

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



案件資訊 Application Information					
工作類別 Category	G. 履約工作 Contract Performing		(單選 Choose One)		
工作項目 Job Item	申請項目 Application Type		<input type="checkbox"/> 工作許可 Work Permit <input type="checkbox"/> 補件 Supplement <input type="checkbox"/> 終止履約 Terminate Contract 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)	
	劃撥收據號碼(8碼)或交易序號(9碼) Receipt No.(8 digits) or transaction No.(9 digits)		郵局局號 Branch code		
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.)

申請單位資訊 Applicant Entity Information						
單位名稱 Entity Name						
單位統一編號 Entity Tax ID No.				單位章及負責人章 Seals of Entity and Owner		
負責人 Owner				<div style="border: 1px dashed black; width: 100px; height: 80px; display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px dashed black; width: 40%; height: 40%; text-align: center;">單位章</div> <div style="border: 1px dashed black; width: 40%; height: 40%; text-align: center;">負責人章</div> </div>		
行業類別代碼 Industry Category Code						
連絡人 Contact	姓名 Name		電話 Tel		傳真 Fax	
	姓名 Name		電話 Tel		傳真 Fax	
	Email :					

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

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

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申請單位名稱：  
 Applicant Entity Name

單位印章：  
 Entity Seal

單位章



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



# 填表及書面送件須知(G00-外國專業人員履約工作專用)

## 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</p> <p>郵局局號 Branch code</p> <p>繳費日期 Payment</p>
單位統一編號 Entity Tax ID No.	若以自然人提出申請，請填寫自然人之國民身分證號或外僑居留證號。 In the case where the applicant is a Natural Person, enter the ID no. or ARC no..
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.
工作地址 Working Address	請填寫外國人在臺主要之工作地點。若工作地址與國內訂約單位設立地址不同，應檢附該地址係合法使用之相關證明文件(例如辦公室租賃契約、工廠登記等)。 Please enter the main working address in Taiwan. If the address is not the registered address of the domestic contracting entity, supporting documents proving legitimate use are required (such as lease contract of the office, factory registration certificate).
<b>其他注意事項 Others</b>	
申請方式 Methods of application	<ol style="list-style-type: none"> <li>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。</li> <li>2. 經勞動部同意採書面送件方式申請： <ol style="list-style-type: none"> <li>(1) 由專人送至機關收件櫃台辦理。</li> <li>(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</li> </ol> </li> </ol>

	<p>明：勞動力發展署（申請聘僱外國專業人員）收。</p> <p>(3)相關申請書表可至「外國人在臺工作服務網」&gt;「申請表件」下載，或至機關收件櫃台索取。</p> <p>3. 可由外國法人在臺分公司或辦事處、國內訂約單位或外國法人授權之代理人辦理。</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 by the branch office or representative agency of foreign legal person, the business entity with whom such foreign legal person contracted or the agent duly authorized.</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>(工作許可每案新臺幣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。 (Work permit 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 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。</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。</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>

	2. After application approval, a copy of ID (passport or ARC) and pick-up documents in-person with a receipt slip shall be attached. If documents have not been picked-up within the specified time limit, agency will mail out documents via registered mail.
申辦進度查詢 Application status	請至「外國人在臺工作服務網」>「申請進度查詢」進行查詢。 You can check the status at the website of EZ Work Taiwan > Application Status.
機關網站與聯繫 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>