

勞動部令            中華民國112年10月26日  
                         勞動發事字第1120516573A號

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 (A04-不動產經紀工作專用)**  
**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	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; 原許可文號 permit No. _____ <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal 原許可文號 permit No. _____ <input type="checkbox"/> 補發 Re-issue; 許可文號 permit No. _____ <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
---	----------------------------

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	
-------------	--	-------------	--

表單編號:A04-11211

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	
負責人 Owner	<div style="border: 1px dashed gray; width: 100px; height: 100px; display: inline-block; vertical-align: middle;">單位章</div> <div style="border: 1px dashed gray; width: 80px; height: 60px; display: inline-block; vertical-align: middle; margin-left: 20px;">負責人章</div>				
行業類別代碼 Industry Category Code					
勞保證號 Labor Insurance Certificate Number					
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 checked="" type="checkbox"/> 「六大核心戰略產業」之事業單位。 <b>The qualified businesses of the six core strategic industries.</b> <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):					
補發切結 (補發務必勾選) Affidavit of Re-issuance (necessary for Re-issuance) <input type="checkbox"/> 具切結書人因不慎遺失或毀損貴部核發之工作許可函，並申請補發，如有虛構事實或其他非法行為，願負法律上一切之責任。 I applied re-issuance due to accidentally lost or damaged the work permit issued by the Ministry of Labor. If there					

表單編號:A04-11211

is any fictitious fact or violation of laws, I shall bear legal responsibility.

## 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 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.					
行動電話號碼 Mobile number		電子郵件信箱 E-mail			
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.					
行動電話號碼 Mobile number		電子郵件信箱 E-mail			
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					

表單編號: A04-11211

## 填表及書面送件須知 (A04-不動產經紀工作專用)

### Guidance Notes

<b>申請書 Application Form</b>	
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-around;"> <div style="border: 1px solid black; padding: 5px;"> <p>郵局收據編號 (8碼) Receipt No.(8 digits)</p> <p>0002660 104/06/11 12:01:22</p> <p>003110 1A6 359779</p> <p>他人不扣手續費</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>繳費日期 Payment date</p> <p>104.07.01</p> </div> </div> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;"> <p>交易序號 transaction No.</p> <p>E- 8103097</p> <p>郵政劃撥儲金存款收據</p> <p>收 帳 19058848</p> <p>款 戶 名 勞働部勞働力發展署聘僱許可收費專戶</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>郵局局號 Branch code</p> <p>000100-6</p> <p>繳費日期 Payment</p> <p>104.07.01</p> </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.
<b>受聘僱外國人名冊 Employed Foreign Worker Name List</b>	
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	<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)。

表單編號:A04-11211

	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).
<b>其他注意事項 Others</b>	
申請方式 Methods of application	<p>1. 網路傳輸方式申請：應使用「外國專業人員工作許可申辦網」線上申辦方式辦理。</p> <p>2. 經勞動部同意採書面送件方式申請：</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」&gt;「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: <a href="https://ezwp.wda.gov.tw/">https://ezwp.wda.gov.tw/</a>.</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 &gt; 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>(新聘及展延每案新臺幣500元；補發每案新臺幣100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。 (New hire and Extension NT \$500 per case ; Re-issue NT \$100 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」&gt;「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 &gt; 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>

表單編號:A04-11211

	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」&gt;「申請進度查詢」進行查詢。</p> <p>You can check the status at the website of EZ Work Taiwan &gt; 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 <a href="https://www.wda.gov.tw">https://www.wda.gov.tw</a></p> <p>2. 外國人在臺工作服務網 EZ Work Taiwan <a href="https://ezworktaiwan.wda.gov.tw">https://ezworktaiwan.wda.gov.tw</a></p> <p>3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional <a href="https://ezwp.wda.gov.tw">https://ezwp.wda.gov.tw</a></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 (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	05.移民服務工作 Immigration services		<input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension; 原許可文號 permit No. _____ <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal 原許可文號 permit No. _____ <input type="checkbox"/> 補發 Re-issue; 許可文號 permit No. _____ <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 (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
--	----------------------------

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**

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						
行業類別代碼 Industry Category Code						
勞保證號 Labor Insurance Certificate Number						
僱主資格：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 checked="" type="checkbox"/> 「六大核心戰略產業」之事業單位。 The qualified businesses of the six core strategic industries.						
<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):						
補發切結（補發務必勾選） Affidavit of Re-issuance (necessary for Re-issue) <input type="checkbox"/> 具切結書人因不慎遺失或毀損貴部核發之工作許可函，並申請補發，如有虛構事實或其他非法行為，願負法律上一切之責任。						

I applied re-issuance due to accidentally lost or damaged the work permit issued by the Ministry of Labor. If there is any fictitious fact or violation of laws, I shall bear legal responsibility.

**受聘僱外國人名冊 (A05-移民服務工作專用)**

**Employed Foreign Worker Name List**

單位(雇主)名稱：  
Entity (Employer) Name


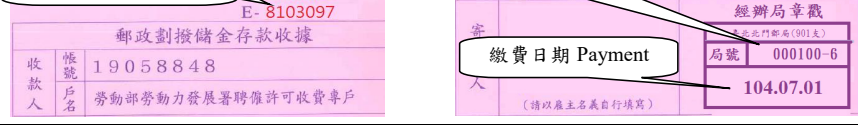
單位印章：  
Entity Seal

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.					
行動電話號碼 Mobile number		電子郵件信箱 E-mail			
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.					
行動電話號碼 Mobile number		電子郵件信箱 E-mail			
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

<b>申請書 Application Form</b>	
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; 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="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px;">                     交易序號 transaction No. E- 8103097                 </div> <div style="border: 1px solid black; padding: 5px;">                     郵局局號 Branch code                 </div> </div>  <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px;">                     繳費日期 Payment date                 </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.
<b>受聘僱外國人名冊 Employed Foreign Worker Name List</b>	
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	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	請填寫外國人在臺主要之工作地點。若工作地址與僱主單位設立地址不同，應檢附該地

Working Address	<p>址係僱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>
<b>其他注意事項 Others</b>	
申請方式 Methods of application	<p>1. 網路傳輸方式申請：應使用「外國專業人員工作許可申辦網」線上申辦方式辦理。</p> <p>2. 經勞動部同意採書面送件方式申請：</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」&gt;「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: <a href="https://ezwp.wda.gov.tw/">https://ezwp.wda.gov.tw/</a>.</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 &gt; 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>(新聘及展延每案新臺幣500元；補發每案新臺幣100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>(New hire and Extension NT \$500 per case ; Re-issue NT \$100 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」&gt;「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 &gt; Foreign Professionals to Work in Taiwan.</p> <p>2. If you apply for the use of written submittals, information and certification documents are</p>

