digits) or transaction No.(9 digits)		
本申請案回函 投遞地址 Application Return Address	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	縣(County) 市(City)	鄉鎮(Town)/市(City) 區(District)
	路(Rd.) 街(St.)	段(Sec.)	巷(Lane) 弄(Alley) 號(No.) 樓(F.)

本申請案若係委託私立就業服務機構辦理，請勾選，並填寫以下欄位資料。
Please check if this application has been entrusted to a private employment services agency and please fill out the following information.

1. 受委託私立就業服務機構名稱： Name of commissioned private employment services agency 2. 許可證字號 License No. : 3. 專業人員 Specialist : (須親自簽名 must sign personally) 4. 聯絡電話 Contact Tel :	(單位圖記 Chop) 單位章 負責人章
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本申請案回函欲親自取件者請打「√」並加附【親自領件聲明書】。
Check for in-person document pickup and attach 【In-person Document Pickup Declaration】

收文專用區 Document Reception Use Only			
收 文 章		收 文 號	

聘僱外國專業人員工作許可申請書 (AS0-外國籍配偶部分工時工作專用)
Foreign Professional Personnel Employment Work Permit Application



雇主資訊 Employer Information						
單位名稱 Entity Name						
單位統一編號 Entity Tax ID No.				單位章及負責人章 Seals of Entity and Owner		
負責人 Owner				<div style="border: 1px dashed black; width: 100px; height: 80px; margin: 0 auto; display: flex; align-items: center; justify-content: center;"> 單位章 <div style="border: 1px dashed black; width: 60px; height: 40px; margin-left: 20px;"></div> </div>		
行業類別代碼 Industry Category Code				<div style="border: 1px dashed black; width: 60px; height: 40px; margin: 0 auto;"></div>		
連絡人 Contact	姓名 Name		電話 Tel		傳真 Fax	
	姓名 Name		電話 Tel		傳真 Fax	
	Email :					
本案聘僱之具體理由並說明聘僱外國人之正面效益(展延案免填)： Specific reasons for this hiring case and explanation of the positive benefits of hiring foreigner (not necessary for hiring extension):						

填表及書面送件須知 (AS0-外國籍配偶部分工時工作專用)



Guidance Notes

申請書 Application Form														
欄位 Field	填寫方式及說明 Guidance													
單位(雇主)名稱 Entity Name	請填寫單位中文全名。 Please enter full entity name in Chinese.													
申請項目 Application Type	若係申請資料異動，請勾選「其他」，並填寫異動事由。 If you apply for changing information, please tick "other" and include the reason.													
繳費資訊 Application fee	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>郵局收據編號 (8碼) Receipt No.(8 digits)</p> <p>郵局局號 Branch code</p> </div> <div style="width: 50%; border: 1px solid black; padding: 5px;"> <p style="text-align: center; color: red;">存款金額</p> <p>0002660 104/06/11 12:01:22 003110 1A6 359779 他人不扣手續費</p> <p style="text-align: center; color: red;">電腦記錄</p> </div> <div style="width: 45%; text-align: right;"> <p>繳費日期 Payment date</p> </div> </div>													
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>交易序號 transaction</p> <p style="text-align: center; color: red;">E- 8103097</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">郵政劃撥儲金存款收據</td> </tr> <tr> <td style="width: 20%;">收 帳</td> <td style="width: 80%;">19058848</td> </tr> <tr> <td>款 戶</td> <td>勞動部勞動力發展署聘僱許可收費專戶</td> </tr> </table> </div> <div style="width: 50%;"> <p>郵局局號 Branch code</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">經辦局章戳</td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: small;">臺北北門郵局(901支)</td> </tr> <tr> <td style="width: 20%;">局號</td> <td style="width: 80%;">000100-6</td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: large;">104.07.01</td> </tr> </table> <p>繳費日期 Payment</p> <p style="text-align: center; font-size: small;">(請以雇主名義自行填寫)</p> </div> </div>	郵政劃撥儲金存款收據		收 帳	19058848	款 戶	勞動部勞動力發展署聘僱許可收費專戶	經辦局章戳		臺北北門郵局(901支)		局號	000100-6	104.07.01
郵政劃撥儲金存款收據														
收 帳	19058848													
款 戶	勞動部勞動力發展署聘僱許可收費專戶													
經辦局章戳														
臺北北門郵局(901支)														
局號	000100-6													
104.07.01														
負責人 Owner	請填寫單位負責人(代表人)之姓名。 Please enter the name of the owner.													
行業類別代碼 Industry Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.													
受聘僱外國人名冊 Employed Foreign Worker Name List														
欄位 Field	填寫方式及說明 Guidance													
工作內容 Job Description	請具體描述外國人所擔任職務之工作內容。 Please describe specifically the tasks or duties of the position.													
職業類別代碼 Occupation Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.													
時薪 Hourly Wage	應與聘僱契約書所載一致，並不得低於本部依「外國人從事就業服務法第四十六條第一項第一款至第六款工作資格及審查標準」第8條規定公告之數額。 The payment amount should be consistent to the contract, which shall not be less than the amount announced by the Ministry of Labor according to article 8 of Qualifications and Criteria Standards for foreigners undertaking the jobs specified under Article 46.1.1 to 46.1.6 of the Employment Service Act.													
工作地址 Working Address	請填寫外國人在臺主要之工作地點。若工作地址與雇主單位設立地址不同，應檢附該地址係雇主合法使用之相關證明文件(例如辦公室租賃契約、工廠登記等)。 Please enter the main working address in Taiwan. If the address is not the registered address of the entity (employer), supporting documents proving legitimate use are required (such as lease contract of the office, factory registration certificate).													
其他注意事項 Others														

<p>申請方式 Methods of application</p>	<p>1. 網路傳輸方式申請：使用「外國專業人員工作許可申辦網」線上申辦方式辦理。</p> <p>2. 書面送件方式申請： (1) 由專人送至機關收件櫃台辦理。 (2) 利用掛號郵寄申請，郵寄地址：100臺北市中正區中華路一段39號10樓，收件人註明：勞動力發展署（申請聘僱外國專業人員）收。 (3) 相關申請書表可至「外國人在臺工作服務網」>「申請表件」下載，或至機關收件櫃台索取。</p> <p>3. 可親自辦理或委託私立就業服務機構辦理。</p> <p>1. Application via internet: Please use the on-line application function in Work Permit Application Webpage for Foreign Professional, the address: https://ezwp.wda.gov.tw/.</p> <p>2. Application via written correspondences: i. Personally delivered Application to Reception Counter No. 6 for processing. ii. Mail application via registered mail. iii. Related application forms can be downloaded from EZ Work Taiwan > Application Forms or obtained from the agency Reception Counter.</p> <p>3. Application can be completed personally or entrusted to a private employment service agency.</p>
<p>申辦作業時間 Application processing time</p>	<p>1. 網路傳輸方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部系統收件次日起7個工作日。</p> <p>2. 書面送件方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部收受案件次日起12個工作日。</p> <p>1. Application submitted online 7working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria.</p> <p>2. Application submitted in person 12 working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria</p>
<p>審查費繳交 Examination fee payment</p>	<p>(每案新臺幣500元)</p> <p>1. 利用郵政劃撥。劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848</p> <p>2. 至機關收件櫃台現場繳交。</p> <p>(NT \$500 per case)</p> <p>1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848).</p> <p>2. Payment to the Reception Counter.</p>
<p>應備文件 Documents required</p>	<p>1. 請至「外國人在臺工作服務網」>「一般外國專業人士在臺工作」查詢。</p> <p>2. 書面送件所附相關資料係為影本者，應加註「與正本相符」之文字，並加蓋申請單位及負責人印章。</p> <p>1. Look it up at the website of EZ Work Taiwan > Foreign Professionals to Work in Taiwan.</p> <p>2. If you apply for the use of written submittals, information and certification documents are copies, they should be marked with the words: “same as originals” and stamped with the seal of applicant entity and owner.</p>
<p>親自取件 In-person Document</p>	<p>1. 如要親自取件，須填具「親自領件聲明書」並指派專人至機關收件櫃台送件申請。</p> <p>2. 於案件核准後，請憑收件(親取)回條並黏貼取件人身分證(護照或居留證)正、反面影本親自領取，倘於指定期限內未親自領取者機關將以掛號寄出。</p>

Pickup	<p>1. If you wishes to pick-up documents in-person, “In-person Document Pick-up Declaration” must be filled-out, and you should submit application to the agency Reception Counter.</p> <p>2. After application approval, a copy of ID (passport or ARC) and pick-up documents in-person with a receipt slip shall be attached. If documents have not been picked-up within the specified time limit, agency will mail out documents via registered mail.</p>
申辦進度查詢 Application status	<p>請至「外國人在臺工作服務網」>「申請進度查詢」進行查詢。</p> <p>You can check the status at the website of EZ Work Taiwan > Application Status.</p>
機關網站與聯繫 Official Websites & Contact	<p>1. 勞動部勞動力發展署 Workforce Development Agency, MOL https://www.wda.gov.tw</p> <p>2. 外國人在臺工作服務網 EZ Work Taiwan https://ezworktaiwan.wda.gov.tw</p> <p>3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional https://ezwp.wda.gov.tw</p> <p>4. 諮詢電話 Support Hotline : (02) 89956000</p> <p>5. 機關收件櫃台：臺北市中正區中華路一段39號10樓 Reception Counter : No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City</p>

聘僱外國特定專業人才工作許可申請書(ASP-外國特定專業人才從事專門性或技術性工作專用)



Foreign Special Professional Personnel Employment Work Permit Application

單位(雇主)名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

案件資訊 Application Information

工作類別 Category	A. 專門性或技術性之工作 Specialized or technical work	申請項目 Application Type	(單選 Choose One)
工作項目 Job Item			<input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal <input type="checkbox"/> 其他 Other :

本案若申請適用「在臺畢業僑外生評點新制」，請勾選並加附工作評點表。
Please check if this case is applying with "Comment System for Overseas Chinese/Foreign Student Graduated in Taiwan", and the Comment System Form is required.

繳費資訊 Application fee	繳費日 Payment date	年 月 日 (Y) (M) (D)	郵局局號 Branch code
	劃撥收據號碼(8碼)或交易序號(9碼) Receipt No.(8 digits) or transaction No.(9 digits)		
本申請案回函 投遞地址 Application Return Address	□□□	縣(County) 市(City)	鄉鎮(Town)/市(City) 區(District)
	路(Rd.) 街(St.)	段(Sec.)	巷(Lane) 弄(Alley) 號(No.) 樓(F.)

本申請案若係委託私立就業服務機構辦理，請勾選，並填寫以下欄位資料。
Please check if this application has been entrusted to a private employment services agency and please fill out the following information.

1. 受委託私立就業服務機構名稱： Name of commissioned private employment services agency 2. 許可證字號 License No. : 3. 專業人員 Specialist : (須親自簽名 must sign personally) 4. 聯絡電話 Contact Tel :	(單位圖記 Chop) 單位章 負責人章
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本申請案回函欲親自取件者請打「√」並加附【親自領件聲明書】。
Check for in-person document pickup and attach 【In-person Document Pickup Declaration】

收文專用區 Document Reception Use Only

收 文 章	收 文 號
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聘僱外國特定專業人才工作許可申請書(ASP-外國特定專業人才從事專門性或技術性工作專用)



Foreign Special Professional Personnel Employment Work Permit Application

僱主資訊 Employer Information						
單位名稱 Entity Name						
單位統一編號 Entity Tax ID No.			單位章及負責人章 Seals of Entity and Owner <div style="border: 1px dashed black; width: 100px; height: 80px; margin: 10px auto; display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px dashed black; width: 60%; height: 60%; display: flex; align-items: center; justify-content: center;">單位章</div> <div style="border: 1px dashed black; width: 30%; height: 40%; display: flex; align-items: center; justify-content: center;">負責人章</div> </div>			
負責人 Owner						
行業類別代碼 Industry Category Code						
連絡人 Contact	姓名 Name		電話 Tel		傳真 Fax	
	姓名 Name		電話 Tel		傳真 Fax	
	Email :					
本案聘僱之具體理由並說明聘僱外國人之正面效益(展延案免填)： Specific reasons for this hiring case and explanation of the positive benefits of hiring foreigner (not necessary for hiring extension):						

受聘僱外國人名冊(ASP-外國特定專業人才從事專門性或技術性工作專用)

Employed Foreign Worker Name List



單位 (僱主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

No.1					
英文姓名 English Name	Surname Given name	性別 Gender	國籍 (或地區) Nationality (or region)		
		出生日期 Birthday	西元 (A.D.) 年 (Y) 月 (M) 日 (D)		
中文姓名 Chinese Name		最高學歷 Highest Level of Education	<input type="checkbox"/> 博士 Ph.D <input type="checkbox"/> 碩士 MA <input type="checkbox"/> 學士 BA <input type="checkbox"/> 專科 Vocational <input type="checkbox"/> 高中(含)以下 High School or less		
護照號碼 Passport No.					
申請聘僱期間 Employment Period	起 From 迄 To 年 (Y) 月 (M) 日 (D) ~ 年 (Y) 月 (M) 日 (D)				
職稱 Job Title		職業類別代碼 Occupation Category Code	每月薪資 Monthly Salary	新臺幣 NT\$	
工作內容 Job Description		工作地址 Working Address			
具備外國特定專業人才資格 Foreign specialist personnel with special expertise					
請單選 Choose one	<input type="checkbox"/> 科技領域 (符合科技部公告第___點資格) Meet the requirement of Science & Technology expertise announced by Ministry of Science				
	<input type="checkbox"/> 經濟領域 (符合經濟部公告第___點資格) Meet the requirement of Economic expertise announced by Ministry of Economic Affairs				
	<input type="checkbox"/> 教育領域 (符合教育部公告第___點資格) Meet the requirement of Education expertise announced by Ministry of Education				
	<input type="checkbox"/> 文化、藝術領域 (符合文化部公告第___點第___項資格) Meet the requirement of Culture & Arts expertise announced by Ministry of Culture				
	<input type="checkbox"/> 體育領域 (符合教育部公告第___點第___項資格) Meet the requirement of Sport expertise announced by Ministry of Education				
	<input type="checkbox"/> 金融領域 (符合金管會公告第___點) Meet the requirement of Financial expertise announced by Financial Supervisory Commission				
	<input type="checkbox"/> 法律領域 (符合法務部公告全部資格) Meet all the requirement of Law expertise announced by Ministry of Justice				
	<input type="checkbox"/> 建築設計領域 (符合內政部公告全部資格) Meet all the requirement of Architecture expertise announced by Ministry of the Interior				
備註 Note					

受聘僱外國人名冊(ASP-外國特定專業人才從事專門性或技術性工作專用)

Employed Foreign Worker Name List



單位（僱主）名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

No.2					
英文姓名 English Name	Surname	性別 Gender	國籍（或地區） Nationality (or region)	西元 (A.D.) 年 (Y) 月 (M) 日 (D)	
	Given name				
中文姓名 Chinese Name		最高學歷 Highest Level of Education	<input type="checkbox"/> 博士 Ph.D <input type="checkbox"/> 碩士 MA <input type="checkbox"/> 學士 BA <input type="checkbox"/> 專科 Vocational <input type="checkbox"/> 高中(含)以下 High School or less		
護照號碼 Passport No.					
申請聘僱期間 Employment Period	起 From 迄 To 年 (Y) 月 (M) 日 (D) ~ 年 (Y) 月 (M) 日 (D)				
職稱 Job Title		職業類別代碼 Occupation Category Code	每月薪資 Monthly Salary	新臺幣 NT\$	
工作內容 Job Description		工作地址 Working Address			

具備外國特定專業人才資格 Foreign specialist personnel with special expertise

請單選 Choose one	<input type="checkbox"/> 科技領域（符合科技部公告第___點資格） Meet the requirement of Science & Technology expertise announced by Ministry of Science
	<input type="checkbox"/> 經濟領域（符合經濟部公告第___點資格） Meet the requirement of Economic expertise announced by Ministry of Economic Affairs
	<input type="checkbox"/> 教育領域（符合教育部公告第___點資格） Meet the requirement of Education expertise announced by Ministry of Education
	<input type="checkbox"/> 文化、藝術領域（符合文化部公告第___點第___項資格） Meet the requirement of Culture & Arts expertise announced by Ministry of Culture
	<input type="checkbox"/> 體育領域（符合教育部公告第___點第___項資格） Meet the requirement of Sport expertise announced by Ministry of Education
	<input type="checkbox"/> 金融領域（符合金管會公告第___點） Meet the requirement of Financial expertise announced by Financial Supervisory Commission
	<input type="checkbox"/> 法律領域（符合法務部公告全部資格） Meet all the requirement of Law expertise announced by Ministry of Justice
	<input type="checkbox"/> 建築設計領域（符合內政部公告全部資格） Meet all the requirement of Architecture expertise announced by Ministry of the Interior

