THE PROCEDURE OF TRANSFERRING EMPLOYERS OR JOBS FOR FOREIGNERS

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（英文）

1. Transfer-out of foreign workers

1-1. Employers will attach original copy of foreigner's agreement to transfer employers or certificate of employment and other relevant documents provided to the Ministry of Labor.

1-2. Ministry of Labor approve foreign worker transfer-out permit

Transfer of Employment Permit is valid within 60 days period.

2. Consecutively employing foreigners

2-1. Attach relevant stipulated documents forward to Public Employment Service Agency to apply for consecutive employing of foreign workers

2-2. Public Employment Service Agency verify and approve application for continue hiring qualification and document.

3. For any situation of the following, applicants may apply to the Ministry of Labor directly for consecutively employing foreigners.

(1) The original employer died or emigrated.
(2) Purchase or merge original employer's caring institutions or factories.
(3) Continuation of the original construction of major projects.
(4) Foreigner's work permit has been revoked, a new employer and the foreigner have a mutual agreement.
(5) The new employer, former employer, foreigner whose application were qualified have consent to transfer.

1-3. Transfer-out of Employment: Employer or Foreign worker has to self-registered data via Internet.
2-3. Consecutive employment: the Public Employment Service Agency should process the registration.

a. Website : https://fw.wda.gov.tw (Taiwan Workforce Development Agency Information Site of Foreign Affairs Defence/ Foreign Worker Employer Transfer)
b. If Employer or foreign worker is unable to file the Transfer-out of Employment registration procedure , they must be assisted by the Public Employment Service Agency accordingly.
c. In order to minimize the approval and processing period of the consecutive employment registration, the employer must self-register in advance.

2-4. Internet site announcement: Transfer-out of foreign worker and new employer's consecutive employment documents.

Employer and foreign worker via information self- negotiation procedure.

The new employer, original employer, and the foreign worker via 3 party agreement procedure or via 2 party agreement procedure between the new employer and the foreign worker.

3-1. The new employer must apply to the Ministry of Labor to continue the employment permit and should inform first the city or municipality where the foreigner works.

2-5. Public Employment Service Agency shall follow the priority stipulation, foreigners' expected employment location, type of job, remaining employment period and other conditions to proceed transferring process.

a. Ministry of Labor permits the Foreign worker's to Transfer of employer within the maximum of 60 days period.
b. While in the process of transfer of employment procedure, both employer and foreign worker can revise their transfer of employment requirements accordingly.

3-2. The new employer may apply to the Ministry of Labor to continue his/her work permit and attach the relevant documents.

The original former employer will accomplish the transfer of employment procedure, only then it will not oblige to any law requirements as the employer's due responsibility.

2-6. After accomplishing the Transfer of employment procedure, the Public Employment Service Agency will draw out a re-contract recruitment certificate.

3-3. Employer should apply for the extension of alien residence certificate before it expires, arrange the schedule of medical examinations and apply for labor and health insurance.

2-7. Within 3 days from the second date of hiring foreign worker, new employers should submit required documents to the foreign worker workplace for notification.

2-8. Within 15 days from the second date of obtaining the consecutive employment certificate, employers should prepare the application documents to the Ministry of Labor to apply for issuing employment permit