表單編號:A05-11211

	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	<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」&gt;「申請進度查詢」進行查詢。</p> <p>You can check the status at the website of EZ Work Taiwan &gt; 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 <a href="https://www.wda.gov.tw">https://www.wda.gov.tw</a></p> <p>2. 外國人在臺工作服務網 EZ Work Taiwan <a href="https://ezworktaiwan.wda.gov.tw">https://ezworktaiwan.wda.gov.tw</a></p> <p>3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional <a href="https://ezwp.wda.gov.tw">https://ezwp.wda.gov.tw</a></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) <input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension; 原許可文號 permit No. _____ <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal 原許可文號 permit No. _____ <input type="checkbox"/> 補發 Re-issue; 許可文號 permit No. _____ <input type="checkbox"/> 其他 Other:
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"/> 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
---	----------------------------

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	

表單編號:A10-11211

**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**

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="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px dashed gray; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center;">單位章</div> <div style="border: 1px dashed gray; 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						
勞保證號 Labor Insurance Certificate Number						
僱主資格 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"/> 「六大核心戰略產業」之事業單位。 <b>The qualified businesses of the six core strategic industries.</b> <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):						
補發切結（補發務必勾選） Affidavit of Re-issuance (necessary for Re-issuance) <input type="checkbox"/> 具切結書人因不慎遺失或毀損貴部核發之工作許可函，並申請補發，如有虛構事實或其他非法行為，願負法律上一切之責任。 I applied re-issuance due to accidentally lost or damaged the work permit issued by the Ministry of Labor. If there						

表單編號:A10-11211

is any fictitious fact or violation of laws, I shall bear legal responsibility.

受聘僱外國人名冊 (A10-文化、運動及休閒服務工作專用)

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.					
行動電話號碼 Mobile number		電子郵件信箱 E-mail			
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.					
行動電話號碼 Mobile number		電子郵件信箱 E-mail			
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			

表單編號:A10-11211



備註 Note	
---------	--

**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**

<b>申請書 Application Form</b>	
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-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="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px;">           交易序號 transaction No. E- 8103097         </div> <div style="border: 1px solid black; padding: 5px;">           郵局局號 Branch code         </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.
<b>受聘僱外國人名冊 Employed Foreign Worker Name List</b>	
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	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).
<b>其他注意事項 Others</b>	
申請方式 Methods of application	1. 網路傳輸方式申請：應使用「外國專業人員工作許可申辦網」線上申辦方式辦理。 2. 經勞動部同意採書面送件方式申請： (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: <a href="https://ezwp.wda.gov.tw/">https://ezwp.wda.gov.tw/</a> . 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	(新聘及展延每案新臺幣500元；補發每案新臺幣100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。 (New hire and Extension NT \$500 per case ; Re-issue NT \$100 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 required	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，並加蓋申請單位及負責人印章。

表單編號:A10-11211

	<p>1. Look it up at the website of EZ Work Taiwan &gt; 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」&gt;「申請進度查詢」進行查詢。</p> <p>You can check the status at the website of EZ Work Taiwan &gt; Application Status.</p>
<p>機關網站與聯繫 Officail Websites &amp; Contact</p>	<p>1. 勞動部勞動力發展署 Workforce Development Agency, MOL <a href="https://www.wda.gov.tw">https://www.wda.gov.tw</a></p> <p>2. 外國人在臺工作服務網 EZ Work Taiwan <a href="https://ezworktaiwan.wda.gov.tw">https://ezworktaiwan.wda.gov.tw</a></p> <p>3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional <a href="https://ezwp.wda.gov.tw">https://ezwp.wda.gov.tw</a></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 (A13-製造業工作專用)**

**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	13. 製造業工作 Manufacturing		<input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension; 原許可文號 permit No. _____ <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal 原許可文號 permit No. _____ <input type="checkbox"/> 補發 Re-issue; 許可文號 permit No. _____ <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 (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
---	----------------------------

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 gray; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center;">單位章</div> <div style="border: 1px dashed gray; width: 80px; height: 80px; display: flex; align-items: center; justify-content: center;">負責人章</div> </div>	
單位統一編號 Entity Tax ID No.						
負責人 Owner						
行業類別代碼 Industry Category Code						
勞保證號 Labor Insurance Certificate Number						
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 checked="" type="checkbox"/> 「六大核心戰略產業」之事業單位。 The qualified businesses of the six core strategic industries.						
<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):						
補發切結(補發務必勾選) Affidavit of Re-issuance (necessary for Re-issuance)						
<input type="checkbox"/> 具切結書人因不慎遺失或毀損貴部核發之工作許可函，並申請補發，如有虛構事實或其他非法行為，願負法律上一切之責任。						

I applied re-issuance due to accidentally lost or damaged the work permit issued by the Ministry of Labor. If there is any fictitious fact or violation of laws, I shall bear legal responsibility.

## 受聘僱外國人名冊 (A13-製造業工作專用)

### 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.		電子郵件信箱 E-mail			
行動電話號碼 Mobile number					
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.		電子郵件信箱 E-mail			
行動電話號碼 Mobile number					
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					

表單編號:A13-11211

## 填表及書面送件須知 (A13-製造業工作專用)

### Guidance Notes

<b>申請書 Application Form</b>	
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	<p>郵局收據編號 (8碼) Receipt No.(8 digits)</p> <p>郵局局號 Branch code</p> <p>繳費日期 Payment date</p>
	<p>交易序號 transaction No.</p> <p>郵局局號 Branch code</p> <p>繳費日期 Payment</p>
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.
<b>受聘僱外國人名冊 Employed Foreign Worker Name List</b>	
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	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.

<p>工作地址 Working Address</p>	<p>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).</p>
<p><b>其他注意事項 Others</b></p>	
<p>申請方式 Methods of application</p>	<p>1. 網路傳輸方式申請：應使用「外國專業人員工作許可申辦網」線上申辦方式辦理。 2. 經勞動部同意採書面送件方式申請： (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」&gt;「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: <a href="https://ezwp.wda.gov.tw/">https://ezwp.wda.gov.tw/</a>. 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 &gt; Application Forms or obtained from the agency Reception Counter. 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。 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</p>
<p>審查費繳交 Examination fee payment</p>	<p>(新聘及展延每案新臺幣500元；補發每案新臺幣100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。 (New hire and Extension NT \$500 per case ; Re-issue NT \$100 per case ) 1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848). 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」&gt;「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，並加蓋申請單位及負責人印章。 1. Look it up at the website of EZ Work Taiwan &gt; Foreign Professionals to Work in Taiwan.</p>