備註 Note

填表及書面送件須知(ASP-外國特定專業人才從事專門性或技術性工作專用)

Guidance Notes



申請書 Application Form														
欄位 Field	填寫方式及說明 Guidance													
單位(雇主)名稱 Entity Name	請填寫單位中文全名。 Please enter full entity name in Chinese.													
申請項目 Application Type	若係申請資料異動，請勾選「其他」，並填寫異動事由。 If you apply for changing information, please tick "other" and include the reason.													
繳費資訊 Application fee	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>郵局收據編號 (8碼) Receipt No.(8 digits)</p> <p>郵局局號 Branch code</p> </div> <div style="width: 45%; border: 1px solid black; padding: 5px;"> <p style="text-align: center; color: red;">存款金額</p> <p>0002660 104/06/11 12:01:22 003110 1A6 359779 他人不扣手續費</p> <p style="text-align: center; color: red;">電腦記錄</p> </div> </div> <p style="text-align: right; margin-right: 20px;">繳費日期 Payment date</p>													
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>交易序號 transaction</p> <p style="text-align: center; color: red;">E- 8103097</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">郵政劃撥儲金存款收據</td> </tr> <tr> <td style="width: 20%;">收 帳</td> <td style="width: 80%;">19058848</td> </tr> <tr> <td>款 戶</td> <td>勞動部勞動力發展署聘僱許可收費專戶</td> </tr> </table> </div> <div style="width: 45%;"> <p>郵局局號 Branch code</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">經辦局章戳</td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: small;">臺北北門郵局(901支)</td> </tr> <tr> <td style="width: 20%;">局號</td> <td style="width: 80%;">000100-6</td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: large;">104.07.01</td> </tr> </table> <p style="text-align: center;">繳費日期 Payment</p> <p style="text-align: center; font-size: small;">(請以雇主名義自行填寫)</p> </div> </div>	郵政劃撥儲金存款收據		收 帳	19058848	款 戶	勞動部勞動力發展署聘僱許可收費專戶	經辦局章戳		臺北北門郵局(901支)		局號	000100-6	104.07.01
郵政劃撥儲金存款收據														
收 帳	19058848													
款 戶	勞動部勞動力發展署聘僱許可收費專戶													
經辦局章戳														
臺北北門郵局(901支)														
局號	000100-6													
104.07.01														
單位統一編號 Entity Tax ID No.	若以建築師資格提出申請，請填寫建築師之國民身分證號或外僑居留證號。 In the case where the employer is an architect, enter the ID no. or ARC no. of the architect.													
負責人 Owner	請填寫單位負責人(代表人)之姓名。 Please enter the name of the owner.													
行業類別代碼 Industry Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.													
受聘僱外國人名冊 Employed Foreign Worker Name List														
欄位 Field	填寫方式及說明 Guidance													
工作內容 Job Description	請具體描述外國人所擔任職務之工作內容， Please describe specifically the tasks or duties of the position.													
職業類別代碼 Occupation Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.													
每月薪資 Monthly Salary	<ol style="list-style-type: none"> 應與聘僱契約書所載一致，並不得低於本部依「外國人從事就業服務法第四十六條第一項第一款至第六款工作資格及審查標準」第8條規定公告之數額。 如係1個月以下之短期工作，請填寫本次聘期薪資給付總額。 <ol style="list-style-type: none"> The payment amount should be consistent to the contract, which shall not be less than the amount announced by the Ministry of Labor according to article 8 of Qualifications and Criteria Standards for foreigners undertaking the jobs specified under Article 46.1.1 to 46.1.6 of the Employment Service Act. Employment less than one month, please enter the total payment amount. 													
工作地址 Working Address	請填寫外國人在臺主要之工作地點。若工作地址與雇主單位設立地址不同，應檢附該地址係雇主合法使用之相關證明文件(例如辦公室租賃契約、工廠登記等)。 Please enter the main working address in Taiwan. If the address is not the registered address of													

	the entity (employer), supporting documents proving legitimate use are required (such as lease contract of the office, factory registration certificate).
具備外國特定專業人才資格 Foreign specialist personnel with special expertise	請至「 外國專業人才延攬及僱用法資訊專頁 」查詢各部會公告資格。 To check the requirement announced by Ministries, look it up at the website of “Act for the Recruitment and Employment of Foreign Professionals” 網址(website) : https://foreigntalentact.ndc.gov.tw
其他注意事項 Others	
申請方式 Methods of application	<p>1. 網路傳輸方式申請：使用「外國專業人員工作許可申辦網」線上申辦方式辦理。</p> <p>2. 書面送件方式申請：</p> <p>(1) 由專人送至機關收件櫃台辦理。</p> <p>(2) 利用掛號郵寄申請，郵寄地址：100臺北市中正區中華路一段39號10樓，收件人註明：勞動力發展署（申請聘僱外國專業人員）收。</p> <p>(3) 相關申請書表可至「外國人在臺工作服務網」>「申請表件」下載，或至機關收件櫃台索取。</p> <p>3. 可親自辦理或委託私立就業服務機構辦理。</p> <p>1. Application via internet: Please use the on-line application function in Work Permit Application Webpage for Foreign Professional, the address: https://ezwp.wda.gov.tw/.</p> <p>2. Application via written correspondences:</p> <p>i. Personally delivered Application to Reception Counter No. 6 for processing.</p> <p>ii. Mail application via registered mail.</p> <p>iii. Related application forms can be downloaded from EZ Work Taiwan > Application Forms or obtained from the agency Reception Counter.</p> <p>3. Application can be completed personally or entrusted to a private employment service agency.</p>
申辦作業時間 Application processing time	<p>1. 網路傳輸方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部系統收件次日起7個工作日。</p> <p>2. 書面送件方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部收受案件次日起12個工作日。</p> <p>1. Application submitted online 7working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria.</p> <p>2. Application submitted in person 12 working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria</p>
審查費繳交 Examination fee payment	<p>(每案新臺幣500元)</p> <p>1. 利用郵政劃撥。劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848</p> <p>2. 至機關收件櫃台現場繳交。 (NT \$500 per case)</p> <p>1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848).</p> <p>2. Payment to the Reception Counter.</p>
應備文件 Documents	<p>1. 請至「外國人在臺工作服務網」>「外國專業人才延攬及僱用法」查詢。</p> <p>2. 書面送件所附相關資料係為影本者，應加註「與正本相符」之文字，並加蓋申請單位</p>

required	<p>及負責人印章。</p> <ol style="list-style-type: none"> 1. Look it up at the website of EZ Work Taiwan > Foreign Professionals to Work in Taiwan. 2. If you apply for the use of written submittals, information and certification documents are copies, they should be marked with the words: “same as originals” and stamped with the seal of applicant entity and owner.
親自取件 In-person Document Pickup	<ol style="list-style-type: none"> 1. 如要親自取件，須填具「親自領件聲明書」並指派專人至機關收件櫃台送件申請。 2. 於案件核准後，請憑收件(親取)回條並黏貼取件人身分證(護照或居留證)正、反面影本親自領取，倘於指定期限內未親自領取者機關將以掛號寄出。 <ol style="list-style-type: none"> 1. If you wishes to pick-up documents in-person, “In-person Document Pick-up Declaration” must be filled-out, and you should submit application to the agency Reception Counter. 2. After application approval, a copy of ID (passport or ARC) and pick-up documents in-person with a receipt slip shall be attached. If documents have not been picked-up within the specified time limit, agency will mail out documents via registered mail.
申辦進度查詢 Application status	<p>請至「外國人在臺工作服務網」>「申請進度查詢」進行查詢。</p> <p>You can check the status at the website of EZ Work Taiwan > Application Status.</p>
機關網站與聯繫 Officail Websites & Contact	<ol style="list-style-type: none"> 1. 勞動部勞動力發展署 Workforce Development Agency, MOL https://www.wda.gov.tw 2. 外國人在臺工作服務網 EZ Work Taiwan https://ezworktaiwan.wda.gov.tw 3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional https://ezwp.wda.gov.tw 4. 諮詢電話 Support Hotline : (02) 89956000 5. 機關收件櫃台：臺北市中正區中華路一段39號10樓 Reception Counter : No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City

聘僱外國專業人員工作許可申請書 (B00-僑外投資主管專用)

Foreign Professional Personnel Employment Work Permit Application



單位 (僱主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

案件資訊 Application Information					
工作類別 Category	B. 華僑或外國人投資事業之主管 Management work in a business entity invested by overseas Chinese or foreigners		申請項目 Application Type	(單選 Choose One)	
工作項目 Job Item	<input type="checkbox"/> 01 僑外資公司 Invested domestic company <input type="checkbox"/> 02 在臺分公司 Branch company <input type="checkbox"/> 03 在臺辦事處 Representative office <input type="checkbox"/> 04 新創事業 The startup business			<input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal <input type="checkbox"/> 其他 Other :	
繳費資訊 Application fee	繳費日 Payment date	年 月 日 (Y) (M) (D)	郵局局號 Branch code		
	劃撥收據號碼(8碼)或交易序號(9碼) Receipt No.(8 digits) or transaction No.(9 digits)				
本申請案回函 投遞地址 Application Return Address	□□□	縣(County) 市(City)	(City)	鄉鎮(Town)/市 區(District)	
	路(Rd.) 街(St.)	段(Sec.)	巷(Lane)	弄(Alley)	號(No.) 樓(F.)

本申請案若係委託私立就業服務機構辦理，請勾選，並填寫以下欄位資料。
Please check if this application has been entrusted to a private employment services agency and please fill out the following information.

1. 受委託私立就業服務機構名稱： Name of commissioned private employment services agency 2. 許可證字號 License No. : 3. 專業人員 Specialist : (須親自簽名 must sign personally) 4. 聯絡電話 Contact Tel :	(單位圖記 Chop) 單位章 負責人章
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本申請案回函欲親自取件者請打「√」並加附【親自領件聲明書】。
Check for in-person document pickup and attach 【In-person Document Pickup Declaration】

收文專用區 Document Reception Use Only			
收 文 章		收 文 號	

聘僱外國專業人員工作許可申請書 (B00-僑外投資主管專用)

Foreign Professional Personnel Employment Work Permit Application





雇主資訊 Employer Information						
單位名稱 Entity Name						
單位統一編號 Entity Tax ID No.			單位章及負責人章 Seals of Entity and Owner			
負責人 Owner			<div style="border: 1px dashed black; width: 100px; height: 100px; display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px dashed black; width: 60%; height: 60%; display: flex; flex-direction: column; justify-content: center; align-items: center;"> <p style="font-size: small;">單位章</p> </div> <div style="border: 1px dashed black; width: 30%; height: 30%; display: flex; flex-direction: column; justify-content: center; align-items: center;"> <p style="font-size: small;">負責人章</p> </div> </div>			
行業類別代碼 Industry Category Code						
雇主資格 Employer Qualification						
<input type="checkbox"/> 本國公司、外國公司在臺分公司或大陸地區公司在臺分公司。 Domestic company, foreign branch company established in the Republic of China or Mainland China branch company established in the Republic of China.						
<input type="checkbox"/> 外國公司代表人辦事處或大陸地區公司在臺辦事處。 Representative office of a foreign company or a Mainland China company, approved by the authority concerned at the central government level.						
<input type="checkbox"/> 「具創新能力之新創事業認定原則」之事業單位。 The startup businesses recognized as capable of innovation.						
<input type="checkbox"/> 對國內經濟發展有實質貢獻，或因情況特殊，請勞動部會商中央目的事業主管機關專案認定。 Has made substantial contribution to the domestic economic development, or special circumstance and should be treated as a special case (MOL will consult with the authority concerned at the central government level).						
連絡人 Contact	姓名 Name		電話 Tel		傳真 Fax	
	姓名 Name		電話 Tel		傳真 Fax	
	Email :					
本案聘僱之具體理由並說明聘僱外國人之正面效益(展延案免填)： Specific reasons for this hiring case and explanation of the positive benefits of hiring foreigner (not necessary for hiring extension):						

填表及書面送件須知 (B00-僑外投資主管專用)

Guidance Notes



申請書 Application Form	
欄位 Field	填寫方式及說明 Guidance
單位(僱主)名稱 Entity Name	請填寫單位中文全名。 Please enter full entity name in Chinese.
申請項目 Application Type	若係申請資料異動，請勾選「其他」，並填寫異動事由。 If you apply for changing information, please tick "other" and include the reason.
繳費資訊 Application fee	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> 郵局收據編號 (8碼) Receipt No.(8 digits) </div> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> 郵局局號 Branch code </div> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> 繳費日期 Payment date </div> </div> 
	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> 交易序號 transaction E- 8103097 </div> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> 郵局局號 Branch code </div> <div style="border: 1px solid black; padding: 5px;"> 繳費日期 Payment </div> </div> 
負責人 Owner	請填寫單位負責人(代表人)之姓名。 Please enter the name of the owner.
行業類別代碼 Industry Category Code	請至「外國人在臺工作服務網」>「申請表件」>「主分類：行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.
受聘僱外國人名冊 Employed Foreign Worker Name List	
欄位 Field	填寫方式及說明 Guidance
工作內容 Job Description	請具體描述外國人所擔任職務之工作內容，並應符合「外國人從事就業服務法第四十六條第一項第一款至第六款工作資格及審查標準」第8條之1規定。 Please describe specifically the tasks or duties of the position. It should be in accordance to the article 8-1 of Qualifications and Criteria Standards for foreigners undertaking the jobs specified under Article 46.1.1 to 46.1.6 of the Employment Service Act.
職業類別代碼 Occupation Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.
每月薪資 Monthly Salary	1. 應與聘僱契約書所載一致，並不得低於本部依「外國人從事就業服務法第四十六條第一項第一款至第六款工作資格及審查標準」第8條規定公告之數額。 2. 如係1個月以下之短期工作，請填寫本次聘期薪資給付總額。 1. The payment amount should be consistent to the contract, which shall not be less than the amount announced by the Ministry of Labor according to article 8 of Qualifications and Criteria Standards for foreigners undertaking the jobs specified under Article 46.1.1 to 46.1.6 of the Employment Service Act. 2. Employment less than one month, please enter the total payment amount.
工作地址	請填寫外國人主要之工作地點。若工作(辦公)地址與僱主單位設立地址不同，應檢附

Working Address	<p>該地址係雇主合法使用之相關證明文件(例如辦公室租賃契約、工廠登記等)。</p> <p>Please enter the main working address in Taiwan. If the address is not the registered address of the entity (employer), supporting documents proving legitimate use are required (such as lease contract of the office, factory registration certificate).</p>
其他注意事項	
申請方式 Methods of Application	<p>1. 網路傳輸方式申請：使用「外國專業人員工作許可申辦網」線上申辦方式辦理。</p> <p>2. 書面送件方式申請：</p> <p>(1)由專人送至機關收件櫃台辦理。</p> <p>(2)利用掛號郵寄申請，郵寄地址：100臺北市中正區中華路一段39號10樓，收件人註明：勞動力發展署（申請聘僱外國專業人員）收。</p> <p>(3)相關申請書表可至「外國人在臺工作服務網」>「申請表件」下載，或至機關收件櫃台索取。</p> <p>3. 可親自辦理或委託私立就業服務機構辦理。</p> <p>1. Application via internet: Please use the on-line application function in Work Permit Application Webpage for Foreign Professional, the address: https://ezwp.wda.gov.tw/.</p> <p>2. Application via written correspondences:</p> <p>i. Personally delivered Application to Reception Counter No. 6 for processing.</p> <p>ii Mail application via registered mail.</p> <p>iii. Related application forms can be downloaded from EZ Work Taiwan > Application Forms or obtained from the agency Reception Counter.</p> <p>3. Application process can be completed personally or entrusted to a private employment service agency.</p>
申辦作業時間 Application processing time	<p>1. 網路傳輸方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部系統收件次日起7個工作日。</p> <p>2. 書面送件方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部收受案件次日起12個工作日。</p> <p>1. Application submitted online 7working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria.</p> <p>2. Application submitted in person 12 working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria</p>
審查費繳交 Examination Fee Payment	<p>(每案新臺幣500元)</p> <p>1. 利用郵政劃撥。劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848</p> <p>2. 至機關收件櫃台現場繳交。</p> <p>(NT \$500 per case)</p> <p>1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848).</p> <p>2. Payment to the Reception Counter.</p>
應備文件 Documents Required	<p>1. 請至「外國人在臺工作服務網」>「一般外國專業人士在臺工作」查詢。</p> <p>2. 書面送件所附相關資料係為影本者，應加註「與正本相符」之文字，並加蓋申請單位及負責人印章。</p> <p>1. Look it up at the website of EZ Work Taiwan > Foreign Professionals to Work in Taiwan.</p>

