

# 聘僱外國專業人員工作許可申請書 (A03-財稅金融服務工作專用)

## Foreign Professional Personnel Employment Work Permit Application



單位 (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 Applica- tion Type	(單選 Choose One)
工作項目 Job Item	03.財稅金融服務工作 Tax and financial services		<input type="checkbox"/> 新聘 New Hire <input type="checkbox"/> 展延 Extension ; 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
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本申請案回函欲親自取件者請打「√」並加附【親自領件聲明書】。  
Check for in-person document pickup and attach 【In-person Document Pickup Declaration】

### 收文專用區 Document Reception Use Only

收 文 章		收 文 號	
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聘僱外國專業人員工作許可申請書 (A03-財稅金融服務工作專用)



Foreign Professional Personnel Employment Work Permit Application

雇主資訊 Employer Information						
單位名稱 Entity Name						
單位統一編號 Entity Tax ID No.			單位章及負責人章 Seals of Entity and Owner  <div style="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>			
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	(單選 Choose One) <input type="checkbox"/> 取得中央目的事業主管機關核發經營證券、期貨事業之證明 Have acquired the business license about securities, futures trading issued by the authority concerned at the central government level. <input type="checkbox"/> 取得中央目的事業主管機關核發經營金融事業之證明 Have acquired the business license about financial industry issued by the authority concerned at the central government level. <input type="checkbox"/> 取得中央目的事業主管機關核發經營保險事業之證明 Have acquired the business license about insurance industry issued by the authority concerned at the central government level. <input type="checkbox"/> 取得會計師執業登記 Have acquired the CPA's practice registration.					
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 (A03-財稅金融服務工作專用)



## 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				
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				
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 (A03-財稅金融服務工作專用)



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

	of the Employment Service Act. 2. Employment less than one month, please enter the total payment amount.
工作地址 Working Address	請填寫外國人在臺主要之工作地點。若工作地址與雇主單位設立地址不同，應檢附該地址係雇主合法使用之相關證明文件(例如辦公室租賃契約、工廠登記等)。 Please enter the main working address in Taiwan. If the address is not the registered address of the entity (employer), supporting documents proving legitimate use are required (such as lease contract of the office, factory registration certificate).
<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	<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</p>

required	<p>及負責人印章。</p> <ol style="list-style-type: none"> <li>1. Look it up at the website of EZ Work Taiwan &gt; Foreign Professionals to Work in Taiwan.</li> <li>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.</li> </ol>
親自取件 In-person Document Pickup	<ol style="list-style-type: none"> <li>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。</li> <li>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。</li> </ol> <ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol>
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	<ol style="list-style-type: none"> <li>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></li> <li>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></li> <li>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></li> <li>4. 諮詢電話 Support Hotline : (02) 89956000</li> <li>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</li> </ol>