表單編號:A13-11211



	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	<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」&gt;「申請進度查詢」進行查詢。</p> <p>You can check the status at the website of EZ Work Taiwan &gt; 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 <a href="https://www.wda.gov.tw">https://www.wda.gov.tw</a></p> <p>2. 外國人在臺工作服務網 EZ Work Taiwan <a href="https://ezworktaiwan.wda.gov.tw">https://ezworktaiwan.wda.gov.tw</a></p> <p>3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional <a href="https://ezwp.wda.gov.tw">https://ezwp.wda.gov.tw</a></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 (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	14.批發業工作 Wholesales		<input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension；原許可文號 permit No. _____ <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal 原許可文號 permit No. _____ <input type="checkbox"/> 補發 Re-issue；許可文號 permit No. _____ <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 (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
--	----------------------------

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	
-------------	--	-------------	--

表單編號:A14-11211

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 gray; width: 100px; height: 100px; margin: 5px;">單位章</div> <div style="border: 1px dashed gray; width: 100px; height: 100px; margin: 5px;">負責人章</div> </div>			
單位統一編號 Entity Tax ID No.						
負責人 Owner						
行業類別代碼 Industry Category Code						
勞保證號 Labor Insurance Certificate Number						
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 checked="" type="checkbox"/> 「六大核心戰略產業」之事業單位。 <b>The qualified businesses of the six core strategic industries.</b>						
<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):						

補發切結 (補發務必勾選) Affidavit of Re-issuance (necessary for Re-issue)

具切結書人因不慎遺失或毀損貴部核發之工作許可函, 並申請補發, 如有虛構事實或其他非法行為, 願負法律上一切之責任。

I applied re-issuance due to accidently lost or damaged the work permit issued by the Ministry of Labor. If there is any fictitious fact or violation of laws, I shall bear legal responsibility.

## 受聘僱外國人名冊 (A14-批發業工作專用)

### 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.					
行動電話號碼 Mobile number		電子郵件信箱 E-mail			
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.					
行動電話號碼 Mobile number		電子郵件信箱 E-mail			
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\$

表單編號:A14-11211

工作內容 Job Description		工作地址 Working Address	
備註 Note			

## 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	<p>郵局收據編號 (8碼) Receipt No.(8 digits)</p> <p>郵局局號 Branch code</p> <p>繳費日期 Payment date</p> <p>交易序號 transaction No.</p> <p>郵局局號 Branch code</p> <p>繳費日期 Payment</p>
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

	<p>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>
<p>工作地址 Working Address</p>	<p>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)。</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>
<p><b>其他注意事項 Others</b></p>	
<p>申請方式 Methods of application</p>	<p>1. 網路傳輸方式申請：應使用「外國專業人員工作許可申辦網」線上申辦方式辦理。</p> <p>2. 經勞動部同意採書面送件方式申請：</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」&gt;「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: <a href="https://ezwp.wda.gov.tw/">https://ezwp.wda.gov.tw/</a>.</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 &gt; 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>(新聘及展延每案新臺幣500元；補發每案新臺幣100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>(New hire and Extension NT \$500 per case ; Re-issue NT \$100 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</p>	<p>1. 請至「外國人在臺工作服務網」&gt;「一般外國專業人士在臺工作」查詢。</p>

表單編號:A14-11211

Documents required	<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 &gt; 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 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」&gt;「申請進度查詢」進行查詢。</p> <p>You can check the status at the website of EZ Work Taiwan &gt; 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 <a href="https://www.wda.gov.tw">https://www.wda.gov.tw</a></p> <p>2. 外國人在臺工作服務網 EZ Work Taiwan <a href="https://ezworktaiwan.wda.gov.tw">https://ezworktaiwan.wda.gov.tw</a></p> <p>3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional <a href="https://ezwp.wda.gov.tw">https://ezwp.wda.gov.tw</a></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 (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	15.其他工作 Others		<input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension；原許可文號 permit No. _____ <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal 原許可文號 permit No. _____ <input type="checkbox"/> 補發 Re-issue；許可文號 permit No. _____ <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 (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
--	----------------------------

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	
-------------	--	-------------	--

表單編號:A15-11211



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

僱主資訊 Employer Information						
單位名稱 Entity Name			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 gray; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center;">單位章</div> <div style="border: 1px dashed gray; width: 80px; height: 80px; display: flex; align-items: center; justify-content: center;">負責人章</div> </div>			
單位統一編號 Entity Tax ID No.						
負責人 Owner						
行業類別代碼 Industry Category Code						
勞保證號 Labor Insurance Certificate Number						
僱主資格 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"/> 「六大核心戰略產業」之事業單位。 The qualified businesses of the six core strategic industries.						
<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):						
補發切結（補發務必勾選） Affidavit of Re-issuance (necessary for Re-issuance)						
<input type="checkbox"/> 具切結書人因不慎遺失或毀損貴部核發之工作許可函，並申請補發，如有虛構事實或其他非法行為，願負法律上一切之責任。 I applied re-issuance due to accidentally lost or damaged the work permit issued by the Ministry of Labor. If there						

表單編號:A15-11211

is any fictitious fact or violation of laws, I shall bear legal responsibility.

## 受聘僱外國人名冊 (A15-其他工作專用)

### 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.		電子郵件信箱 E-mail			
行動電話號碼 Mobile number					
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.		電子郵件信箱 E-mail			
行動電話號碼 Mobile number					
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					

表單編號:A15-11211

## 填表及書面送件須知 (A15-其他工作專用)

### Guidance Notes

<b>申請書 Application Form</b>	
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-around;"> <div style="border: 1px solid black; padding: 5px;"> <p>郵局收據編號 (8碼) Receipt No.(8 digits)</p> <p>0002660 104/06/11 12:01:22 003110 1A6 359779 他人不扣手續費</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>繳費日期 Payment date</p> <p>104.07.01</p> </div> </div> <div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid black; padding: 5px;"> <p>交易序號 transaction No.</p> <p>E- 8103097</p> <p>郵政劃撥儲金存款收據</p> <p>收 帳 19058848 款 號 戶 名 人 戶 名 勞動部勞動力發展署聘僱許可收費專戶</p> </div> <div style="border: 1px solid black; padding: 5px;"> <p>郵局局號 Branch code</p> <p>繳費日期 Payment</p> <p>104.07.01</p> </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.
<b>受聘僱外國人名冊 Employed Foreign Worker Name List</b>	
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, <b>Foreign Chef Employment Application "Specific Reasons and Positive Benefits" Supplemental Explanation</b> 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	<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)。

表單編號:A15-11211

	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).
<b>其他注意事項 Others</b>	
申請方式 Methods of application	<p>1. 網路傳輸方式申請：應使用「外國專業人員工作許可申辦網」線上申辦方式辦理。</p> <p>2. 經勞動部同意採書面送件方式申請：</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」&gt;「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: <a href="https://ezwp.wda.gov.tw/">https://ezwp.wda.gov.tw/</a>.</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 &gt; 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>(新聘及展延每案新臺幣500元；補發每案新臺幣100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。 (New hire and Extension NT \$500 per case ; Re-issue NT \$100 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」&gt;「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 &gt; 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>