	<p>2. If you apply for the use of written submittals, information and certification documents are copies, they should be marked with the words: “same as originals” and stamped with the seal of applicant entity and owner.</p>
<p>親自取件 In-person Document Pickup</p>	<p>1. 如要親自取件，須填具「親自領件聲明書」並指派專人至機關收件櫃台送件申請。 2. 於案件核准後，請憑收件(親取)回條並黏貼取件人身分證(護照或居留證)正、反面影本親自領取，倘於指定期限內未親自領取者機關將以掛號寄出。</p> <p>1. If you wishes to pick-up documents in-person, “In-person Document Pick-up Declaration” must be filled-out, and you should submit application to the agency Reception Counter. 2. After application approval, a copy of ID (passport or ARC) and pick-up documents in-person with a receipt slip shall be attached. If documents have not been picked-up within the specified time limit, agency will mail out documents via registered mail.</p>
<p>申辦進度查詢</p>	<p>請至「外國人在臺工作服務網」>「申請進度查詢」進行查詢。 You can check the status at the website of EZ Work Taiwan > Application Status.</p>
<p>機關網站與聯繫 Officail Websites & Contact</p>	<p>1. 勞動部勞動力發展署：https://www.wda.gov.tw Workforce Development Agency, MOL 2. 外國人在臺工作服務網：https://ezworktaiwan.wda.gov.tw EZ Work Taiwan 3. 外國專業人員工作許可申辦網：https://ezwp.wda.gov.tw Work Permit Application Webpage for Foreign Professional 4. 諮詢電話 Support Hotline：(02) 89956000 5. 機關收件櫃台：臺北市中正區中華路一段39號10樓 Reception Counter, Address：No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City</p>

聘僱外國專業人員工作許可申請書 (BS0-外國籍配偶部分工時工作專用)

Foreign Professional Personnel Employment Work Permit Application



單位 (雇主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

案件資訊 Application Information				
工作類別 Category	B. 華僑或外國人投資事業之主管 Management work in a business entity invested by overseas Chinese or foreigners		申請項目 Application Type	(單選 Choose One)
工作項目 Job Item	<input type="checkbox"/> 01 僑外資公司 Invested domestic company <input type="checkbox"/> 02 在臺分公司 Branch company <input type="checkbox"/> 03 在臺辦事處 Representative office <input type="checkbox"/> 04 新創事業 The startup business			<input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal <input type="checkbox"/> 其他 Other :
繳費資訊 Application fee	繳費日 Payment date	年 月 日 (Y) (M) (D)	郵局局號 Branch code	
	劃撥收據號碼(8碼)或交易序號(9碼) Receipt No.(8 digits) or transaction No.(9 digits)			
本申請案回函 投遞地址 Application Return Address	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	縣(County) 市(City)	(City)	鄉鎮(Town)/市 區(District)
		路(Rd.) 街(St.)	段(Sec.) 巷(Lane)	弄(Alley) 號(No.) 樓(F.)

本申請案若係委託私立就業服務機構辦理，請勾選，並填寫以下欄位資料。
Please check if this application has been entrusted to a private employment services agency and please fill out the following information.

1. 受委託私立就業服務機構名稱： Name of commissioned private employment services agency 2. 許可證字號 License No. : 3. 專業人員 Specialist : (須親自簽名 must sign personally) 4. 聯絡電話 Contact Tel :	(單位圖記 Chop) 單位章 負責人章
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本申請案回函欲親自取件者請打「√」並加附【親自領件聲明書】。
Check for in-person document pickup and attach 【In-person Document Pickup Declaration】

收文專用區 Document Reception Use Only	
收 文 章	收 文 號

聘僱外國專業人員工作許可申請書 (BS0-外國籍配偶部分工時工作專用)

Foreign Professional Personnel Employment Work Permit Application



僱主資訊 Employer Information

單位名稱 Entity Name			
單位統一編號 Entity Tax ID No.		單位章及負責人章 Seals of Entity and Owner	
負責人 Owner		<div style="border: 1px dashed black; width: 100px; height: 100px; margin: 0 auto;">單位章</div>	<div style="border: 1px dashed black; width: 80px; height: 60px; margin: 0 auto;">負責人章</div>
行業類別代碼 Industry Category Code			

僱主資格 Employer Qualification

- 本國公司、外國公司在臺分公司或大陸地區公司在臺分公司。
Domestic company, foreign branch company established in the Republic of China or Mainland China branch company established in the Republic of China.
- 外國公司代表人辦事處或大陸地區公司在臺辦事處。
Representative office of a foreign company or a Mainland China company, approved by the authority concerned at the central government level.
- 「具創新能力之新創事業認定原則」之事業單位。
The startup businesses recognized as capable of innovation.
- 對國內經濟發展有實質貢獻，或因情況特殊，請勞動部會商中央目的事業主管機關專案認定。
Has made substantial contribution to the domestic economic development, or special circumstance and should be treated as a special case (MOL will consult with the authority concerned at the central government level).

連絡人 Contact	姓名 Name		電話 Tel		傳真 Fax	
	姓名 Name		電話 Tel		傳真 Fax	
	Email :					

本案聘僱之具體理由並說明聘僱外國人之正面效益(展延案免填)：
Specific reasons for this hiring case and explanation of the positive benefits of hiring foreigner (not necessary for hiring extension):

受聘僱外國人名冊 (BS0-外國籍配偶部分工時工作專用)

Employed Foreign Worker Name List



單位 (僱主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

受聘僱外國籍配偶資訊 Employed Foreign Spouse Information

英文姓名 English Name	Surname Given name	性別 Gender	國籍 (或地區) Nationality (or region)		
中文姓名 Chinese Name		出生日期 Birthday	西元 (A.D.) 年 (Y) 月 (M) 日 (D)		
護照號碼 Passport No.		最高學歷 Highest Level of Education	<input type="checkbox"/> 博士 Ph.D <input type="checkbox"/> 碩士 MA <input type="checkbox"/> 學士 BA <input type="checkbox"/> 專科 Vocational <input type="checkbox"/> 高中(含)以下 High School or less		
申請聘僱期間 Employment Period	起 From 迄 To 年 (Y) 月 (M) 日 (D) ~ 年 (Y) 月 (M) 日 (D)				
職稱 Job Title		職業類別代碼 Occupation Category Code	時薪 Hourly Wage	新臺幣 NT\$	
工作內容 Job Description		工作地址 Working Address			



所隨同居留外國專業人員資訊 Foreign Professional(resided with) Information

英文姓名 English Name	Surname Given name	性別 Gender	國籍 (或地區) Nationality (or region)		
		護照號碼 Passport No.			
許可類型 Work Permit Type	<input type="checkbox"/> 外國專業人員聘僱許可 (勞動部) Foreign Professional Personnel Employment Work Permit (Ministry of Labor) <input type="checkbox"/> 外國人從事藝術工作許可 (勞動部) Foreign Professional Engaging the Artistic Work Permit (Ministry of Labor) <input type="checkbox"/> 外國教師聘僱許可 (教育部) Foreign Teacher Employment Work Permit (Ministry of Education) <input type="checkbox"/> 就業金卡 (內政部移民署) Employment Gold Card (National Immigration Agency, Ministry of the Interior)				
許可字號 Permit No.					
許可期間 Permit Period	起 From 迄 To 年 (Y) 月 (M) 日 (D) ~ 年 (Y) 月 (M) 日 (D)				

填表及書面送件須知 (BS0-外國籍配偶部分工時工作專用)



Guidance Notes

申請書 Application Form	
欄位 Field	填寫方式及說明 Guidance
單位(雇主)名稱 Entity Name	請填寫單位中文全名。 Please enter full entity name in Chinese.
申請項目 Application Type	若係申請資料異動，請勾選「其他」，並填寫異動事由。 If you apply for changing information, please tick "other" and include the reason.
繳費資訊 Application fee	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> 郵局收據編號 (8碼) Receipt No.(8 digits) </div> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> 郵局局號 Branch code </div> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> 繳費日期 Payment date </div> </div> 
	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> 交易序號 transaction E- 8103097 </div> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> 郵局局號 Branch code </div> <div style="border: 1px solid black; padding: 5px;"> 繳費日期 Payment </div> </div> 
負責人 Owner	請填寫單位負責人(代表人)之姓名。 Please enter the name of the owner.
行業類別代碼 Industry Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.
受聘僱外國人名冊 Employed Foreign Worker Name List	
欄位 Field	填寫方式及說明 Guidance
工作內容 Job Description	請具體描述外國人所擔任職務之工作內容。 Please describe specifically the tasks or duties of the position.
職業類別代碼 Occupation Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.
時薪 Hourly Wage	應與聘僱契約書所載一致，並不得低於本部依「外國人從事就業服務法第四十六條第一項第一款至第六款工作資格及審查標準」第8條規定公告之數額。 The payment amount should be consistent to the contract, which shall not be less than the amount announced by the Ministry of Labor according to article 8 of Qualifications and Criteria Standards for foreigners undertaking the jobs specified under Article 46.1.1 to 46.1.6 of the Employment Service Act.
工作地址 Working Address	請填寫外國人在臺主要之工作地點。若工作地址與雇主單位設立地址不同，應檢附該地址係雇主合法使用之相關證明文件(例如辦公室租賃契約、工廠登記等)。 Please enter the main working address in Taiwan. If the address is not the registered address of the entity (employer), supporting documents proving legitimate use are required (such as lease contract of the office, factory registration certificate).
其他注意事項 Others	

<p>申請方式 Methods of application</p>	<p>1. 網路傳輸方式申請：使用「外國專業人員工作許可申辦網」線上申辦方式辦理。</p> <p>2. 書面送件方式申請：</p> <p>(1)由專人送至機關收件櫃台辦理。</p> <p>(2)利用掛號郵寄申請，郵寄地址：100臺北市中正區中華路一段39號10樓，收件人註明：勞動力發展署（申請聘僱外國專業人員）收。</p> <p>(3)相關申請書表可至「外國人在臺工作服務網」>「申請表件」下載，或至機關收件櫃台索取。</p> <p>3. 可親自辦理或委託私立就業服務機構辦理。</p> <p>1. Application via internet: Please use the on-line application function in Work Permit Application Webpage for Foreign Professional, the address: https://ezwp.wda.gov.tw/.</p> <p>2. Application via written correspondences:</p> <p>i. Personally delivered Application to Reception Counter No. 6 for processing.</p> <p>ii Mail application via registered mail.</p> <p>iii. Related application forms can be downloaded from EZ Work Taiwan > Application Forms or obtained from the agency Reception Counter.</p> <p>3. Application can be completed personally or entrusted to a private employment service agency.</p>
<p>申辦作業時間 Application processing time</p>	<p>1. 網路傳輸方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部系統收件次日起7個工作日。</p> <p>2. 書面送件方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部收受案件次日起12個工作日。</p> <p>1. Application submitted online 7working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria.</p> <p>2. Application submitted in person 12 working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria</p>
<p>審查費繳交 Examination fee payment</p>	<p>(每案新臺幣500元)</p> <p>1. 利用郵政劃撥。劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848</p> <p>2. 至機關收件櫃台現場繳交。</p> <p>(NT \$500 per case)</p> <p>1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848).</p> <p>2. Payment to the Reception Counter.</p>
<p>應備文件 Documents required</p>	<p>1. 請至「外國人在臺工作服務網」>「一般外國專業人士在臺工作」查詢。</p> <p>2. 書面送件所附相關資料係為影本者，應加註「與正本相符」之文字，並加蓋申請單位及負責人印章。</p> <p>1. Look it up at the website of EZ Work Taiwan > Foreign Professionals to Work in Taiwan.</p> <p>2. If you apply for the use of written submittals, information and certification documents are copies, they should be marked with the words: “same as originals” and stamped with the seal of applicant entity and owner.</p>
<p>親自取件 In-person Document</p>	<p>1. 如要親自取件，須填具「親自領件聲明書」並指派專人至機關收件櫃台送件申請。</p> <p>2. 於案件核准後，請憑收件(親取)回條並黏貼取件人身分證(護照或居留證)正、反面影本親自領取，倘於指定期限內未親自領取者機關將以掛號寄出。</p>

Pickup	<p>1. If you wishes to pick-up documents in-person, “In-person Document Pick-up Declaration” must be filled-out, and you should submit application to the agency Reception Counter.</p> <p>2. After application approval, a copy of ID (passport or ARC) and pick-up documents in-person with a receipt slip shall be attached. If documents have not been picked-up within the specified time limit, agency will mail out documents via registered mail.</p>
申辦進度查詢 Application status	<p>請至「外國人在臺工作服務網」>「申請進度查詢」進行查詢。</p> <p>You can check the status at the website of EZ Work Taiwan > Application Status.</p>
機關網站與聯繫 Official Websites & Contact	<ol style="list-style-type: none"> 1. 勞動部勞動力發展署 Workforce Development Agency, MOL https://www.wda.gov.tw 2. 外國人在臺工作服務網 EZ Work Taiwan https://ezworktaiwan.wda.gov.tw 3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional https://ezwp.wda.gov.tw 4. 諮詢電話 Support Hotline : (02) 89956000 5. 機關收件櫃台：臺北市中正區中華路一段39號10樓 Reception Counter : No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City

聘僱外國特定專業人才工作許可申請書 (BSP-外國特定專業人才從事僑外投資主管專用)



Foreign Special Professional Personnel Employment Work Permit Application

單位 (雇主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

案件資訊 Application Information					
工作類別 Category	B. 華僑或外國人投資事業之主管 Management work in a business entity invested by overseas Chinese or foreigners		申請項目 Application Type	(單選 Choose One)	
工作項目 Job Item	<input type="checkbox"/> 01 僑外資公司 Invested domestic company <input type="checkbox"/> 02 在臺分公司 Branch company <input type="checkbox"/> 03 在臺辦事處 Representative office <input type="checkbox"/> 04 新創事業 The startup business			<input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal <input type="checkbox"/> 其他 Other :	
繳費資訊 Application fee	繳費日 Payment date	年 (Y)	月 (M)	日 (D)	郵局局號 Branch code
	劃撥收據號碼(8碼)或交易序號(9碼) Receipt No.(8 digits) or transaction No.(9 digits)				
本申請案回函 投遞地址 Application Return Address	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	縣(County) 市(City)	(City)	鄉鎮(Town)/市 區(District)	
	路(Rd.) 段(Sec.) 巷(Lane) 弄(Alley) 號(No.) 樓(F.) 街(St.)				

本申請案若係委託私立就業服務機構辦理，請勾選，並填寫以下欄位資料。
Please check if this application has been entrusted to a private employment services agency and please fill out the following information.

1. 受委託私立就業服務機構名稱： Name of commissioned private employment services agency 2. 許可證字號 License No. : 3. 專業人員 Specialist : (須親自簽名 must sign personally) 4. 聯絡電話 Contact Tel :	(單位圖記 Chop) 單位章 負責人章
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本申請案回函欲親自取件者請打「√」並加附【親自領件聲明書】。
Check for in-person document pickup and attach 【In-person Document Pickup Declaration】

收文專用區 Document Reception Use Only			
收 文 章		收 文 號	

聘僱外國特定專業人才工作許可申請書 (BSP-外國特定專業人才從事僑外投資主管專用)



Foreign Special Professional Personnel Employment Work Permit Application

雇主資訊 Employer Information						
單位名稱 Entity Name						
單位統一編號 Entity Tax ID No.			單位章及負責人章 Seals of Entity and Owner			
負責人 Owner			<div style="border: 1px dashed black; width: 100px; height: 80px; display: inline-block; margin-right: 20px;">單位章</div> <div style="border: 1px dashed black; width: 80px; height: 50px; display: inline-block;">負責人章</div>			
行業類別代碼 Industry Category Code						
雇主資格 Employer Qualification						
<input type="checkbox"/> 本國公司、外國公司在臺分公司或大陸地區公司在臺分公司。 Domestic company, foreign branch company established in the Republic of China or Mainland China branch company established in the Republic of China.						
<input type="checkbox"/> 外國公司代表人辦事處或大陸地區公司在臺辦事處。 Representative office of a foreign company or a Mainland China company, approved by the authority concerned at the central government level.						
<input type="checkbox"/> 「具創新能力之新創事業認定原則」之事業單位。 The startup businesses recognized as capable of innovation.						
<input type="checkbox"/> 對國內經濟發展有實質貢獻，或因情況特殊，請勞動部會商中央目的事業主管機關專案認定。 Has made substantial contribution to the domestic economic development, or special circumstance and should be treated as a special case (MOL will consult with the authority concerned at the central government level).						
連絡人 Contact	姓名 Name		電話 Tel		傳真 Fax	
	姓名 Name		電話 Tel		傳真 Fax	
	Email :					
本案聘僱之具體理由並說明聘僱外國人之正面效益(展延案免填)： Specific reasons for this hiring case and explanation of the positive benefits of hiring foreigner (not necessary for hiring extension):						

受聘僱外國人名冊 (BSP-外國特定專業人才從事僑外投資主管專用)

Employed Foreign Worker Name List



單位 (僱主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

No.1					
英文姓名 English Name	Surname Given name	性別 Gender	國籍 (或地區) Nationality (or region)		
		出生日期 Birthday	西元 (A.D.) 年 (Y) 月 (M) 日 (D)		
中文姓名 Chinese Name		最高學歷 Highest Level of Education	<input type="checkbox"/> 博士 Ph.D <input type="checkbox"/> 碩士 MA <input type="checkbox"/> 學士 BA <input type="checkbox"/> 專科 Vocational <input type="checkbox"/> 高中(含)以下 High School or less		
護照號碼 Passport No.					
申請聘僱期間 Employment Period	起 From 迄 To 年 (Y) 月 (M) 日 (D) ~ 年 (Y) 月 (M) 日 (D)				
職稱 Job Title		職業類別代碼 Occupation Category Code	每月薪資 Monthly Salary	新臺幣 NT\$	
工作內容 Job Description		工作地址 Working Address			
具備外國特定專業人才資格 Foreign specialist personnel with special expertise					
請單選 Choose one	<input type="checkbox"/> 科技領域 (符合科技部公告第___點資格) Meet the requirement of Science & Technology expertise announced by Ministry of Science				
	<input type="checkbox"/> 經濟領域 (符合經濟部公告第___點資格) Meet the requirement of Economic expertise announced by Ministry of Economic Affairs				
	<input type="checkbox"/> 教育領域 (符合教育部公告第___點資格) Meet the requirement of Education expertise announced by Ministry of Education				
	<input type="checkbox"/> 文化、藝術領域 (符合文化部公告第___點第___項資格) Meet the requirement of Culture & Arts expertise announced by Ministry of Culture				
	<input type="checkbox"/> 體育領域 (符合教育部公告第___點第___項資格) Meet the requirement of Sport expertise announced by Ministry of Education				
	<input type="checkbox"/> 金融領域 (符合金管會公告第___點) Meet the requirement of Financial expertise announced by Financial Supervisory Commission				
	<input type="checkbox"/> 法律領域 (符合法務部公告全部資格) Meet all the requirement of Law expertise announced by Ministry of Justice				
	<input type="checkbox"/> 建築設計領域 (符合內政部公告全部資格) Meet all the requirement of Architecture expertise announced by Ministry of the Interior				
備註 Note					

填表及書面送件須知 (BSP-外國特定專業人才從事僑外投資主管專用)

Guidance Notes



申請書 Application Form																
欄位 Field	填寫方式及說明 Guidance															
單位(雇主)名稱 Entity Name	請填寫單位中文全名。 Please enter full entity name in Chinese.															
申請項目 Application Type	若係申請資料異動，請勾選「其他」，並填寫異動事由。 If you apply for changing information, please tick "other" and include the reason.															
繳費資訊 Application fee	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>郵局收據編號 (8碼) Receipt No.(8 digits)</p> <p>郵局局號 Branch code</p> </div> <div style="width: 50%; border: 1px solid black; padding: 5px;"> <p style="text-align: center; color: red;">存款金額</p> <p>0002660 104/06/11 12:01:22 003110 1A6 359779 他人不扣手續費</p> <p style="text-align: center; color: red;">電腦記錄</p> </div> <div style="width: 45%; text-align: right;"> <p>繳費日期 Payment date</p> </div> </div>															
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>交易序號 transaction</p> <p style="text-align: center; color: red;">E- 8103097</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">郵政劃撥儲金存款收據</td> </tr> <tr> <td style="width: 20%;">收 帳</td> <td>19058848</td> </tr> <tr> <td>款 戶</td> <td>勞動部勞動力發展署聘僱許可收費專戶</td> </tr> </table> </div> <div style="width: 50%;"> <p>郵局局號 Branch code</p> <p>繳費日期 Payment</p> </div> </div> <div style="margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center;">經辦局章戳</td> </tr> <tr> <td colspan="2" style="text-align: center;">臺北北門郵局(901支)</td> </tr> <tr> <td style="width: 20%;">局號</td> <td>000100-6</td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: 1.2em;">104.07.01</td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: 0.8em;">(請以雇主名義自行填寫)</td> </tr> </table> </div>	郵政劃撥儲金存款收據		收 帳	19058848	款 戶	勞動部勞動力發展署聘僱許可收費專戶	經辦局章戳		臺北北門郵局(901支)		局號	000100-6	104.07.01		(請以雇主名義自行填寫)
郵政劃撥儲金存款收據																
收 帳	19058848															
款 戶	勞動部勞動力發展署聘僱許可收費專戶															
經辦局章戳																
臺北北門郵局(901支)																
局號	000100-6															
104.07.01																
(請以雇主名義自行填寫)																
負責人 Owner	請填寫單位負責人(代表人)之姓名。 Please enter the name of the owner.															
行業類別代碼 Industry Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.															
受聘僱外國人名冊 Employed Foreign Worker Name List																
欄位 Field	填寫方式及說明 Guidance															
工作內容 Job Description	請具體描述外國人所擔任職務之工作內容， Please describe specifically the tasks or duties of the position.															
職業類別代碼 Occupation Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.															
每月薪資 Monthly Salary	<p>1. 應與聘僱契約書所載一致，並不得低於本部依「外國人從事就業服務法第四十六條第一項第一款至第六款工作資格及審查標準」第8條規定公告之數額。</p> <p>2. 如係1個月以下之短期工作，請填寫本次聘期薪資給付總額。</p> <p>1. The payment amount should be consistent to the contract, which shall not be less than the amount announced by the Ministry of Labor according to article 8 of Qualifications and Criteria Standards for foreigners undertaking the jobs specified under Article 46.1.1 to 46.1.6 of the Employment Service Act.</p> <p>2. Employment less than one month, please enter the total payment amount.</p>															
工作地址 Working Address	請填寫外國人在臺主要之工作地點。若工作地址與雇主單位設立地址不同，應檢附該地址係雇主合法使用之相關證明文件(例如辦公室租賃契約、工廠登記等)。 Please enter the main working address in Taiwan. If the address is not the registered address of															

	the entity (employer), supporting documents proving legitimate use are required (such as lease contract of the office, factory registration certificate).
具備外國特定專業人才資格 Foreign specialist personnel with special expertise	請至「 外國專業人才延攬及僱用法資訊專頁 」查詢各部會公告資格。 To check the requirement announced by Ministries, look it up at the website of “Act for the Recruitment and Employment of Foreign Professionals” 網址(website) : https://foreigntalentact.ndc.gov.tw
其他注意事項 Others	
申請方式 Methods of application	<p>1. 網路傳輸方式申請：使用「外國專業人員工作許可申辦網」線上申辦方式辦理。</p> <p>2. 書面送件方式申請：</p> <p>(1)由專人送至機關收件櫃台辦理。</p> <p>(2)利用掛號郵寄申請，郵寄地址：100臺北市中正區中華路一段39號10樓，收件人註明：勞動力發展署（申請聘僱外國專業人員）收。</p> <p>(3)相關申請書表可至「外國人在臺工作服務網」>「申請表件」下載，或至機關收件櫃台索取。</p> <p>3. 可親自辦理或委託私立就業服務機構辦理。</p> <p>1. Application via internet: Please use the on-line application function in Work Permit Application Webpage for Foreign Professional, the address: https://ezwp.wda.gov.tw/.</p> <p>2. Application via written correspondences:</p> <p>i. Personally delivered Application to Reception Counter No. 6 for processing.</p> <p>ii Mail application via registered mail.</p> <p>iii. Related application forms can be downloaded from EZ Work Taiwan > Application Forms or obtained from the agency Reception Counter.</p> <p>3. Application can be completed personally or entrusted to a private employment service agency.</p>
申辦作業時間 Application processing time	<p>1. 網路傳輸方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部系統收件次日起7個工作日。</p> <p>2. 書面送件方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部收受案件次日起12個工作日。</p> <p>1. Application submitted online 7working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria.</p> <p>2. Application submitted in person 12 working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria</p>
審查費繳交 Examination fee payment	<p>(每案新臺幣500元)</p> <p>1. 利用郵政劃撥。劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848</p> <p>2. 至機關收件櫃台現場繳交。 (NT \$500 per case)</p> <p>1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848).</p> <p>2. Payment to the Reception Counter.</p>
應備文件 Documents	<p>1. 請至「外國人在臺工作服務網」>「外國專業人才延攬及僱用法」查詢。</p> <p>2. 書面送件所附相關資料係為影本者，應加註「與正本相符」之文字，並加蓋申請單位</p>

required	<p>及負責人印章。</p> <ol style="list-style-type: none"> 1. Look it up at the website of EZ Work Taiwan > Foreign Professionals to Work in Taiwan. 2. If you apply for the use of written submittals, information and certification documents are copies, they should be marked with the words: “same as originals” and stamped with the seal of applicant entity and owner.
親自取件 In-person Document Pickup	<ol style="list-style-type: none"> 1. 如要親自取件，須填具「親自領件聲明書」並指派專人至機關收件櫃台送件申請。 2. 於案件核准後，請憑收件(親取)回條並黏貼取件人身分證(護照或居留證)正、反面影本親自領取，倘於指定期限內未親自領取者機關將以掛號寄出。 <ol style="list-style-type: none"> 1. If you wishes to pick-up documents in-person, “In-person Document Pick-up Declaration” must be filled-out, and you should submit application to the agency Reception Counter. 2. After application approval, a copy of ID (passport or ARC) and pick-up documents in-person with a receipt slip shall be attached. If documents have not been picked-up within the specified time limit, agency will mail out documents via registered mail.
申辦進度查詢 Application status	<p>請至「外國人在臺工作服務網」>「申請進度查詢」進行查詢。</p> <p>You can check the status at the website of EZ Work Taiwan > Application Status.</p>
機關網站與聯繫 Officail Websites & Contact	<ol style="list-style-type: none"> 1. 勞動部勞動力發展署 Workforce Development Agency, MOL https://www.wda.gov.tw 2. 外國人在臺工作服務網 EZ Work Taiwan https://ezworktaiwan.wda.gov.tw 3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional https://ezwp.wda.gov.tw 4. 諮詢電話 Support Hotline : (02) 89956000 5. 機關收件櫃台：臺北市中正區中華路一段39號10樓 Reception Counter : No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City

聘僱外國專業人員工作許可申請書 (D00-補習班教師專用)
Foreign Professional Personnel Employment Work Permit Application



單位 (僱主) 名稱：
 Entity (Employer) Name

單位印章：
 Entity Seal

單位章

案件資訊 Application Information					
工作類別 Category	D. 短期補習班之專任教師 Full-time teacher at a short-term class		申請項目 Application Type	(單選 Choose One)	
工作項目 Job Item	<input type="checkbox"/> 01英文 English <input type="checkbox"/> 02日文 Japanese <input type="checkbox"/> 03德文 German <input type="checkbox"/> 04西文 Spanish <input type="checkbox"/> 05法文 French <input type="checkbox"/> 99其他語文 Other			<input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal <input type="checkbox"/> 其他 Other :	
繳費資訊 Application fee	繳費日 Payment date	年	月	日	郵局局號 Branch code
	劃撥收據號碼(8碼)或交易序號(9碼) Receipt No.(8 digits) or transaction No.(9 digits)				
本申請案回函 投遞地址 Application Return Address	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	縣(County) 市(City)		鄉鎮(Town)/市(City) 區(District)	
	路(Rd.) 街(St.)		段(Sec.)	巷(Lane)	弄(Alley)

本申請案若係委託私立就業服務機構辦理，請勾選，並填寫以下欄位資料。
 Please check if this application has been entrusted to a private employment services agency and please fill out the following information.

1. 受委託私立就業服務機構名稱： Name of commissioned private employment services agency 2. 許可證字號 License No. : 3. 專業人員 Specialist : (須親自簽名 must sign personally) 4. 聯絡電話 Contact Tel :	(單位圖記 Chop) 單位章 負責人章
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本申請案回函欲親自取件者請打「√」並加附【親自領件聲明書】。
 Check for in-person document pickup and attach 【In-person Document Pickup Declaration】

收文專用區 Document Reception Use Only			
收 文 章		收 文 號	

聘僱外國專業人員工作許可申請書 (D00-補習班教師專用)

Foreign Professional Personnel Employment Work Permit Application



僱主資訊 Employer Information						
單位名稱 Entity Name						
單位統一編號 Entity Tax ID No.			單位章及負責人章 Seals of Entity and Owner			
負責人 Owner			<div style="border: 1px dashed black; width: 100px; height: 80px; display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px dashed black; width: 40%; height: 40%; text-align: center;">單位章</div> <div style="border: 1px dashed black; width: 40%; height: 40%; text-align: center;">負責人章</div> </div>			
行業類別代碼 Industry Category Code	859 其他教育業					
僱主資格 Employer Qualification	<input type="checkbox"/> 依補習及進修教育法立案之短期補習班 A short-term class registered for supplementary schooling in accordance with the Supplementary Education Act.					
連絡人 Contact	姓名 Name		電話 Tel		傳真 Fax	
	姓名 Name		電話 Tel		傳真 Fax	
	Email :					
本案聘僱之具體理由並說明聘僱外國人之正面效益(展延案免填): Specific reasons for this hiring case and explanation of the positive benefits of hiring foreigner (not necessary for hiring extension):						

受聘僱外國人名冊 (D00-補習班教師專用)

Employed Foreign Worker Name List



單位 (僱主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章


No.1						
英文姓名 English Name	Surname	性別 Gender	國籍 (或地區) Nationality (or region)	西元 (A.D.) 年 (Y) 月 (M) 日 (D)		
	Given name					
中文姓名 Chinese Name	護照號碼 Passport No.	最高學歷 Highest Level of Education	<input type="checkbox"/> 博士 Ph.D	<input type="checkbox"/> 碩士 MA		
			<input type="checkbox"/> 學士 BA	<input type="checkbox"/> 專科 Vocational		
	<input type="checkbox"/> 高中(含)以下 High School or less					
申請聘僱期間 Employment Period	起 From 年 (Y) 月 (M) 日 (D) ~ 迄 To 年 (Y) 月 (M) 日 (D)					
每週教學時數 Number of hours teaching per week	職業類別代碼 Occupation Category Code		239	每月薪資 Monthly Salary	新臺幣 NT\$	
工作內容 Job Description	工作地址 Working Address					
備註 Note						

No.2						
英文姓名 English Name	Surname	性別 Gender	國籍 (或地區) Nationality (or region)	西元 (A.D.) 年 (Y) 月 (M) 日 (D)		
	Given name					
中文姓名 Chinese Name	護照號碼 Passport No.	最高學歷 Highest Level of Education	<input type="checkbox"/> 博士 Ph.D	<input type="checkbox"/> 碩士 MA		
			<input type="checkbox"/> 學士 BA	<input type="checkbox"/> 專科 Vocational		
	<input type="checkbox"/> 高中(含)以下 High School or less					
申請聘僱期間 Employment Period	起 From 年 (Y) 月 (M) 日 (D) ~ 迄 To 年 (Y) 月 (M) 日 (D)					
每週教學時數 Number of hours teaching per week	職業類別代碼 Occupation Category Code		239	每月薪資 Monthly Salary	新臺幣 NT\$	
工作內容 Job Description	工作地址 Working Address					
備註 Note						

填表及書面送件須知 (D00-補習班教師專用)

Guidance Notes



申請書 Application Form	
欄位 Field	填寫方式及說明 Guidance
單位(雇主)名稱 Entity Name	請填寫單位中文全名。 Please enter full entity name in Chinese.
申請項目 Application Type	若係申請資料異動，請勾選「其他」，並填寫異動事由。 If you apply for changing information, please tick "other" and include the reason.
繳費資訊 Application fee	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> 郵局收據編號 (8碼) Receipt No.(8 digits) </div> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> 郵局局號 Branch code </div> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> 繳費日期 Payment date </div> </div> 
	<div style="display: flex; align-items: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> 交易序號 transaction E- 8103097 </div> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;"> 郵局局號 Branch code </div> <div style="border: 1px solid black; padding: 5px;"> 繳費日期 Payment </div> </div> 
負責人 Owner	請填寫單位負責人(代表人)之姓名。 Please enter the name of the owner.
單位統一編號 Entity Tax ID No.	若係首次提出申請，請檢附統一編號編配證明。 For those employers that submit application for the first time, allocation notice of unified business number shall be attached
受聘僱外國人名冊 Employed Foreign Worker Name List	
欄位 Field	填寫方式及說明 Guidance
工作內容 Job Description	請具體描述外國人所擔任職務之工作內容。 Please describe specifically the tasks or duties of the position.
工作地址 Working Address	外國人工作地址應與補習班立案證書所載地址相同。 The working address should be the same as the registered address of the entity (employer).
其他注意事項 Others	
申請方式 Methods of application	1. 網路傳輸方式申請：使用「外國專業人員工作許可申辦網」線上申辦方式辦理。 2. 書面送件方式申請： (1) 由專人送至機關收件櫃台辦理。 (2) 利用掛號郵寄申請，郵寄地址：100臺北市中正區中華路一段39號10樓，收件人註明：勞動力發展署（申請聘僱外國專業人員）收。 (3) 相關申請書表可至「外國人在臺工作服務網」>「申請表件」下載，或至機關收件櫃台索取。 3. 可親自辦理或委託私立就業服務機構辦理。 1. Application via internet: Please use the on-line application function in Work Permit Application Webpage for Foreign Professional, the address: https://ezwp.wda.gov.tw/ . 2. Application via written correspondences: i. Personally delivered Application to Reception Counter No. 6 for processing. ii. Mail application via registered mail.