表單編號:A15-11211

	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」&gt;「申請進度查詢」進行查詢。</p> <p>You can check the status at the website of EZ Work Taiwan &gt; 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 <a href="https://www.wda.gov.tw">https://www.wda.gov.tw</a></p> <p>2. 外國人在臺工作服務網 EZ Work Taiwan <a href="https://ezworktaiwan.wda.gov.tw">https://ezworktaiwan.wda.gov.tw</a></p> <p>3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional <a href="https://ezwp.wda.gov.tw">https://ezwp.wda.gov.tw</a></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; 原許可文號 permit No. _____ <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal 原許可文號 permit No. _____ <input type="checkbox"/> 補發 Re-issue; 許可文號 permit No. _____ <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
---	----------------------------

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**(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  			
負責人 Owner						
行業類別代碼 Industry Category Code						
勞保證號 Labor Insurance Certificate Number						
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):						
補發切結 (補發務必勾選) Affidavit of Re-issuance (necessary for Re-issuance) <input type="checkbox"/> 具切結書人因不慎遺失或毀損貴部核發之工作許可函，並申請補發，如有虛構事實或其他非法行為，願負法律上一切之責任。 I applied re-issuance due to accidently lost or damaged the work permit issued by the Ministry of Labor. If there is any fictitious fact or violation of laws, I shall bear legal responsibility.						

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(雇主)名稱：  
Entity (Employer) Name

單位印章：  
Entity Seal

單位章

<b>No.1</b>					
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		
行動電話號碼 Mobile number		電子郵件信箱 E-mail			
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			
<b>具備外國特定專業人才資格 Foreign specialist personnel with special expertise</b>					
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____點資格) Meet the requirement of Financial expertise announced by Financial Supervisory Commission				
	<input type="checkbox"/> 法律領域(符合法務部公告為我國律師或外國法事務律師及第____點資格) Meet 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				
	<input type="checkbox"/> 國防領域(符合國防部公告第____點資格) Meet the requirement of National Defense expertise announced by Ministry of National Defense.				
<input type="checkbox"/> 數位領域(符合數位發展部公告第____點資格) Meet the requirement of Digital expertise announced by Ministry of Digital Affairs.					



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(雇主)名稱：  
 Entity (Employer) Name

單位印章：  
 Entity Seal

單位章

<b>No.2</b>					
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.					
行動電話號碼 Mobile number		電子郵件信箱 E-mail			
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____點資格) Meet the requirement of Financial expertise announced by Financial Supervisory Commission
	<input type="checkbox"/> 法律領域(符合法務部公告為我國律師或外國法事務律師及第____點資格) Meet 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


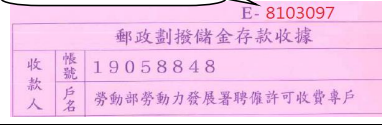

<input type="checkbox"/> 國防領域(符合國防部公告第____點資格) Meet the requirement of National Defense expertise announced by Ministry of National Defense.
<input type="checkbox"/> 數位領域(符合數位發展部公告第____點資格) Meet the requirement of Digital expertise announced by Ministry of Digital Affairs.

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-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="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， 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

表單編號:ASP-11211

	<p>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>
<p>工作地址 Working Address</p>	<p>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)。</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>
<p>具備外國特定專業人才資格 Foreign specialist personnel with special expertise</p>	<p>請至「<a href="#">外國專業人才延攬及僱用法資訊專頁</a>」查詢各部會公告資格。</p> <p>To check the requirement announced by Ministries, look it up at the website of “Act for the Recruitment and Employment of Foreign Professionals”</p> <p>網址(website) : <a href="https://foreigntalentact.ndc.gov.tw">https://foreigntalentact.ndc.gov.tw</a></p>
<p><b>其他注意事項 Others</b></p>	
<p>申請方式 Methods of application</p>	<p>1. 網路傳輸方式申請：應使用「外國專業人員工作許可申辦網」線上申辦方式辦理。</p> <p>2. 經勞動部同意採書面送件方式申請：</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」&gt;「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: <a href="https://ezwp.wda.gov.tw/">https://ezwp.wda.gov.tw/</a>.</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 &gt; 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>(新聘及展延每案新臺幣500元；補發每案新臺幣100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>

表單編號:ASP-11211

	<p>(New hire and Extension NT \$500 per case ; Re-issue NT \$100 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」&gt;「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 &gt; 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 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」&gt;「申請進度查詢」進行查詢。</p> <p>You can check the status at the website of EZ Work Taiwan &gt; 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 <a href="https://www.wda.gov.tw">https://www.wda.gov.tw</a></p> <p>2. 外國人在臺工作服務網 EZ Work Taiwan <a href="https://ezworktaiwan.wda.gov.tw">https://ezworktaiwan.wda.gov.tw</a></p> <p>3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional <a href="https://ezwp.wda.gov.tw">https://ezwp.wda.gov.tw</a></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 (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 原許可文號 permit No. _____ <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal 原許可文號 permit No. _____ <input type="checkbox"/> 補發 Re-issue 許可文號 permit No. _____ <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.) 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**

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: 50px; margin: 5px; display: flex; align-items: center; justify-content: center;">單位章</div> <div style="border: 1px dashed black; width: 80px; height: 40px; margin: 5px; display: flex; align-items: center; justify-content: center;">負責人章</div>		
行業類別代碼 Industry Category Code						
僱主資格 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):						
補發切結 (補發務必勾選) Affidavit of Re-issuance (necessary for Re-issue)						
<input type="checkbox"/> 具切結書人因不慎遺失或毀損貴部核發之工作許可函，並申請補發，如有虛構事實或其他非法行為，願負法律上一切之責任。 I applied re-issuance due to accidently lost or damaged the work permit issued by the Ministry of Labor. If there is any fictitious fact or violation of laws, I shall bear legal responsibility.						

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(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)		
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		
行動電話號碼 Mobile number		電子郵件信箱 E-mail			
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			
<b>具備外國特定專業人才資格 Foreign specialist personnel with special expertise</b>					
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____點資格) Meet the requirement of Financial expertise announced by Financial Supervisory Commission				
	<input type="checkbox"/> 法律領域(符合法務部公告為我國律師或外國法事務律師及第____點資格) Meet 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				
	<input type="checkbox"/> 國防領域(符合國防部公告第____點資格) Meet the requirement of National Defense expertise announced by Ministry of National Defense.				
<input type="checkbox"/> 數位領域(符合數位發展部公告第____點資格) Meet the requirement of Digital expertise announced by Ministry of Digital Affairs.					