	<p>iii. Related application forms can be downloaded from EZ Work Taiwan > Application Forms or obtained from the agency Reception Counter.</p> <p>3. Application can be completed personally or entrusted to a private employment service agency.</p>
<p>申辦作業時間 Application processing time</p>	<p>1. 網路傳輸方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部系統收件次日起7個工作日。</p> <p>2. 書面送件方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部收受案件次日起12個工作日。</p> <p>1. Application submitted online 7working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria.</p> <p>2. Application submitted in person 12 working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria</p>
<p>審查費繳交 Examination fee payment</p>	<p>(每案新臺幣500元)</p> <p>1. 利用郵政劃撥。劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848</p> <p>2. 至機關收件櫃台現場繳交。</p> <p>(NT \$500 per case)</p> <p>1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848).</p> <p>2. Payment to the Reception Counter.</p>
<p>應備文件 Documents required</p>	<p>1. 請至「外國人在臺工作服務網」>「一般外國專業人士在臺工作」查詢。</p> <p>2. 書面送件所附相關資料係為影本者，應加註「與正本相符」之文字，並加蓋申請單位及負責人印章。</p> <p>1. Look it up at the website of EZ Work Taiwan > Foreign Professionals to Work in Taiwan.</p> <p>2. If you apply for the use of written submittals, information and certification documents are copies, they should be marked with the words: “same as originals” and stamped with the seal of applicant entity and owner.</p>
<p>親自取件 In-person Document Pickup</p>	<p>1. 如要親自取件，須填具「親自領件聲明書」並指派專人至機關收件櫃台送件申請。</p> <p>2. 於案件核准後，請憑收件(親取)回條並黏貼取件人身分證(護照或居留證)正、反面影本親自領取，倘於指定期限內未親自領取者機關將以掛號寄出。</p> <p>1. If you wishes to pick-up documents in-person, “In-person Document Pick-up Declaration” must be filled-out, and you should submit application to the agency Reception Counter.</p> <p>2. After application approval, a copy of ID (passport or ARC) and pick-up documents in-person with a receipt slip shall be attached. If documents have not been picked-up within the specified time limit, agency will mail out documents via registered mail.</p>
<p>申辦進度查詢 Application status</p>	<p>請至「外國人在臺工作服務網」>「申請進度查詢」進行查詢。</p> <p>You can check the status at the website of EZ Work Taiwan > Application Status.</p>
<p>機關網站與聯繫 Officail Websites & Contact</p>	<p>1. 勞動部勞動力發展署 Workforce Development Agency, MOL https://www.wda.gov.tw</p> <p>2. 外國人在臺工作服務網 EZ Work Taiwan https://ezworktaiwan.wda.gov.tw</p> <p>3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional https://ezwp.wda.gov.tw</p>

4. 諮詢電話 Support Hotline : (02) 89956000

5. 機關收件櫃台：臺北市中正區中華路一段39號10樓

Reception Counter : No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City

聘僱外國特定專業人才工作許可申請書 (DSP-外國特定專業人才從事補習班教師專用)



Foreign Special Professional Personnel Employment Work Permit Application

單位 (雇主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

案件資訊 Application Information					
工作類別 Category	D. 短期補習班之專任教師 Full-time teacher at a short-term class		申請項目 Application Type	(單選 Choose One)	
工作項目 Job Item	<input type="checkbox"/> 01 英文 English <input type="checkbox"/> 02 日文 Japanese <input type="checkbox"/> 03 德文 German <input type="checkbox"/> 04 西文 Spanish <input type="checkbox"/> 05 法文 French <input type="checkbox"/> 99 其他語文 Other			<input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal <input type="checkbox"/> 其他 Other :	
繳費資訊 Application fee	繳費日 Payment date	年 (Y)	月 (M)	日 (D)	郵局局號 Branch code
	劃撥收據號碼(8碼)或交易序號(9碼) Receipt No.(8 digits) or transaction No.(9 digits)				
本申請案回函 投遞地址 Application Return Address	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	縣(County) 市(City)	鄉鎮(Town)/市(City) 區(District)		
	路(Rd.) 段(Sec.) 巷(Lane) 弄(Alley) 號(No.) 樓(F.) 街(St.)				

本申請案若係委託私立就業服務機構辦理，請勾選，並填寫以下欄位資料。
Please check if this application has been entrusted to a private employment services agency and please fill out the following information.

1. 受委託私立就業服務機構名稱： Name of commissioned private employment services agency 2. 許可證字號 License No. : 3. 專業人員 Specialist : (須親自簽名 must sign personally) 4. 聯絡電話 Contact Tel :	(單位圖記 Chop) 單位章 負責人章
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本申請案回函欲親自取件者請打「✓」並加附【親自領件聲明書】。
Check for in-person document pickup and attach 【In-person Document Pickup Declaration】

收文專用區 Document Reception Use Only			
收 文 章		收 文 號	

聘僱外國特定專業人才工作許可申請書 (DSP-外國特定專業人才從事補習班教師專用)



Foreign Special Professional Personnel Employment Work Permit Application

雇主資訊 Employer Information						
單位名稱 Entity Name						
單位統一編號 Entity Tax ID No.			單位章及負責人章 Seals of Entity and Owner <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px dashed black; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center;">單位章</div> <div style="border: 1px dashed black; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center;">負責人章</div> </div>			
負責人 Owner						
行業類別代碼 Industry Category Code	859 其他教育業					
雇主資格 Employer Qualification	<input type="checkbox"/> 依補習及進修教育法立案之短期補習班 A short-term class registered for supplementary schooling in accordance with the Supplementary Education Act.					
連絡人 Contact	姓名 Name		電話 Tel		傳真 Fax	
	姓名 Name		電話 Tel		傳真 Fax	
	Email :					
本案聘僱之具體理由並說明聘僱外國人之正面效益(展延案免填)： Specific reasons for this hiring case and explanation of the positive benefits of hiring foreigner (not necessary for hiring extension):						

受聘僱外國人名冊 (DSP-外國特定專業人才從事補習班教師專用)

Employed Foreign Worker Name List



單位(僱主)名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

No.1					
英文姓名 English Name	Surname	性別 Gender		國籍(或地區) Nationality (or region)	
	Given name	出生日期 Birthday		西元(A.D.) 年(Y) 月(M) 日(D)	
中文姓名 Chinese Name		最高學歷 Highest Level of Education		<input type="checkbox"/> 博士 Ph.D	<input type="checkbox"/> 碩士 MA
護照號碼 Passport No.				<input type="checkbox"/> 學士 BA	<input type="checkbox"/> 專科 Vocational
		<input type="checkbox"/> 高中(含)以下 High School or less			
申請聘僱期間 Employment Period	起 From 迄 To 年(Y) 月(M) 日(D) ~ 年(Y) 月(M) 日(D)				
每週教學時數 Number of hours teaching per week		職業類別代碼 Occupation Category Code	239	每月薪資 Monthly Salary	新臺幣 NT\$
工作內容 Job Description		工作地址 Working Address			

具備外國特定專業人才資格 Foreign specialist personnel with special expertise

請單選 Choose one	<input type="checkbox"/> 科技領域(符合科技部公告第___點資格) Meet the requirement of Science & Technology expertise announced by Ministry of Science
	<input type="checkbox"/> 經濟領域(符合經濟部公告第___點資格) Meet the requirement of Economic expertise announced by Ministry of Economic Affairs
	<input type="checkbox"/> 教育領域(符合教育部公告第___點資格) Meet the requirement of Education expertise announced by Ministry of Education
	<input type="checkbox"/> 文化、藝術領域(符合文化部公告第___點第___項資格) Meet the requirement of Culture & Arts expertise announced by Ministry of Culture
	<input type="checkbox"/> 體育領域(符合教育部公告第___點第___項資格) Meet the requirement of Sport expertise announced by Ministry of Education
	<input type="checkbox"/> 金融領域(符合金管會公告第___點) Meet the requirement of Financial expertise announced by Financial Supervisory Commission
	<input type="checkbox"/> 法律領域(符合法務部公告全部資格) Meet all the requirement of Law expertise announced by Ministry of Justice
<input type="checkbox"/> 建築設計領域(符合內政部公告全部資格) Meet all the requirement of Architecture expertise announced by Ministry of the Interior	

備註 Note

填表及書面送件須知 (DSP-外國特定專業人才從事補習班教師專用)

Guidance Notes



申請書 Application Form															
欄位 Field	填寫方式及說明 Guidance														
單位(雇主)名稱 Entity Name	請填寫單位中文全名。 Please enter full entity name in Chinese.														
申請項目 Application Type	若係申請資料異動，請勾選「其他」，並填寫異動事由。 If you apply for changing information, please tick "other" and include the reason.														
繳費資訊 Application fee	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>郵局收據編號 (8碼) Receipt No.(8 digits)</p> <p>郵局局號 Branch code</p> </div> <div style="width: 50%; border: 1px solid black; padding: 5px;"> <p style="text-align: center; color: red;">存款金額</p> <p>0002660 104/06/11 12:01:22 003110 1A6 359779 他人不扣手續費</p> <p style="text-align: center; color: red;">電腦記錄</p> </div> </div>														
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>交易序號 transaction</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p style="text-align: center; color: red;">E- 8103097</p> <p style="text-align: center;">郵政劃撥儲金存款收據</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">收</td> <td style="width: 20%;">帳</td> <td style="width: 60%;">19058848</td> </tr> <tr> <td>款</td> <td>號</td> <td></td> </tr> <tr> <td>人</td> <td>戶</td> <td>勞動部勞動力發展署聘僱許可收費專戶</td> </tr> </table> </div> </div> <div style="width: 50%;"> <p>郵局局號 Branch code</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p style="text-align: center; color: red;">經辦局章戳</p> <p style="text-align: center; font-size: small;">臺北北門郵局(901支)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">局</td> <td style="width: 80%;">號</td> </tr> <tr> <td></td> <td>000100-6</td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: large; font-weight: bold;">104.07.01</td> </tr> </table> <p style="text-align: center; font-size: small;">(請以雇主名義自行填寫)</p> </div> </div> </div>	收	帳	19058848	款	號		人	戶	勞動部勞動力發展署聘僱許可收費專戶	局	號		000100-6	104.07.01
收	帳	19058848													
款	號														
人	戶	勞動部勞動力發展署聘僱許可收費專戶													
局	號														
	000100-6														
104.07.01															
負責人 Owner	請填寫單位負責人(代表人)之姓名。 Please enter the name of the owner.														
單位統一編號 Entity Tax ID No.	若係首次提出申請，請檢附統一編號編配證明。 For those employers that submit application for the first time, allocation notice of unified business number shall be attached														
受聘僱外國人名冊 Employed Foreign Worker Name List															
欄位 Field	填寫方式及說明 Guidance														
工作內容 Job Description	請具體描述外國人所擔任職務之工作內容。 Please describe specifically the tasks or duties of the position.														
工作地址 Working Address	外國人工作地址應與補習班立案證書所載地址相同。 The working address should be the same as the registered address of the entity (employer).														
具備外國特定專業人才資格 Foreign specialist personnel with special expertise	請至「 外國專業人才延攬及僱用法資訊專頁 」查詢各部會公告資格。 To check the requirement announced by Ministries, look it up at the website of "Act for the Recruitment and Employment of Foreign Professionals" 網址(website) : https://foreigntalentact.ndc.gov.tw														
其他注意事項 Others															
申請方式 Methods of application	<ol style="list-style-type: none"> 1. 網路傳輸方式申請：使用「外國專業人員工作許可申辦網」線上申辦方式辦理。 2. 書面送件方式申請： <ol style="list-style-type: none"> (1) 由專人送至機關收件櫃台辦理。 (2) 利用掛號郵寄申請，郵寄地址：100臺北市中正區中華路一段39號10樓，收件人註明：勞動力發展署（申請聘僱外國專業人員）收。 (3) 相關申請書表可至「外國人在臺工作服務網」>「申請表件」下載，或至機關收件櫃台索取。 														

	<p>3. 可親自辦理或委託私立就業服務機構辦理。</p> <p>1. Application via internet: Please use the on-line application function in Work Permit Application Webpage for Foreign Professional, the address: https://ezwp.wda.gov.tw/.</p> <p>2. Application via written correspondences:</p> <p>i. Personally delivered Application to Reception Counter No. 6 for processing.</p> <p>ii Mail application via registered mail.</p> <p>iii. Related application forms can be downloaded from EZ Work Taiwan > Application Forms or obtained from the agency Reception Counter.</p> <p>3. Application can be completed personally or entrusted to a private employment service agency.</p>
<p>申辦作業時間 Application processing time</p>	<p>1. 網路傳輸方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部系統收件次日起7個工作日。</p> <p>2. 書面送件方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部收受案件次日起12個工作日。</p> <p>1. Application submitted online 7working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria.</p> <p>2. Application submitted in person 12 working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria</p>
<p>審查費繳交 Examination fee payment</p>	<p>(每案新臺幣500元)</p> <p>1. 利用郵政劃撥。劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848</p> <p>2. 至機關收件櫃台現場繳交。</p> <p>(NT \$500 per case)</p> <p>1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848).</p> <p>2. Payment to the Reception Counter.</p>
<p>應備文件 Documents required</p>	<p>1. 請至「外國人在臺工作服務網」>「外國專業人才延攬及僱用法」查詢。</p> <p>2. 書面送件所附相關資料係為影本者，應加註「與正本相符」之文字，並加蓋申請單位及負責人印章。</p> <p>1. Look it up at the website of EZ Work Taiwan > Foreign Professionals to Work in Taiwan.</p> <p>2. If you apply for the use of written submittals, information and certification documents are copies, they should be marked with the words: “same as originals” and stamped with the seal of applicant entity and owner.</p>
<p>親自取件 In-person Document Pickup</p>	<p>1. 如要親自取件，須填具「親自領件聲明書」並指派專人至機關收件櫃台送件申請。</p> <p>2. 於案件核准後，請憑收件(親取)回條並黏貼取件人身分證(護照或居留證)正、反面影本親自領取，倘於指定期限內未親自領取者機關將以掛號寄出。</p> <p>1. If you wishes to pick-up documents in-person, “In-person Document Pick-up Declaration” must be filled-out, and you should submit application to the agency Reception Counter.</p> <p>2. After application approval, a copy of ID (passport or ARC) and pick-up documents in-person with a receipt slip shall be attached. If documents have not been picked-up within the specified time limit, agency will mail out documents via registered mail.</p>
<p>申辦進度查詢 Application status</p>	<p>請至「外國人在臺工作服務網」>「申請進度查詢」進行查詢。</p> <p>You can check the status at the website of EZ Work Taiwan > Application Status.</p>

<p>機關網站與聯繫 Official Websites & Contact</p>	<ol style="list-style-type: none"> 1. 勞動部勞動力發展署 Workforce Development Agency, MOL https://www.wda.gov.tw 2. 外國人在臺工作服務網 EZ Work Taiwan https://ezworktaiwan.wda.gov.tw 3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional https://ezwp.wda.gov.tw 4. 諮詢電話 Support Hotline : (02) 89956000 5. 機關收件櫃台：臺北市中正區中華路一段39號10樓 Reception Counter : No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City
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聘僱外國專業人員工作許可申請書 (E00-運動教練及運動員專用)

Foreign Professional Personnel Employment Work Permit Application



單位 (僱主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

案件資訊 Application Information				
工作類別 Category	E. 運動教練及運動員 Sports coach and athlete		申請項目 Application Type	(單選 Choose One)
工作項目 Job Item	<input type="checkbox"/> 01運動教練 Sports coach <input type="checkbox"/> 02運動員 Athlete			<input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal <input type="checkbox"/> 其他 Other :
繳費資訊 Application fee	繳費日 Payment date	年 月 日 (Y) (M) (D)	郵局局號 Branch code	
	劃撥收據號碼(8碼)或交易序號(9碼) Receipt No.(8 digits) or transaction No.(9 digits)			
本申請案回函 投遞地址 Application Return Address	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	縣(County) 市(City)	鄉鎮(Town)/市(City) 區(District)	
	路(Rd.) 段(Sec.) 巷(Lane) 弄(Alley) 號(No.) 樓(F.) 街(St.)			

本申請案若係委託私立就業服務機構辦理，請勾選，並填寫以下欄位資料。
Please check if this application has been entrusted to a private employment services agency and please fill out the following information.

1. 受委託私立就業服務機構名稱： Name of commissioned private employment services agency 2. 許可證字號 License No. : 3. 專業人員 Specialist : (須親自簽名 must sign personally) 4. 聯絡電話 Contact Tel :	(單位圖記 Chop) 單位章 負責人章
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本申請案回函欲親自取件者請打「√」並加附【親自領件聲明書】。
Check for in-person document pickup and attach 【In-person Document Pickup Declaration】

收文專用區 Document Reception Use Only			
收 文 章		收 文 號	

聘僱外國專業人員工作許可申請書 (E00-運動教練及運動員專用)

Foreign Professional Personnel Employment Work Permit Application



僱主資訊 Employer Information						
單位名稱 Entity Name						
單位統一編號 Entity Tax ID No.			單位章及負責人章 Seals of Entity and Owner			
負責人 Owner			<div style="border: 1px dashed black; width: 100px; height: 100px; display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px dashed black; width: 60%; height: 60%; display: flex; flex-direction: column; justify-content: center; align-items: center;"> <p style="font-size: small;">單位章</p> </div> <div style="border: 1px dashed black; width: 30%; height: 30%; display: flex; flex-direction: column; justify-content: center; align-items: center;"> <p style="font-size: small;">負責人章</p> </div> </div>			
行業類別代碼 Industry Category Code						
僱主資格 Employer Qualification	<input type="checkbox"/> 學校 Schools <input type="checkbox"/> 政府機關（構）或行政法人 Government agencies (institutions) or administrative corporation <input type="checkbox"/> 公益體育團體 Non-profit sports groups <input type="checkbox"/> 營業項目包括體育運動等相關業務之公司 Companies that are involved in physical educations, sports and related businesses <input type="checkbox"/> 參與國家單項運動總會或協會主辦之體育運動競賽，附有證明文件之機構或公司 Companies or organizations that participate in the sports competitions and games organized by national sports federations or associations, with certificates proving participation					
連絡人 Contact	姓名 Name		電話 Tel		傳真 Fax	
	姓名 Name		電話 Tel		傳真 Fax	
	Email :					
本案聘僱之具體理由並說明聘僱外國人之正面效益(展延案免填)： Specific reasons for this hiring case and explanation of the positive benefits of hiring foreigner (not necessary for hiring extension):						

填表及書面送件須知 (E00-運動教練及運動員專用)

Guidance Notes



申請書 Application Form															
欄位 Field	填寫方式及說明 Guidance														
單位(雇主)名稱 Entity Name	請填寫單位中文全名。 Please enter full entity name in Chinese.														
申請項目 Application Type	若係申請資料異動，請勾選「其他」，並填寫異動事由。 If you apply for changing information, please tick "other" and include the reason.														
繳費資訊 Application fee	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>郵局收據編號 (8碼) Receipt No.(8 digits)</p> <p>郵局局號 Branch code</p> </div> <div style="width: 50%; border: 1px solid black; padding: 5px;"> <p style="text-align: center; color: red;">存款金額</p> <p>0002660 104/06/11 12:01:22</p> <p>003110 1A6 359779</p> <p>他人不扣手續費</p> <p style="text-align: center; color: red;">電腦記錄</p> </div> <div style="width: 45%; text-align: right;"> <p>繳費日期 Payment date</p> </div> </div>														
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負責人 Owner	請填寫單位負責人(代表人)之姓名。 Please enter the name of the owner.														
行業類別代碼 Industry Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.														
受聘僱外國人名冊 Employed Foreign Worker Name List															
欄位 Field	填寫方式及說明 Guidance														
工作內容 Job Description	請具體描述外國人所擔任職務之工作內容。 Please describe specifically the tasks or duties of the position.														
其他注意事項 Others															
申請方式 Methods of application	<ol style="list-style-type: none"> 1. 網路傳輸方式申請：使用「外國專業人員工作許可申辦網」線上申辦方式辦理。 2. 書面送件方式申請： <ol style="list-style-type: none"> (1) 由專人送至機關收件櫃台辦理。 (2) 利用掛號郵寄申請，郵寄地址：100臺北市中正區中華路一段39號10樓，收件人註明：勞動力發展署（申請聘僱外國專業人員）收。 (3) 相關申請書表可至「外國人在臺工作服務網」>「申請表件」下載，或至機關收件櫃台索取。 3. 可親自辦理或委託私立就業服務機構辦理。 <p>1. Application via internet: Please use the on-line application function in Work Permit Application Webpage for Foreign Professional, the address: https://ezwp.wda.gov.tw/.</p> <p>2. Application via written correspondences:</p>														

	<p>i. Personally delivered Application to Reception Counter No. 6 for processing.</p> <p>ii Mail application via registered mail.</p> <p>iii. Related application forms can be downloaded from EZ Work Taiwan > Application Forms or obtained from the agency Reception Counter.</p> <p>3. Application can be completed personally or entrusted to a private employment service agency.</p>
<p>申辦作業時間 Application processing time</p>	<p>1. 網路傳輸方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部系統收件次日起7個工作日。</p> <p>2. 書面送件方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部收受案件次日起12個工作日。</p> <p>1. Application submitted online 7working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria.</p> <p>2. Application submitted in person 12 working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria</p>
<p>審查費繳交 Examination fee payment</p>	<p>(每案新臺幣500元)</p> <p>1. 利用郵政劃撥。劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848</p> <p>2. 至機關收件櫃台現場繳交。 (NT \$500 per case)</p> <p>1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848).</p> <p>2. Payment to the Reception Counter.</p>
<p>應備文件 Documents required</p>	<p>1. 請至「外國人在臺工作服務網」>「一般外國專業人士在臺工作」查詢。</p> <p>2. 書面送件所附相關資料係為影本者，應加註「與正本相符」之文字，並加蓋申請單位及負責人印章。</p> <p>1. Look it up at the website of EZ Work Taiwan > Foreign Professionals to Work in Taiwan.</p> <p>2. If you apply for the use of written submittals, information and certification documents are copies, they should be marked with the words: “same as originals” and stamped with the seal of applicant entity and owner.</p>
<p>親自取件 In-person Document Pickup</p>	<p>1. 如要親自取件，須填具「親自領件聲明書」並指派專人至機關收件櫃台送件申請。</p> <p>2. 於案件核准後，請憑收件(親取)回條並黏貼取件人身分證(護照或居留證)正、反面影本親自領取，倘於指定期限內未親自領取者機關將以掛號寄出。</p> <p>1. If you wishes to pick-up documents in-person, “In-person Document Pick-up Declaration” must be filled-out, and you should submit application to the agency Reception Counter.</p> <p>2. After application approval, a copy of ID (passport or ARC) and pick-up documents in-person with a receipt slip shall be attached. If documents have not been picked-up within the specified time limit, agency will mail out documents via registered mail.</p>
<p>申辦進度查詢 Application status</p>	<p>請至「外國人在臺工作服務網」>「申請進度查詢」進行查詢。</p> <p>You can check the status at the website of EZ Work Taiwan > Application Status.</p>
<p>機關網站與聯繫 Officail Websites & Contact</p>	<p>1. 勞動部勞動力發展署 Workforce Development Agency, MOL https://www.wda.gov.tw</p> <p>2. 外國人在臺工作服務網 EZ Work Taiwan https://ezworktaiwan.wda.gov.tw</p>

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| | <p>3.外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional
https://ezwp.wda.gov.tw</p> <p>4. 諮詢電話 Support Hotline : (02) 89956000</p> <p>5. 機關收件櫃台：臺北市中正區中華路一段39號10樓
Reception Counter : No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City</p> |
|--|--|

聘僱外國特定專業人才工作許可申請書 (ESP-外國特定專業人才從事運動教練/運動員專用)



Foreign Special Professional Personnel Employment Work Permit Application

單位 (雇主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

案件資訊 Application Information				
工作類別 Category	E. 運動教練及運動員 Sports coach and athlete		申請項目 Application Type	(單選 Choose One)
工作項目 Job Item	<input type="checkbox"/> 01運動教練 Sports coach <input type="checkbox"/> 02運動員 Athlete			<input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal <input type="checkbox"/> 其他 Other :
繳費資訊 Application fee	繳費日 Payment date	年 月 日 (Y) (M) (D)	郵局局號 Branch code	
	劃撥收據號碼(8碼)或交易序號(9碼) Receipt No.(8 digits) or transaction No.(9 digits)			
本申請案回函 投遞地址 Application Return Address	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	縣(County) 市(City)	鄉鎮(Town)/市(City) 區(District)	
	路(Rd.) 段(Sec.) 巷(Lane) 弄(Alley) 號(No.) 樓(F.) 街(St.)			

本申請案若係委託私立就業服務機構辦理，請勾選，並填寫以下欄位資料。
Please check if this application has been entrusted to a private employment services agency and please fill out the following information.

1. 受委託私立就業服務機構名稱： Name of commissioned private employment services agency 2. 許可證字號 License No. : 3. 專業人員 Specialist : (須親自簽名 must sign personally) 4. 聯絡電話 Contact Tel :	(單位圖記 Chop) 單位章 負責人章
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本申請案回函欲親自取件者請打「√」並加附【親自領件聲明書】。
Check for in-person document pickup and attach 【In-person Document Pickup Declaration】

收文專用區 Document Reception Use Only			
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聘僱外國特定專業人才工作許可申請書 (ESP-外國特定專業人才從事運動教練/運動員專用)



Foreign Special Professional Personnel Employment Work Permit Application

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具備外國特定專業人才資格 Foreign specialist personnel with special expertise	請至「外國專業人才延攬及僱用法資訊專頁」查詢各部會公告資格。 To check the requirement announced by Ministrys, look it up at the website of "Act for the Recruitment and Employment of Foreign Professionals" 網址(website) : https://foreigntalentact.ndc.gov.tw														
其他注意事項 Others															
申請方式 Methods of application	<ol style="list-style-type: none"> 1. 網路傳輸方式申請：使用「外國專業人員工作許可申辦網」線上申辦方式辦理。 2. 書面送件方式申請： <ol style="list-style-type: none"> (1) 由專人送至機關收件櫃台辦理。 (2) 利用掛號郵寄申請，郵寄地址：100臺北市中正區中華路一段39號10樓，收件人註明：勞動力發展署（申請聘僱外國專業人員）收。 (3) 相關申請書表可至「外國人在臺工作服務網」>「申請表件」下載，或至機關收件 														

	<p>櫃台索取。</p> <p>3. 可親自辦理或委託私立就業服務機構辦理。</p> <p>1. Application via internet: Please use the on-line application function in Work Permit Application Webpage for Foreign Professional, the address: https://ezwp.wda.gov.tw/.</p> <p>2. Application via written correspondences:</p> <p>i. Personally delivered Application to Reception Counter No. 6 for processing.</p> <p>ii Mail application via registered mail.</p> <p>iii. Related application forms can be downloaded from EZ Work Taiwan > Application Forms or obtained from the agency Reception Counter.</p> <p>3. Application can be completed personally or entrusted to a private employment service agency.</p>
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<p>審查費繳交 Examination fee payment</p>	<p>(每案新臺幣500元)</p> <p>1. 利用郵政劃撥。劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848</p> <p>2. 至機關收件櫃台現場繳交。</p> <p>(NT \$500 per case)</p> <p>1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848).</p> <p>2. Payment to the Reception Counter.</p>
<p>應備文件 Documents required</p>	<p>1. 請至「外國人在臺工作服務網」>「外國專業人才延攬及僱用法」查詢。</p> <p>2. 書面送件所附相關資料係為影本者，應加註「與正本相符」之文字，並加蓋申請單位及負責人印章。</p> <p>1. Look it up at the website of EZ Work Taiwan > Foreign Professionals to Work in Taiwan.</p> <p>2. If you apply for the use of written submittals, information and certification documents are copies, they should be marked with the words: “same as originals” and stamped with the seal of applicant entity and owner.</p>
<p>親自取件 In-person Document Pickup</p>	<p>1. 如要親自取件，須填具「親自領件聲明書」並指派專人至機關收件櫃台送件申請。</p> <p>2. 於案件核准後，請憑收件(親取)回條並黏貼取件人身分證(護照或居留證)正、反面影本親自領取，倘於指定期限內未親自領取者機關將以掛號寄出。</p> <p>1. If you wishes to pick-up documents in-person, “In-person Document Pick-up Declaration” must be filled-out, and you should submit application to the agency Reception Counter.</p> <p>2. After application approval, a copy of ID (passport or ARC) and pick-up documents in-person with a receipt slip shall be attached. If documents have not been picked-up within the specified time limit, agency will mail out documents via registered mail.</p>
<p>申辦進度查詢</p>	<p>請至「外國人在臺工作服務網」>「申請進度查詢」進行查詢。</p>

Application status	You can check the status at the website of EZ Work Taiwan > Application Status.
機關網站與聯繫 Official Websites & Contact	<ol style="list-style-type: none"> 1. 勞動部勞動力發展署 Workforce Development Agency, MOL https://www.wda.gov.tw 2. 外國人在臺工作服務網 EZ Work Taiwan https://ezworktaiwan.wda.gov.tw 3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional https://ezwp.wda.gov.tw 4. 諮詢電話 Support Hotline : (02) 89956000 5. 機關收件櫃台：臺北市中正區中華路一段39號10樓 Reception Counter : No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City

聘僱外國專業人員工作許可申請書 (F00-藝術及演藝工作專用)

Foreign Professional Personnel Employment Work Permit Application



單位 (僱主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

案件資訊 Application Information

工作類別 Category	F. 藝術及演藝工作 Artistic and show business work	申請項目 Application Type	(單選 Choose One)
工作項目 Job Item	<input type="checkbox"/> 02 藝術工作 Artistic work <input type="checkbox"/> 03 大眾傳播之演藝工作 Show Business <input type="checkbox"/> 04 公開表演之演藝工作 Performing Arts		<input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal <input type="checkbox"/> 其他 Other :

本案若係以團體形式在臺從事藝術或演藝工作，請勾選並填寫團體名稱：

Please check and fill the group name if foreign professional will work as group.

繳費資訊 Application fee	繳費日 Payment date	年 月 日 (Y) (M) (D)	郵局局號 Branch code
	劃撥收據號碼(8碼)或交易序號(9碼) Receipt No.(8 digits) or transaction No.(9 digits)		
本申請案回函 投遞地址 Application Return Address	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	縣(County) 市(City)	鄉鎮(Town)/市(City) 區(District)
	路(Rd.) 街(St.)	段(Sec.) 巷(Lane)	弄(Alley) 號(No.) 樓(F.)

本申請案若係委託私立就業服務機構辦理，請勾選，並填寫以下欄位資料。

Please check if this application has been entrusted to a private employment services agency and please fill out the following information.