表單編號:BSP-11211

備註 Note	
---------	--

**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 (雇主) 名稱：  
Entity (Employer) Name

單位印章：  
Entity Seal

單位章

<b>No.2</b>					
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		
行動電話號碼 Mobile number		電子郵件信箱 E-mail			
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___點資格) Meet the requirement of Financial expertise announced by Financial Supervisory Commission
	<input type="checkbox"/> 法律領域 (符合法務部公告為我國律師或外國法事務律師及第___點資格) Meet 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
<input type="checkbox"/> 國防領域(符合國防部公告第___點資格) Meet the requirement of National Defense expertise announced by Ministry of National Defense	



數位領域(符合數位發展部公告第\_\_\_\_\_點資格)  
 Meet the requirement of Digital expertise announced by Ministry of Digital Affairs.

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

<b>申請書 Application Form</b>														
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 style="text-align: center; color: red;">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 No.</p> <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 款 人</td> <td style="width: 20%;">帳 號</td> <td style="width: 60%;">19058848</td> </tr> <tr> <td>戶 名</td> <td colspan="2">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 style="width: 60%; text-align: center;">經辦局章戳</td> <td style="width: 40%; text-align: center;">台北門郵局(901支)</td> </tr> <tr> <td style="text-align: center;">局號</td> <td style="text-align: center;">000100-6</td> </tr> <tr> <td style="text-align: center;">金額</td> <td style="text-align: center;">104.07.01</td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: small;">(請以雇主名義自行填寫)</td> </tr> </table> </div>	收 款 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	台北門郵局(901支)	局號	000100-6	金額	104.07.01	(請以雇主名義自行填寫)
收 款 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	台北門郵局(901支)													
局號	000100-6													
金額	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.													
<b>受聘僱外國人名冊 Employed Foreign Worker Name List</b>														
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).
具備外國特定專業人才資格 Foreign specialist personnel with special expertise	請至「 <a href="#">外國專業人才延攬及僱用法資訊專頁</a> 」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)： <a href="https://foreigntalentact.ndc.gov.tw">https://foreigntalentact.ndc.gov.tw</a>
<b>其他注意事項 Others</b>	
申請方式 Methods of application	<p>1. 網路傳輸方式申請：應使用「外國專業人員工作許可申辦網」線上申辦方式辦理。</p> <p>2. 經勞動部同意採書面送件方式申請：  (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」&gt;「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: <a href="https://ezwp.wda.gov.tw/">https://ezwp.wda.gov.tw/</a>.</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 &gt; 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>(新聘及展延每案新臺幣500元；補發每案新臺幣100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。 (New hire and Extension NT \$500 per case ; Re-issue NT \$100 per case)</p> <p>1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848).</p>

表單編號:BSP-11211

	2. Payment to the Reception Counter.
應備文件 Documents required	<p>1. 請至「外國人在臺工作服務網」&gt;「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 &gt; 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 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」&gt;「申請進度查詢」進行查詢。</p> <p>You can check the status at the website of EZ Work Taiwan &gt; 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 <a href="https://www.wda.gov.tw">https://www.wda.gov.tw</a></p> <p>2. 外國人在臺工作服務網 EZ Work Taiwan <a href="https://ezworktaiwan.wda.gov.tw">https://ezworktaiwan.wda.gov.tw</a></p> <p>3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional <a href="https://ezwp.wda.gov.tw">https://ezwp.wda.gov.tw</a></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** (DSP-外國特定專業人才從事補習班外國語文教師專用)

**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. 短期補習班之專任外國語文教師 Full-time language 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 原許可文號 permit No. _____
				<input type="checkbox"/> 補件 Supplement	<input type="checkbox"/> 提前解聘 Early Dismissal 原許可文號 permit No. _____
				<input type="checkbox"/> 補發 Re-issue	<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.) 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外國語文教師專用)

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	
負責人 Owner					<div style="border: 1px dashed black; width: 100px; height: 50px; margin: 5px 0;"></div> <div style="border: 1px dashed black; width: 80px; height: 30px; margin: 5px 0;"></div>	
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):						
補發切結 (補發務必勾選) Affidavit of Re-issuance (necessary for Re-issuance) <input type="checkbox"/> 具切結書人因不慎遺失或毀損貴部核發之工作許可函，並申請補發，如有虛構事實或其他非法行為，願負法律上一切之責任。 I applied re-issuance due to accidently lost or damaged the work permit issued by the Ministry of Labor. If there is any fictitious fact or violation of laws, I shall bear legal responsibility.						

受聘僱外國人名冊 (DSP-外國特定專業人才從事補習班外國語文教師專用)

Employed Foreign Worker Name List

單位(雇主)名稱:

單位印章:

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	
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		
行動電話號碼 Mobile number		電子郵件信箱 E-mail			
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			
<b>具備外國特定專業人才資格 Foreign specialist personnel with special expertise</b>					
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___點資格) Meet the requirement of Financial expertise announced by Financial Supervisory Commission				
	<input type="checkbox"/> 法律領域(符合法務部公告為我國律師或外國法事務律師及第___點資格) Meet 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				
<input type="checkbox"/> 國防領域(符合國防部公告第___點資格) Meet the requirement of National Defense expertise announced by Ministry of National Defense					

表單編號: DSP-11211

<input type="checkbox"/> 數位領域(符合數位發展部公告第____點資格) Meet the requirement of Digital expertise announced by Ministry of Digital Affairs.	
備註 Note	

Entity (Employer) Name

Entity Seal

### 受聘僱外國人名冊 (DSP-外國特定專業人才從事補習班外國語文教師專用)

#### Employed Foreign Worker Name List

單位 (雇主) 名稱 :

Entity (Employer) Name

單位印章 :

Entity Seal

單位章

No.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.						
行動電話號碼 Mobile number		電子郵件信箱 E-mail				
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				
<b>具備外國特定專業人才資格 Foreign specialist personnel with special expertise</b>						
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____點資格) Meet the requirement of Financial expertise announced by Financial Supervisory Commission					
	<input type="checkbox"/> 法律領域 (符合法務部公告為我國律師或外國法事務律師及第____點資格) Meet 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
<input type="checkbox"/> 國防領域(符合國防部公告第_____點資格) Meet the requirement of National Defense expertise announced by Ministry of National Defense.
<input type="checkbox"/> 數位領域(符合數位發展部公告第_____點資格) Meet the requirement of Digital expertise announced by Ministry of Digital Affairs.
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外國語文教師專用)