1. 受委託私立就業服務機構名稱： Name of commissioned private employment services agency 2. 許可證字號 License No. : 3. 專業人員 Specialist : (須親自簽名 must sign personally) 4. 聯絡電話 Contact Tel :	(單位圖記 Chop) 單位章 負責人章
---	----------------------------

本申請案回函欲親自取件者請打「√」並加附【親自領件聲明書】。

Check for in-person document pickup and attach 【In-person Document Pickup Declaration】

收文專用區 Document Reception Use Only

收 文 章	收 文 號
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聘僱外國專業人員工作許可申請書 (F00-藝術及演藝工作專用)

Foreign Professional Personnel Employment Work Permit Application



雇主資訊 Employer Information						
單位名稱 Entity Name						
單位統一編號 Entity Tax ID No.			單位章及負責人章 Seals of Entity and Owner			
負責人 Owner			<div style="border: 1px dashed black; width: 100px; height: 100px; display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px dashed black; width: 40%; height: 40%; text-align: center;">單位章</div> <div style="border: 1px dashed black; width: 40%; height: 40%; text-align: center;">負責人章</div> </div>			
行業類別代碼 Industry Category Code						
雇主資格 Employer Qualification	<input type="checkbox"/> 學校、公立社會教育文化機構 Schools, public social education and cultural institutions <input type="checkbox"/> 觀光旅館 Tourist hotels <input type="checkbox"/> 觀光遊樂業者 Tourism and leisure industry <input type="checkbox"/> 演藝活動業者 Performing arts industry <input type="checkbox"/> 文教財團法人 Cultural and educational foundation <input type="checkbox"/> 演藝團體、學術文化或藝術團體 Performing Arts groups, academic culture or art groups <input type="checkbox"/> 出版事業者 Publishing industry <input type="checkbox"/> 電影事業者 Film industry <input type="checkbox"/> 無線、有線或衛星廣播電視業者 Wireless, cable or satellite radio and television industry <input type="checkbox"/> 藝文服務業者 Arts and literature service <input type="checkbox"/> 政府機關（構）或行政法人 Government agencies (institutions) or administrative corporation <input type="checkbox"/> 各國駐華領使館、駐華外國機構、駐華國際組織 Foreign embassies, institutions and international organizations in Taiwan					
連絡人 Contact	姓名 Name		電話 Tel		傳真 Fax	
	姓名 Name		電話 Tel		傳真 Fax	
	Email :					
本案聘僱之具體理由並說明聘僱外國人之正面效益(展延案免填)： Specific reasons for this hiring case and explanation of the positive benefits of hiring foreigner (not necessary for hiring extension):						

填表及書面送件須知 (F00-藝術及演藝工作專用)

Guidance Notes



申請書 Application Form															
欄位 Field	填寫方式及說明 Guidance														
單位(雇主)名稱 Entity Name	請填寫單位中文全名。 Please enter full entity name in Chinese.														
申請項目 Application Type	若係申請資料異動，請勾選「其他」，並填寫異動事由。 If you apply for changing information, please tick "other" and include the reason.														
繳費資訊 Application fee	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>郵局收據編號 (8碼) Receipt No.(8 digits)</p> <p>郵局局號 Branch code</p> </div> <div style="width: 50%; border: 1px solid black; padding: 5px;"> <p style="text-align: center; color: red;">存款金額</p> <p>0002660 104/06/11 12:01:22</p> <p>003110 1A6 359779</p> <p>他人不扣手續費</p> <p style="text-align: center; color: red;">電腦記錄</p> </div> <div style="width: 45%; text-align: right;"> <p>繳費日期 Payment date</p> </div> </div>														
	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>交易序號 transaction</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p style="text-align: center; color: red;">E- 8103097</p> <p style="text-align: center;">郵政劃撥儲金存款收據</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">收</td> <td style="width: 20%;">帳</td> <td style="width: 60%;">19058848</td> </tr> <tr> <td>款</td> <td>號</td> <td></td> </tr> <tr> <td>人</td> <td>戶</td> <td>勞動部勞動力發展署聘僱許可收費專戶</td> </tr> </table> </div> </div> <div style="width: 50%;"> <p>郵局局號 Branch code</p> <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> <p style="text-align: center;">經辦局章戳</p> <p style="text-align: center; font-size: small;">臺北北門郵局(901支)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">局</td> <td style="width: 80%;">號</td> </tr> <tr> <td></td> <td>000100-6</td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: large; font-weight: bold;">104.07.01</td> </tr> </table> <p style="text-align: center; font-size: small;">(請以雇主名義自行填寫)</p> </div> </div> </div>	收	帳	19058848	款	號		人	戶	勞動部勞動力發展署聘僱許可收費專戶	局	號		000100-6	104.07.01
收	帳	19058848													
款	號														
人	戶	勞動部勞動力發展署聘僱許可收費專戶													
局	號														
	000100-6														
104.07.01															
單位統一編號 Entity Tax ID No.	若係首次提出申請，請檢附統一編號編配證明影本。 For those employers that submit application for the first time, allocation notice of unified business number shall be attached														
負責人 Owner	請填寫單位負責人(代表人)之姓名。 Please enter the name of the owner.														
行業類別代碼 Industry Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.														
受聘僱外國人名冊 Employed Foreign Worker Name List															
欄位 Field	填寫方式及說明 Guidance														
工作內容 Job Description	請具體描述外國人所擔任職務之工作內容。 Please describe specifically the tasks or duties of the position.														
其他注意事項 Others															
申請方式 Methods of application	<ol style="list-style-type: none"> 網路傳輸方式申請：使用「外國專業人員工作許可申辦網」線上申辦方式辦理。 書面送件方式申請： <ol style="list-style-type: none"> 由專人送至機關收件櫃台辦理。 利用掛號郵寄申請，郵寄地址：100臺北市中正區中華路一段39號10樓，收件人註明：勞動力發展署（申請聘僱外國專業人員）收。 相關申請書表可至「外國人在臺工作服務網」>「申請表件」下載，或至機關收件櫃台索取。 可親自辦理或委託私立就業服務機構辦理。 <p>1. Application via internet: Please use the on-line application function in Work Permit Application Webpage for Foreign Professional, the address: https://ezwp.wda.gov.tw/.</p> <p>2. Application via written correspondences:</p>														

	<p>i. Personally delivered Application to Reception Counter No. 6 for processing.</p> <p>ii Mail application via registered mail.</p> <p>iii. Related application forms can be downloaded from EZ Work Taiwan > Application Forms or obtained from the agency Reception Counter.</p> <p>3. Application can be completed personally or entrusted to a private employment service agency.</p>
<p>申辦作業時間 Application processing time</p>	<p>1. 網路傳輸方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部系統收件次日起7個工作日。</p> <p>2. 書面送件方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部收受案件次日起12個工作日。</p> <p>1. Application submitted online 7working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria.</p> <p>2. Application submitted in person 12 working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria</p>
<p>審查費繳交 Examination fee payment</p>	<p>(每案新臺幣500元)</p> <p>1. 利用郵政劃撥。劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848</p> <p>2. 至機關收件櫃台現場繳交。 (NT \$500 per case)</p> <p>1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848).</p> <p>2. Payment to the Reception Counter.</p>
<p>應備文件 Documents required</p>	<p>1. 請至「外國人在臺工作服務網」>「一般外國專業人士在臺工作」查詢。</p> <p>2. 書面送件所附相關資料係為影本者，應加註「與正本相符」之文字，並加蓋申請單位及負責人印章。</p> <p>1. Look it up at the website of EZ Work Taiwan > Foreign Professionals to Work in Taiwan.</p> <p>2. If you apply for the use of written submittals, information and certification documents are copies, they should be marked with the words: “same as originals” and stamped with the seal of applicant entity and owner.</p>
<p>親自取件 In-person Document Pickup</p>	<p>1. 如要親自取件，須填具「親自領件聲明書」並指派專人至機關收件櫃台送件申請。</p> <p>2. 於案件核准後，請憑收件(親取)回條並黏貼取件人身分證(護照或居留證)正、反面影本親自領取，倘於指定期限內未親自領取者機關將以掛號寄出。</p> <p>1. If you wishes to pick-up documents in-person, “In-person Document Pick-up Declaration” must be filled-out, and you should submit application to the agency Reception Counter.</p> <p>2. After application approval, a copy of ID (passport or ARC) and pick-up documents in-person with a receipt slip shall be attached. If documents have not been picked-up within the specified time limit, agency will mail out documents via registered mail.</p>
<p>申辦進度查詢 Application status</p>	<p>請至「外國人在臺工作服務網」>「申請進度查詢」進行查詢。</p> <p>You can check the status at the website of EZ Work Taiwan > Application Status.</p>
<p>機關網站與聯繫 Officail Websites & Contact</p>	<p>1. 勞動部勞動力發展署 Workforce Development Agency, MOL https://www.wda.gov.tw</p> <p>2. 外國人在臺工作服務網 EZ Work Taiwan https://ezworktaiwan.wda.gov.tw</p>

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| | <p>3.外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional
https://ezwp.wda.gov.tw</p> <p>4. 諮詢電話 Support Hotline : (02) 89956000</p> <p>5. 機關收件櫃台：臺北市中正區中華路一段39號10樓
Reception Counter : No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City</p> |
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聘僱外國特定專業人才工作許可申請書 (FSP-外國特定專業人才從事藝術及演藝工作專用)



Foreign Special Professional Personnel Employment Work Permit Application

單位 (雇主) 名稱：
Entity (Employer) Name

單位印章：
Entity Seal

單位章

案件資訊 Application Information

工作類別 Category	F. 藝術及演藝工作 Artistic and show business work	申請項目 Application Type	(單選 Choose One)
工作項目 Job Item	<input type="checkbox"/> 02 藝術工作 Artistic work <input type="checkbox"/> 03 大眾傳播之演藝工作 Show Business <input type="checkbox"/> 04 公開表演之演藝工作 Performing Arts		<input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal <input type="checkbox"/> 其他 Other :

本案若係以團體形式在臺從事藝術或演藝工作，請勾選並填寫團體名稱：

Please check and fill the group name if foreign professional will work as group.

繳費資訊 Application fee	繳費日 Payment date	年 月 日 (Y) (M) (D)	郵局局號 Branch code
	劃撥收據號碼(8碼)或交易序號(9碼) Receipt No.(8 digits) or transaction No.(9 digits)		
本申請案回函 投遞地址 Application Return Address	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	縣(County) 市(City)	鄉鎮(Town)/市(City) 區(District)
	路(Rd.) 街(St.)	段(Sec.)	巷(Lane) 弄(Alley) 號(No.) 樓(F.)

本申請案若係委託私立就業服務機構辦理，請勾選，並填寫以下欄位資料。

Please check if this application has been entrusted to a private employment services agency and please fill out the following information.

1. 受委託私立就業服務機構名稱： Name of commissioned private employment services agency 2. 許可證字號 License No. : 3. 專業人員 Specialist : (須親自簽名 must sign personally) 4. 聯絡電話 Contact Tel :	(單位圖記 Chop) 單位章 負責人章
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本申請案回函欲親自取件者請打「√」並加附【親自領件聲明書】。

Check for in-person document pickup and attach 【In-person Document Pickup Declaration】

收文專用區 Document Reception Use Only

收 文 章		收 文 號	
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聘僱外國特定專業人才工作許可申請書 FSP-外國特定專業人才從事藝術及演藝工作專用)



Foreign Special Professional Personnel Employment Work Permit Application

雇主資訊 Employer Information					
單位名稱 Entity Name					
單位統一編號 Entity Tax ID No.			單位章及負責人章 Seals of Entity and Owner		
負責人 Owner			<div style="border: 1px dashed gray; width: 100px; height: 80px; margin: 0 auto 10px auto; display: flex; align-items: center; justify-content: center;">單位章</div> <div style="border: 1px dashed gray; width: 80px; height: 40px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">負責人章</div>		
行業類別代碼 Industry Category Code					
雇主資格 Employer Qualification	<input type="checkbox"/> 學校、公立社會教育文化機構 Schools, public social education and cultural institutions <input type="checkbox"/> 觀光旅館 Tourist hotels <input type="checkbox"/> 觀光遊樂業者 Tourism and leisure industry <input type="checkbox"/> 演藝活動業者 Performing arts industry <input type="checkbox"/> 文教財團法人 Cultural and educational foundation <input type="checkbox"/> 演藝團體、學術文化或藝術團體 Performing Arts groups, academic culture or art groups <input type="checkbox"/> 出版事業者 Publishing industry <input type="checkbox"/> 電影事業者 Film industry <input type="checkbox"/> 無線、有線或衛星廣播電視業者 Wireless, cable or satellite radio and television industry <input type="checkbox"/> 藝文服務業者 Arts and literature service <input type="checkbox"/> 政府機關（構）或行政法人 Government agencies (institutions) or administrative corporation <input type="checkbox"/> 各國駐華領使館、駐華外國機構、駐華國際組織 Foreign embassies, institutions and international organizations in Taiwan				
連絡人 Contact	姓名 Name		電話 Tel		傳真 Fax
	姓名 Name		電話 Tel		傳真 Fax
	Email :				
本案聘僱之具體理由並說明聘僱外國人之正面效益(展延案免填)： Specific reasons for this hiring case and explanation of the positive benefits of hiring foreigner (not necessary for hiring extension):					

填表及書面送件須知 (FSP-外國特定專業人才從事藝術及演藝工作專用)

Guidance Notes



申請書 Application Form													
欄位 Field	填寫方式及說明 Guidance												
單位(雇主)名稱 Entity Name	請填寫單位中文全名。 Please enter full entity name in Chinese.												
申請項目 Application Type	若係申請資料異動，請勾選「其他」，並填寫異動事由。 If you apply for changing information, please tick "other" and include the reason.												
繳費資訊 Application fee	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>郵局收據編號 (8碼) Receipt No.(8 digits)</p> <p>郵局局號 Branch code</p> </div> <div style="width: 50%; border: 1px solid black; padding: 5px;"> <p style="text-align: center; color: red;">存款金額</p> <p>0002660 104/06/11 12:01:22</p> <p>003110 1A6 359779</p> <p>他人不扣手續費</p> <p style="text-align: center; color: red;">電腦記錄</p> </div> <div style="width: 45%; text-align: right;"> <p>繳費日期 Payment date</p> </div> </div>												
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收	帳	19058848											
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人	戶	勞動部勞動力發展署聘僱許可收費專戶											
局號	000100-6												
104.07.01													
單位統一編號 Entity Tax ID No.	若係首次提出申請，請檢附統一編號編配證明影本。 For those employers that submit application for the first time, allocation notice of unified business number shall be attached												
負責人 Owner	請填寫單位負責人(代表人)之姓名。 Please enter the name of the owner.												
行業類別代碼 Industry Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.												
受聘僱外國人名冊 Employed Foreign Worker Name List													
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工作內容 Job Description	請具體描述外國人所擔任職務之工作內容。 Please describe specifically the tasks or duties of the position.												
具備外國特定專業人才資格 Foreign specialist personnel with special expertise	請至「外國專業人才延攬及僱用法資訊專頁」查詢各部會公告資格。 To check the requirement announced by Ministrys, look it up at the website of "Act for the Recruitment and Employment of Foreign Professionals" 網址(website) : https://foreigntalentact.ndc.gov.tw												
其他注意事項 Others													
申請方式 Methods of application	<ol style="list-style-type: none"> 網路傳輸方式申請：使用「外國專業人員工作許可申辦網」線上申辦方式辦理。 書面送件方式申請： <ol style="list-style-type: none"> 由專人送至機關收件櫃台辦理。 利用掛號郵寄申請，郵寄地址：100臺北市中正區中華路一段39號10樓，收件人註明：勞動力發展署（申請聘僱外國專業人員）收。 相關申請書表可至「外國人在臺工作服務網」>「申請表件」下載，或至機關收件 												

	<p>櫃台索取。</p> <p>3. 可親自辦理或委託私立就業服務機構辦理。</p> <p>1. Application via internet: Please use the on-line application function in Work Permit Application Webpage for Foreign Professional, the address: https://ezwp.wda.gov.tw/.</p> <p>2. Application via written correspondences:</p> <p>i. Personally delivered Application to Reception Counter No. 6 for processing.</p> <p>ii. Mail application via registered mail.</p> <p>iii. Related application forms can be downloaded from EZ Work Taiwan > Application Forms or obtained from the agency Reception Counter.</p> <p>3. Application can be completed personally or entrusted to a private employment service agency.</p>
<p>申辦作業時間 Application processing time</p>	<p>1. 網路傳輸方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部系統收件次日起7個工作日。</p> <p>2. 書面送件方式申請：若資料齊全，且雇主及外國人均符合所訂定的資格及條件，自本部收受案件次日起12個工作日。</p> <p>1. Application submitted online 7working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria.</p> <p>2. Application submitted in person 12 working days (counting from the next day when the application has been received), given that all the documents are complete and both the employer and employee have met the criteria</p>
<p>審查費繳交 Examination fee payment</p>	<p>(每案新臺幣500元)</p> <p>1. 利用郵政劃撥。劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848</p> <p>2. 至機關收件櫃台現場繳交。</p> <p>(NT \$500 per case)</p> <p>1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848).</p> <p>2. Payment to the Reception Counter.</p>
<p>應備文件 Documents required</p>	<p>1. 請至「外國人在臺工作服務網」>「外國專業人才延攬及僱用法」查詢。</p> <p>2. 書面送件所附相關資料係為影本者，應加註「與正本相符」之文字，並加蓋申請單位及負責人印章。</p> <p>1. Look it up at the website of EZ Work Taiwan > Foreign Professionals to Work in Taiwan.</p> <p>2. If you apply for the use of written submittals, information and certification documents are copies, they should be marked with the words: “same as originals” and stamped with the seal of applicant entity and owner.</p>
<p>親自取件 In-person Document Pickup</p>	<p>1. 如要親自取件，須填具「親自領件聲明書」並指派專人至機關收件櫃台送件申請。</p> <p>2. 於案件核准後，請憑收件(親取)回條並黏貼取件人身分證(護照或居留證)正、反面影本親自領取，倘於指定期限內未親自領取者機關將以掛號寄出。</p> <p>1. If you wishes to pick-up documents in-person, “In-person Document Pick-up Declaration” must be filled-out, and you should submit application to the agency Reception Counter.</p> <p>2. After application approval, a copy of ID (passport or ARC) and pick-up documents in-person with a receipt slip shall be attached. If documents have not been picked-up within the specified time limit, agency will mail out documents via registered mail.</p>
<p>申辦進度查詢</p>	<p>請至「外國人在臺工作服務網」>「申請進度查詢」進行查詢。</p>

Application status	You can check the status at the website of EZ Work Taiwan > Application Status.
機關網站與聯繫 Official Websites & Contact	<ol style="list-style-type: none"> 1. 勞動部勞動力發展署 Workforce Development Agency, MOL https://www.wda.gov.tw 2. 外國人在臺工作服務網 EZ Work Taiwan https://ezworktaiwan.wda.gov.tw 3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional https://ezwp.wda.gov.tw 4. 諮詢電話 Support Hotline : (02) 89956000 5. 機關收件櫃台：臺北市中正區中華路一段39號10樓 Reception Counter : No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City

外國專業人員履約工作許可申請書 (G00-外國專業人員履約工作專用)
 Foreign Professional Personnel Contract Performing Work Permit Application



案件資訊 Application Information				
工作類別 Category	G. 履約工作 Contract Performing		申請項目 Application Type	(單選 Choose One)
工作項目 Job Item				<input type="checkbox"/> 工作許可 Work Permit <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 終止履約 Terminate Contract <input type="checkbox"/> 其他 Other :
繳費資訊 Application fee	繳費日 Payment date	年 月 日 (Y) (M) (D)	郵局局號 Branch code	
	劃撥收據號碼(8碼)或交易序號(9碼) Receipt No.(8 digits) or transaction No.(9 digits)			
本申請案回函 投遞地址 Application Return Address	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	縣(County) 市(City)	鄉鎮(Town)/市(City) 區(District)	
	路(Rd.) 段(Sec.) 巷(Lane) 弄(Alley) 號(No.) 樓(F.) 街(St.)			

申請單位資訊 Applicant Entity Information						
單位名稱 Entity Name						
單位統一編號 Entity Tax ID No.				單位章及負責人章 Seals of Entity and Owner		
負責人 Owner				<div style="border: 1px dashed black; width: 100px; height: 50px; margin: 5px 0;">單位章</div> <div style="border: 1px dashed black; width: 80px; height: 40px; margin: 5px 0; float: right;">負責人章</div>		
行業類別代碼 Industry Category Code						
連絡人 Contact	姓名 Name		電話 Tel		傳真 Fax	
	姓名 Name		電話 Tel		傳真 Fax	
	Email :					

本申請案回函欲親自取件者請打「√」並加附【親自領件聲明書】。
 Check for in-person document pickup and attach 【In-person Document Pickup Declaration】

收文專用區 Document Reception Use Only			
收 文 章		收 文 號	

外國專業人員履約工作許可申請書 (G00-外國專業人員履約工作專用)
 Foreign Professional Personnel Contract Performing Work Permit Application



申請單位名稱：
Applicant Entity Name

單位印章：
Entity Seal

單位章



契約資訊 Contract Information			
契約名稱 Contract Name			
契約性質 Contract Type	<input type="checkbox"/> 承攬 Forwarder <input type="checkbox"/> 買賣 Trading <input type="checkbox"/> 技術合作 Technical Cooperation	契約價金 Contract Amount	新臺幣 NT\$
外國法人名稱 Foreign Legal Entity Name	法人登記國家或地區： Registered county or area		
國內訂約單位 Domestic Contracting Entity	統一編號： Entity Tax ID No.		
契約起迄期間 Contract Period	起 From 迄 To 年 (Y) 月 (M) 日 (D) ~ 年 (Y) 月 (M) 日 (D)		
履約工作地點 Work Address	<input type="checkbox"/> 國內訂約單位處所 Domestic Legal Entity Premises <input type="checkbox"/> 其他地點，地址： Other location, address		
所需履約人數 No. of Foreign Personnel Required	1. 本契約總計需外籍專業人員人數： 人 Total professional foreign workers required for this contract 2. 已申請許可人數： 人 No. with permits		
契約內容及外國專業人員工作事項摘要說明 Summary of contract and foreign specialist personnel's duty (請描述外國專業人員提供之技術、知識、工作場所、時間或其他補充事項) (Please describe provided technology, knowledge, workplace, time, etc.)			

履約外國人名冊(G00-外國專業人員履約工作專用)

Employed Foreign Worker Name List



申請單位名稱：
Applicant Entity Name

單位印章：
Entity Seal

單位章

No.1					
英文姓名 English Name	Surname	性別 Gender		國籍(或地區) Nationality (or region)	
	Given name	出生日期 Birthday		西元(A.D.) 年(Y) 月(M) 日(D)	
中文姓名 Chinese Name		最高學歷 Highest Level of Education		<input type="checkbox"/> 博士 Ph.D <input type="checkbox"/> 碩士 MA <input type="checkbox"/> 學士 BA <input type="checkbox"/> 專科 Vocational <input type="checkbox"/> 高中(含)以下 High School or less	
護照號碼 Passport No.					
申請工作期間 Working Period	起 From 迄 To 年(Y) 月(M) 日(D) ~ 年(Y) 月(M) 日(D)				
職稱 Job Title		工作內容 Job Description			
職業類別代碼 Occupation Category Code		工作地址 Working Address			
備註 Note					

No.2					
英文姓名 English Name	Surname	性別 Gender		國籍(或地區) Nationality (or region)	
	Given name	出生日期 Birthday		西元(A.D.) 年(Y) 月(M) 日(D)	
中文姓名 Chinese Name		最高學歷 Highest Level of Education		<input type="checkbox"/> 博士 Ph.D <input type="checkbox"/> 碩士 MA <input type="checkbox"/> 學士 BA <input type="checkbox"/> 專科 Vocational <input type="checkbox"/> 高中(含)以下 High School or less	
護照號碼 Passport No.					
申請工作期間 Working Period	起 From 迄 To 年(Y) 月(M) 日(D) ~ 年(Y) 月(M) 日(D)				
職稱 Job Title		工作內容 Job Description			
職業類別代碼 Occupation Category Code		工作地址 Working Address			
備註 Note					

填表及書面送件須知(G00-外國專業人員履約工作專用)

Guidance Notes



申請書 Application Form																					
欄位 Field	填寫方式及說明 Guidance																				
單位名稱 Entity Name	請填寫單位中文全名。 Please enter full entity name in Chinese.																				
申請項目 Application Type	若係申請資料異動，請勾選「其他」，並填寫異動事由。 If you apply for changing information, please tick "other" and include the reason.																				
繳費資訊 Application fee	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>郵局收據編號 (8碼) Receipt No.(8 digits)</p> <p>郵局局號 Branch code</p> </div> <div style="width: 45%; border: 1px solid black; padding: 5px;"> <p style="text-align: center; color: red;">存款金額</p> <p>0002660 104/06/11 12:01:22</p> <p>003110 1A6 359779</p> <p>他人不扣手續費</p> <p style="text-align: center; color: red;">電腦記錄</p> </div> </div> <p style="text-align: right; margin-right: 20px;">繳費日期 Payment date</p>																				
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負責人 Owner	請填寫單位負責人(代表人)之姓名。 Please enter the name of the owner.																				
行業類別代碼 Industry Category Code	請至「外國人在臺工作服務網」>「申請表件」>「行職業類別代碼」查詢。 Look it up at the website of EZ Work Taiwan > Application Forms > Code of Standard Industrial & Occupational Classification.																				
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工作地址 Working Address	請填寫外國人在臺主要之工作地點。若工作地址與國內訂約單位設立地址不同，應檢附該地址係合法使用之相關證明文件(例如辦公室租賃契約、工廠登記等)。 Please enter the main working address in Taiwan. If the address is not the registered address of the domestic contracting entity, supporting documents proving legitimate use are required (such as lease contract of the office, factory registration certificate).																				
其他注意事項 Others																					
申請方式 Methods of application	<ol style="list-style-type: none"> 網路傳輸方式申請：使用「外國專業人員工作許可申辦網」線上申辦方式辦理。 書面送件方式申請： <ol style="list-style-type: none"> 由專人送至機關收件櫃台辦理。 利用掛號郵寄申請，郵寄地址：100臺北市中正區中華路一段39號10樓，收件人註 																				

	<p>明：勞動力發展署（申請聘僱外國專業人員）收。</p> <p>(3)相關申請書表可至「外國人在臺工作服務網」>「申請表件」下載，或至機關收件櫃台索取。</p> <p>3. 可親自辦理或委託私立就業服務機構辦理。</p> <p>1. Application via internet: Please use the on-line application function in Work Permit Application Webpage for Foreign Professional, the address: https://ezwp.wda.gov.tw/.</p> <p>2. Application via written correspondences:</p> <p>i. Personally delivered Application to Reception Counter No. 6 for processing.</p> <p>ii Mail application via registered mail.</p> <p>iii. Related application forms can be downloaded from EZ Work Taiwan > Application Forms or obtained from the agency Reception Counter.</p> <p>3. Application can be completed personally or entrusted to a private employment service agency.</p>
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<p>審查費繳交 Examination fee payment</p>	<p>(每案新臺幣500元)</p> <p>1. 利用郵政劃撥。劃撥戶名：勞動部勞動力發展署聘僱許可收費專戶，劃撥帳號：19058848</p> <p>2. 至機關收件櫃台現場繳交。</p> <p>(NT \$500 per case)</p> <p>1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848).</p> <p>2. Payment to the Reception Counter.</p>
<p>應備文件 Documents required</p>	<p>1. 請至「外國人在臺工作服務網」>「一般外國專業人士在臺工作」查詢。</p> <p>2. 書面送件所附相關資料係為影本者，應加註「與正本相符」之文字，並加蓋申請單位及負責人印章。</p> <p>1. Look it up at the website of EZ Work Taiwan > Foreign Professionals to Work in Taiwan.</p> <p>2. If you apply for the use of written submittals, information and certification documents are copies, they should be marked with the words: “same as originals” and stamped with the seal of applicant entity and owner.</p>
<p>親自取件 In-person Document Pickup</p>	<p>1. 如要親自取件，須填具「親自領件聲明書」並指派專人至機關收件櫃台送件申請。</p> <p>2. 於案件核准後，請憑收件(親取)回條並黏貼取件人身分證(護照或居留證)正、反面影本親自領取，倘於指定期限內未親自領取者機關將以掛號寄出。</p> <p>1. If you wishes to pick-up documents in-person, “In-person Document Pick-up Declaration” must be filled-out, and you should submit application to the agency Reception Counter.</p> <p>2. After application approval, a copy of ID (passport or ARC) and pick-up documents in-person with a receipt slip shall be attached. If documents have not been picked-up within the specified</p>

	time limit, agency will mail out documents via registered mail.
申辦進度查詢 Application status	請至「外國人在臺工作服務網」>「申請進度查詢」進行查詢。 You can check the status at the website of EZ Work Taiwan > Application Status.
機關網站與聯繫 Official Websites & Contact	<ol style="list-style-type: none"> 1. 勞動部勞動力發展署 Workforce Development Agency, MOL https://www.wda.gov.tw 2. 外國人在臺工作服務網 EZ Work Taiwan https://ezworktaiwan.wda.gov.tw 3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional https://ezwp.wda.gov.tw 4. 諮詢電話 Support Hotline : (02) 89956000 5. 機關收件櫃台：臺北市中正區中華路一段39號10樓 Reception Counter : No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City

外國專業人員、僑外生工作許可審查費退費申請書(R00)

Foreign Professional/Student WP Examination Fee Refund Application



單位名稱 Entity Name							
單位統一編號 Entity Tax ID No.				負責人 Owner			
本申請案回函 投遞地址 Application Return Address	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	縣(County) 市(City)		鄉鎮(Town)/市(City) 區(District)			
	路(Rd.) 段(Sec.) 巷(Lane) 弄(Alley) 號(No.) 樓(F.) 街(St.)						
連絡人 Contact	姓名 Name		電話 Tel		傳真 Fax		
	姓名 Name		電話 Tel		傳真 Fax		
	Email :						
審查費匯款郵局名稱： Examination Fee Remittance Post Office Name							
審查費匯款日期 Examination Fee Remittance Date	年 月 日 (Y) (M) (D)		審查費匯款金額 Examination Fee Remittance Amount	新臺幣 NT\$			
退款帳戶資料 Refund Account Information							
金融機構 Financial Institution	銀行 Bank			分行 Branch			
	郵局 Post Office						
解款行代號 Benefi-ciary Bank Code							
帳號 A/C No.							
收據 Receipt	◎ 茲向勞動部申請退審查費新臺幣 _____ 元整 Applying to the Ministry of Labor for examination refund of NT\$ 年(Y) 月(M) 日(D)						
本申請案所填寫資料及檢附文件等均屬實，如有虛偽，願負法律上之一切責任。 Applicant assumes all legal responsibility if information or documents provided for this application is false. 此致 勞動部 Ministry of Labor 申請單位： (單位圖記) 負責人： (簽章) Applicant Entity: (Entity Seal) Company Owner (Seal)							

本申請案回函欲親自取件者請打「✓」並加附【親自領件聲明書】。
 Check for in-person document pickup and attach 【In-person Document Pickup Declaration】

收文專用區 Document Reception Use Only			
收 文 章		收 文 號	

填表及送件須知 (R00-審查費退費專用)

Guidance Notes



<p>應備文件 Documents required</p>	<p>1. 郵局收據正本。 2. 存摺封面影本(包含帳號及戶名，戶名須與申請單位一致)，並加蓋申請單位及負責人印章。 3. 退費原因說明書(應包含原申請類別、退費原因，加蓋申請單位及負責人印章)。如退款帳戶資料與匯存原繳款人不一致者，應說明原因並切結同意退款匯入該帳戶)</p> <p>1. Original Post Office Receipt. 2. Photocopy of passbook cover (including account number and name and the account name should be identical as the applicant, sealed by applicant entity and company owner.) 3. Reason for Refund (Should include application category, reason for refund, sealed by applicant entity and company owner. If the payer and reimbursement account information is not the same, explain reason and include affidavit agreeing to remit refund to relevant account.</p>
<p>親自取件 In-person Document Pickup</p>	<p>1. 如要親自取件，須填具「親自領件聲明書」並指派專人至機關收件櫃台送件申請。 2. 於案件核准後，請憑收件(親取)回條並黏貼取件人身分證(護照或居留證)正、反面影本親自領取，倘於指定期限內未親自領取者機關將以掛號寄出。</p> <p>1. If you wishes to pick-up documents in-person, “In-person Document Pick-up Declaration” must be filled-out, and you should submit application to the agency Reception Counter. 2. After application approval, a copy of ID (passport or ARC) and pick-up documents in-person with a receipt slip shall be attached. If documents have not been picked-up within the specified time limit, agency will mail out documents via registered mail.</p>
<p>機關網站與聯繫 Officail Websites & Contact</p>	<p>1. 勞動部勞動力發展署 Workforce Development Agency, MOL https://www.wda.gov.tw 2. 外國人在臺工作服務網 EZ Work Taiwan https://ezworktaiwan.wda.gov.tw 3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional https://ezwp.wda.gov.tw 4. 諮詢電話 Support Hotline : (02) 89956000 5. 機關收件櫃台：臺北市中正區中華路一段39號10樓 Reception Counter : No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City</p>