### 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: 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; margin-top: 10px;"> <div style="width: 45%;"> <p>交易序號 transaction No.</p> <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%; text-align: center;"> <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></td> </tr> </table> <p style="font-size: small;">(請以雇主名義自行填寫)</p> </div> <div style="width: 45%;"> <p>郵局局號 Branch code</p> <p>繳費日期 Payment</p> <table border="1" style="width: 100%; text-align: center;"> <tr> <td colspan="2">經辦局章戳</td> </tr> <tr> <td>台北門郵局(901支)</td> <td></td> </tr> <tr> <td>局號</td> <td>000100-6</td> </tr> <tr> <td></td> <td>104.07.01</td> </tr> </table> </div> </div>	收	帳	19058848	款	號		人	戶		經辦局章戳		台北門郵局(901支)		局號	000100-6		104.07.01
收	帳	19058848																
款	號																	
人	戶																	
經辦局章戳																		
台北門郵局(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.																	
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	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"																	

表單編號:DSP-11211



personnel with special expertise	網址(website) : <a href="https://foreigntalentact.ndc.gov.tw">https://foreigntalentact.ndc.gov.tw</a>
<b>其他注意事項 Others</b>	
申請方式 Methods of application	<p>1. 網路傳輸方式申請：應使用「外國專業人員工作許可申辦網」線上申辦方式辦理。</p> <p>2. 經勞動部同意採書面送件方式申請：</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」&gt;「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: <a href="https://ezwp.wda.gov.tw/">https://ezwp.wda.gov.tw/</a>.</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 &gt; 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>(新聘及展延每案新臺幣500元；補發每案新臺幣100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>(New hire and Extension NT \$500 per case ; Re-issue NT \$100 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」&gt;「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 &gt; 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 Application status</p>	<p>請至「外國人在臺工作服務網」&gt;「申請進度查詢」進行查詢。 You can check the status at the website of EZ Work Taiwan &gt; Application Status.</p>
<p>機關網站與聯繫 Officail Websites &amp; Contact</p>	<p>1. 勞動部勞動力發展署 Workforce Development Agency, MOL <a href="https://www.wda.gov.tw">https://www.wda.gov.tw</a></p> <p>2. 外國人在臺工作服務網 EZ Work Taiwan <a href="https://ezworktaiwan.wda.gov.tw">https://ezworktaiwan.wda.gov.tw</a></p> <p>3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional <a href="https://ezwp.wda.gov.tw">https://ezwp.wda.gov.tw</a></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



案件資訊 Application Information				
工作類別 Category	E. 運動教練及運動員 Sports coach and athlete		(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; 原許可文號 permit No. _____ <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal 原許可文號 permit No. _____ <input type="checkbox"/> 補發 Re-issue 許可文號 permit No. _____ <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.) 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**

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: 50px; margin: 5px 0;"></div> <div style="border: 1px dashed black; width: 80px; height: 30px; margin: 5px 0;"></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):						
補發切結（補發務必勾選） Affidavit of Re-issuance (necessary for Re-issue) <input type="checkbox"/> 具切結書人因不慎遺失或毀損貴部核發之工作許可函，並申請補發，如有虛構事實或其他非法行為，願負法律上一切之責任。 I applied re-issuance due to accidently lost or damaged the work permit issued by the Ministry of Labor. If there is any fictitious fact or violation of laws, I shall bear legal responsibility.						

受聘僱外國人名冊 (ESP-外國特定專業人才從事運動教練/運動員專用)

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)		
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			
行動電話號碼 Mobile number		電子郵件信箱 E-mail				
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____點資格) Meet the requirement of Financial expertise announced by Financial Supervisory Commission					
	<input type="checkbox"/> 法律領域 (符合法務部公告為我國律師或外國法事務律師及第____點資格) Meet 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					
	<input type="checkbox"/> 國防領域 (符合國防部公告第____點資格) Meet the requirement of National Defense expertise announced by Ministry of National Defense.					
<input type="checkbox"/> 數位領域 (符合數位發展部公告第____點資格) Meet the requirement of Digital expertise announced by Ministry of Digital Affairs.						

備註 Note	
---------	--

**受聘僱外國人名冊 (ESP-外國特定專業人才從事運動教練/運動員專用)**  
**Employed Foreign Worker Name List**

單位 (雇主) 名稱：  
 Entity (Employer) Name

單位印章：  
 Entity Seal



<b>No.2</b>					
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		出生日期 Birthday		
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.					
行動電話號碼 Mobile number		電子郵件信箱 E-mail			
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___點資格) Meet the requirement of Financial expertise announced by Financial Supervisory Commission
	<input type="checkbox"/> 法律領域 (符合法務部公告為我國律師或外國法事務律師及第___點資格) Meet 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
	<input type="checkbox"/> 國防領域 (符合國防部公告第___點資格) Meet the requirement of National Defense expertise announced by Ministry of National

	Defense.
	<input type="checkbox"/> 數位領域(符合數位發展部公告第____點資格) Meet the requirement of Digital expertise announced by Ministry of Digital Affairs..
備註 Note	

## 填表及書面送件須知 (ESP-外國特定專業人才從事運動教練/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-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;">           存款金額 0002660 104/06/11 12:01:22 003110 1A6 359779 他人不扣手續費 電腦記錄         </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;"> <div style="border: 1px solid black; padding: 5px;">           交易序號 transaction No. E- 8103097 郵政劃撥儲金存款收據 19058848 勞動部勞動力發展署聘僱許可收費專戶         </div> <div style="border: 1px solid black; padding: 5px;">           郵局局號 Branch code 經辦局章戳 台北門牌店(901支) 局號 000100-6 繳費日期 Payment 104.07.01 (請以雇主名義自行填寫)         </div> </div>
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.
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) : <a href="https://foreigntalentact.ndc.gov.tw">https://foreigntalentact.ndc.gov.tw</a>
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：應使用「外國專業人員工作許可申辦網」線上申辦方式辦理。 2. 經勞動部同意採書面送件方式申請： (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」&gt;「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: <a href="https://ezwp.wda.gov.tw/">https://ezwp.wda.gov.tw/</a>. 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 &gt; Application Forms or obtained from the agency Reception Counter. 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。 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</p>
<p>審查費繳交 Examination fee payment</p>	<p>(新聘及展延每案新臺幣500元；補發每案新臺幣100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。 (New hire and Extension NT \$500 per case ; Re-issue NT \$100 per case ) 1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848). 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」&gt;「外國專業人才延攬及僱用法」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，並加蓋申請單位及負責人印章。 1. Look it up at the website of EZ Work Taiwan &gt; 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>
<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。 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」&gt;「申請進度查詢」進行查詢。</p> <p>You can check the status at the website of EZ Work Taiwan &gt; 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  <a href="https://www.wda.gov.tw">https://www.wda.gov.tw</a></p> <p>2. 外國人在臺工作服務網 EZ Work Taiwan  <a href="https://ezworktaiwan.wda.gov.tw">https://ezworktaiwan.wda.gov.tw</a></p> <p>3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional  <a href="https://ezwp.wda.gov.tw">https://ezwp.wda.gov.tw</a></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** (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 原許可文號 permit No. _____ <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal 原許可文號 permit No. _____ <input type="checkbox"/> 補發 Re-issue 許可文號 permit No. _____ <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.) 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					單位章及負責人章 Seals of Entity and Owner	
單位統一編號 Entity Tax ID No.					<div style="border: 1px dashed black; width: 100px; height: 60px; margin-bottom: 5px;"></div> <div style="border: 1px dashed black; width: 60px; height: 30px; margin-left: 100px;"></div>	
負責人 Owner						
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"/> 各國駐華領事館、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):						
補發切結 (補發務必勾選) Affidavit of Re-issuance (necessary for Re-issuance) <input type="checkbox"/> 具切結書人因不慎遺失或毀損貴部核發之工作許可函，並申請補發，如有虛構事實或其他非法行為，願負法律上一切之責任。 I applied re-issuance due to accidently lost or damaged the work permit issued by the Ministry of Labor. If there is any fictitious fact or violation of laws, I shall bear legal responsibility.						

**受聘僱外國人名冊 (FSP-外國特定專業人才從事藝術及演藝工作專用)**

**Employed Foreign Worker Name List**

單位（雇主）名稱：

單位印章：

單位章

Entity (Employer) Name

Entity Seal

No.1					
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	
行動電話號碼 Mobile number		電子郵件信箱 E-mail	<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			
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___點資格） Meet the requirement of Financial expertise announced by Financial Supervisory Commission			
	<input type="checkbox"/>	法律領域（符合法務部公告為我國律師或外國法事務律師及第___點資格） Meet 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			
	<input type="checkbox"/>	國防領域(符合國防部公告第___點資格) Meet the requirement of National Defense expertise announced by Ministry of National Defense			
<input type="checkbox"/>	數位領域(符合數位發展部公告第___點資格) Meet the requirement of Digital expertise announced by Ministry of Digital Affairs.				

表單編號:FSP-11211

備註 Note	
---------	--

**受聘僱外國人名冊 (FSP-外國特定專業人才從事藝術及演藝工作專用)**  
**Employed Foreign Worker Name List**

單位 (雇主) 名稱： Entity (Employer) Name	單位印章： Entity Seal	<div style="border: 1px dashed black; width: 100px; height: 100px; margin: 0 auto;">單位章</div>
---------------------------------------	----------------------	---

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.		電子郵件信箱 E-mail			
行動電話號碼 Mobile number					
申請聘僱期間 Employment Period	<b>起 From</b> <b>迄 To</b> 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				


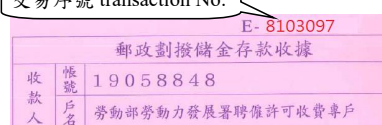
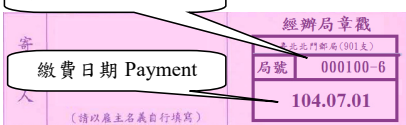
**具備外國特定專業人才資格 Foreign specialist personnel with special expertise**

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____點資格) Meet the requirement of Financial expertise announced by Financial Supervisory Commission
	<input type="checkbox"/> 法律領域 (符合法務部公告為我國律師或外國法事務律師及第____點資格) Meet 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
	<input type="checkbox"/> 國防領域 (符合國防部公告第____點資格) Meet the requirement of National Defense expertise announced by Ministry of National

	Defense.
	<input type="checkbox"/> 數位領域(符合數位發展部公告第____點資格) Meet the requirement of Digital expertise announced by Ministry of Digital Affairs.
備註 Note	

## 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-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="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px;">           交易序號 transaction No.         </div> <div style="border: 1px solid black; padding: 5px;">           郵局局號 Branch code         </div> </div>  <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px;">           繳費日期 Payment         </div> <div style="border: 1px solid black; padding: 5px;">           繳費日期 Payment date         </div> </div> 
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.
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) : <a href="https://foreigntalentact.ndc.gov.tw">https://foreigntalentact.ndc.gov.tw</a>
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：應使用「外國專業人員工作許可申辦網」線上申辦方式辦理。 2. 經勞動部同意採書面送件方式申請： (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」&gt;「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: <a href="https://ezwp.wda.gov.tw/">https://ezwp.wda.gov.tw/</a>. 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 &gt; Application Forms or obtained from the agency Reception Counter. 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。 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</p>
<p>審查費繳交 Examination fee payment</p>	<p>(新聘及展延每案新臺幣500元；補發每案新臺幣100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。 (New hire and Extension NT \$500 per case ; Re-issue NT \$100 per case ) 1. Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848). 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」&gt;「外國專業人才延攬及僱用法」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，並加蓋申請單位及負責人印章。 1. Look it up at the website of EZ Work Taiwan &gt; 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>
<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。 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」&gt;「申請進度查詢」進行查詢。</p> <p>You can check the status at the website of EZ Work Taiwan &gt; 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  <a href="https://www.wda.gov.tw">https://www.wda.gov.tw</a></p> <p>2. 外國人在臺工作服務網 EZ Work Taiwan  <a href="https://ezworktaiwan.wda.gov.tw">https://ezworktaiwan.wda.gov.tw</a></p> <p>3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional  <a href="https://ezwp.wda.gov.tw">https://ezwp.wda.gov.tw</a></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>

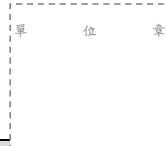


**聘僱外國特定專業人才工作許可申請書** (HSP-外國特定專業人才從事補習班技藝教師專用)

**Foreign Special Professional Personnel Employment Work Permit Application**

單位(僱主)名稱：  
Entity (Employer) Name

單位印章：  
Entity Seal



案件資訊 Application Information					
工作類別 Category	H. 短期補習班具專門知識或技術教師 Professional Knowledge or Skills for Short-term Supplementary Learning Centers		申請項目 Application Type	(單選 Choose One)	
工作項目 Job Item	<input type="checkbox"/> 01 數位遊戲 Digital gaming <input type="checkbox"/> 02 電腦動畫動漫 Computer graphics and animation <input type="checkbox"/> 03 體感科技 Sensory technology <input type="checkbox"/> 99 其他數位內容 Other digital content			<input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension 原許可文號 permit No. _____ <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 提前解聘 Early Dismissal 原許可文號 permit No. _____ <input type="checkbox"/> 補發 Re-issue 許可文號 permit No. _____ <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)  
---	---------------------

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		收	
文		文	
章		號	

**聘僱外國特定專業人才工作許可申請書** (HSP-外國特定專業人才從事補習班技藝教師專用)

**Foreign Special Professional Personnel Employment Work Permit Application**

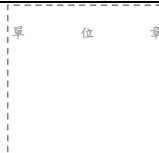
雇主資訊 Employer Information						
單位名稱 Entity Name						
單位統一編號 Entity Tax ID No.					單位章及負責人章 Seals of Entity and Owner	
負責人 Owner					<div style="border: 1px dashed black; width: 100px; height: 40px; margin: 5px auto; text-align: center;">單 位 章</div> <div style="border: 1px dashed black; width: 80px; height: 30px; margin: 5px auto; text-align: center;">負 責 人 章</div>	
行業類別代碼 Industry Category Code	859 其他教育業					
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>						
<p>補發切結 (補發務必勾選) Affidavit of Re-issuance (necessary for Re-issue)</p> <p><input type="checkbox"/> 具切結書人因不慎遺失或毀損貴部核發之工作許可函，並申請補發，如有虛構事實或其他非法行為，願負法律上一切之責任。</p> <p>I applied re-issuance due to accidently lost or damaged the work permit issued by the Ministry of Labor. If there is any fictitious fact or violation of laws, I shall bear legal responsibility.</p>						

## 受聘僱外國人名冊 (HSP-外國特定專業人才從事補習班技藝教師專用)

### Employed Foreign Worker Name List

單位(雇主)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.				
行動電話號碼 Mobile number		電子郵件信箱 E-mail		
申請聘僱期間 Employment Period	起 From 年 (Y) 月 (M) 日 (D) ~ 迄 To 年 (Y) 月 (M) 日 (D)			
職業類別代碼 Occupation Category Code	239	工作內容 Job Description	<input type="checkbox"/> 技術創作教學 Technical creation teaching <input type="checkbox"/> 實際技術教學 Technical teaching	
每月薪資 Monthly Salary	新臺幣 NT\$	工作地址 Working Address		
<b>具備外國特定專業人才資格 Foreign specialist personnel with special expertise</b>				
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___點資格) Meet the requirement of Financial expertise announced by Financial Supervisory Commission			
	<input type="checkbox"/> 法律領域(符合法務部公告為我國律師或外國法事務律師及第___點資格) Meet 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			
<input type="checkbox"/> 國防領域(符合國防部公告第___點資格) Meet the requirement of National Defense expertise announced by Ministry of National Defense.				

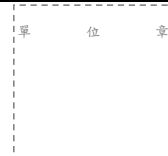
表單編號:HSP-11211

<input type="checkbox"/> 數位領域(符合數位發展部公告第____點資格) Meet the requirement of Digital expertise announced by Ministry of Digital Affairs..
備註 Note

**受聘僱外國人名冊 (HSP-外國特定專業人才從事補習班技藝教師專用)**  
**Employed Foreign Worker Name List**

單位(雇主)名稱:  
Entity (Employer) Name

單位印章:  
Entity Seal


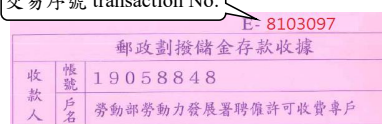
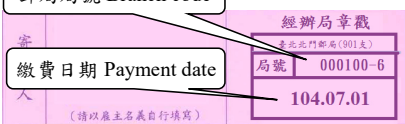


No.2			
英文姓名 English Name	Surname Given name	性別 Gender	國籍(或地區) Nationality (or region)
		出生日期 Birthday	西元 (A.D.) 年 (Y) 月 (M) 日 (D)
中文姓名 Chinese Name		最高學歷 Highest Level of Education	<input type="checkbox"/> 博士 Ph.D <input type="checkbox"/> 碩士 MA <input type="checkbox"/> 學士 BA <input type="checkbox"/> 專科 Vocational <input type="checkbox"/> 高中(含)以下 High School or less
護照號碼 Passport No.			
行動電話號碼 Mobile number		電子郵件信箱 E-mail	
申請聘僱期間 Employment Period	起 From 年 (Y) 月 (M) 日 (D)	迄 To 年 (Y) 月 (M) 日 (D)	
職業類別代碼 Occupation Category Code	239	工作內容 Job Description	<input type="checkbox"/> 技術創作教學 Technical creation teaching <input type="checkbox"/> 實際技術教學 Technical teaching
每月薪資 Monthly Salary	新臺幣 NT\$	工作地址 Working Address	
<b>具備外國特定專業人才資格 Foreign specialist personnel with special expertise</b>			
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____點資格) Meet the requirement of Financial expertise announced by Financial Supervisory Commission		
	<input type="checkbox"/> 法律領域(符合法務部公告為我國律師或外國法事務律師及第____點資格) Meet 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		

	<input type="checkbox"/> 國防領域(符合國防部公告第_____點資格) Meet the requirement of National Defense expertise announced by Ministry of National Defense
	<input type="checkbox"/> 數位領域(符合數位發展部公告第_____點資格) Meet the requirement of Digital expertise announced by Ministry of Digital Affairs.
備註 Note	

### 填表及書面送件須知 (HSP-外國特定專業人才從事補習班技藝教師專用)

#### 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	請填寫公司中文全名。 Please enter full company 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-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="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="border: 1px solid black; padding: 5px;">           交易序號 transaction No. 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.	請填寫公司之統一編號。 Please enter the company's tax ID No.
負責人 Owner	請填寫單位負責人(代表人)之國民身分證號或外僑居留證號。 Please enter the ID number or ARC number of the owner.
受聘僱外國人名冊 Employed Foreign Worker Name List	
欄位 Field	填寫方式及說明 Guidance
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，該地址應與短期補習班設立登記地址相同。 Please enter the main working address in Taiwan. The address should match the registered address of the short-term supplementary learning center.

表單編號:HSP-11211

具備外國特定專業人才資格 Foreign specialist personnel with special expertise	請至「 <a href="#">外國專業人才延攬及僱用法資訊專頁</a> 」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)： <a href="https://foreigntalentact.ndc.gov.tw">https://foreigntalentact.ndc.gov.tw</a>
<b>其他注意事項 Others</b>	
申請方式 Methods of application	1. 網路傳輸方式申請：應使用「外國專業人員工作許可申辦網」線上申辦方式辦理。 2. 經勞動部同意採書面送件方式申請： (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: <a href="https://ezwp.wda.gov.tw/">https://ezwp.wda.gov.tw/</a> . 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	(新聘及展延每案新臺幣 500 元；補發每案新臺幣 100 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。 (New hire and Extension NT \$500 per case ; Re-issue NT \$100 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 required	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。 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。 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

表單編號:HSP-11211

	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	<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」&gt;「申請進度查詢」進行查詢。</p> <p>You can check the status at the website of EZ Work Taiwan &gt; 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 <a href="https://www.wda.gov.tw">https://www.wda.gov.tw</a></p> <p>2. 外國人在臺工作服務網 EZ Work Taiwan <a href="https://ezworktaiwan.wda.gov.tw">https://ezworktaiwan.wda.gov.tw</a></p> <p>3. 外國專業人員工作許可申辦網 Work Permit Application Webpage for Foreign Professional <a href="https://ezwp.wda.gov.tw">https://ezwp.wda.gov.tw</a></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>