

Operational Manual for Reviewing Employment Permit Application of Contract-fulfilling Foreigners



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Contents

1. Job Items and Description	2
2. Qualifications of Foreign Worker	10
3. Qualifications of Domestic Contract-concluding Unit and Application Unit	16
4. Documents for Application	23
5. Other Regulations	40

Manual Instructions:

This operational manual was published to make information public and improve the transparency of reviewing operation. It is compiled in accordance with relevant Laws and Regulations, but the reviewing criteria are still subject to the recent Laws and Regulations. In order to flexibly response various categories of application, it will be continuously added and revised then announced for any incomplete issue.

Category G (Contract-fulfilling Work)

The execution of out-sourcing, transaction, or technical cooperation contract requires a foreign legal entity to designate its employee of a foreign nationality to engage in below job items in Taiwan.

1. Job Items and Description:

(1) Items:

1. Construction and maintenance or architecture techniques (Code 01)
2. Communications and transportation (Code 02)
3. Tax and financial services (Code 03)
4. Practice of real estate agency (Code 04)
5. Immigration services (Code 05)
6. Practice of attorneys, or of patent attorneys (Code 06)
7. Practice of technicians (Code 07)
8. Health care (Code 08)
9. Environmental protection (Code 09)
10. Culture, sports, and recreation services (Code 10)
11. Academic research (Code 11)
12. Practice of veterinarians (Code 12)
13. Manufacturing (Code 13)
14. Wholesales (Code 14)
15. Other work designated by the joint consultation of the central competent authority and the central competent authorities with jurisdiction. (Code 15)
 - (a.) Foreigners engaged in management, design, planning or consultation in the professional, scientific or technical service business.
 - (b.) Foreigners worked as a chef in the catering industry.

(2) Descriptions:

Code	Job Items	Descriptions	Review Criteria
01	Construction and maintenance or architecture techniques	Technical instruction or quality control of construction and maintenance as well as planning, design, supervision or technical advice of architecture project.	<p>1. Shall fill “Category G” in the category of occupations in the application form.</p> <p>2. According to Article 11-3 of Regulations on the Permission and Administration of the Employment of Foreign Workers, in the event that the qualification requirements to be obtained for a foreign worker to allow him/her to engage in the jobs under Subparagraph 1 or 2 of Paragraph 1 of Article 46 of the Act are consistent with certain methods and conditions of professional practice, such foreign worker shall additionally satisfy the requirements by the laws and regulations promulgated by the central competent authority with jurisdiction. Therefore, if the job item applied by the foreign worker requires our nation’s vocational license or certificate, the qualification and job content shall follow the requirements by the laws and regulations promulgated by the central competent authority with jurisdiction.</p> <p>3. Foreigners perform the work of air-transportation</p>
02	Communications and transportation		
	1. Jobs relevant to land transportation business	1-1 Planning, designing, implementation & supervision, consulting & operation and maintenance work for railways, highways and mass rapid transit systems (MRT).	
		1-2 Installations, maintenance, technical supervision, testing and operations of the facilities for passenger and cargo carriages for railways, highways and MRT that are either imported from foreign countries or manufactured domestically by foreign companies.	
		1-3 Examination and testing of instruments purchased overseas and R&D work that can help upgrade land transportation techniques.	
	2. Jobs relevant to maritime and aviation transportation business	2-1 Planning, designing, implementation & supervision and evaluations of harbors and piers.	
		2-2 Management of commercial harbor facilities and salvage work, the construction, maintenance, installations, technical supervision, testing and operations of the facilities, and R&D work that can help upgrade harbor operation techniques.	
		2-3 Constructing and maintenance of ships and containers and the	

Code	Job Items	Descriptions	Review Criteria	
		R&D work that can help upgrade related techniques.	or test-fly, pilot training, commercial aircraft flying, domestic commercial (aircraft) flying, aircraft engine, fuselage or electronic communication visa related field shall submit the application with Code 02 Communications and Transportation (Sea Transportation). Nevertheless, domestic contract-concluding unit that does not comply with contract of civil aviation transportation industry qualified training institution shall submit the application with Code 15.	
		2-4 Training and management of personnel in the maritime industry and other work that can help upgrade the development of maritime business.		
		2-5 Planning and construction of civil aviation terminals and supporting facilities.		
		2-6 Maintenance, purchasing of aircraft that can help upgrade air transportation techniques, civil aviation facility check and technical supervision.		
		2-7 Personnel training, operational management, transportation of aircrafts, test flies, training of pilots and co-pilots, commercial aviation and other R&D work that helps to upgrade air transportation development.		
	3.Postal industry	3-1 Planning, designing, examination, implementation & supervision of postal machinery and facility systems.	4. Besides, contracts of non-tethered balloon pilot shall be reviewed in accordance with Article 17 and 18. If the domestic contract-concluding unit runs general aviation business, it shall submit the application with Code 02. As for tethered balloon pilot's domestic contracting unit (without the qualification of general aviation business), it shall submit the application with Code 15.	
		3-2 Verification and production supervision of instruments purchased overseas and R&D work that can help upgrade postal techniques.		
		3-3 Research, designing, technical supporting, maintenance of postal machinery and facilities and personnel training.		
	4.Telecommunications	4-1 Planning, designing, implementation & supervision of telecommunication engineering and techniques.		5. The job “chef” stated in Code 02 Communications and Transportation (Tourism Industry) and Code15 (Catering Industry) is defined as
		4-2 Examination, manufacturing, technical supervision of instruments purchased overseas		

Code	Job Items	Descriptions	Review Criteria
		and R&D work that can help upgrade telecommunication techniques.	<p>shown below (in accordance with the Standard Classification of Occupations of Directorate-General of Budget, Accounting and Statistics, Executive Yuan):</p> <p>(1)Executive Chef: Refers to the person who monitors and plans cooking relevant works at the catering location, designs the menu and makes the dishes creative. However, cooking is not on the list of the person's jobs.</p> <p>(2)Chef: Refers to the person who performs cooking at hotel, in the restaurant or in / at any other locations. However, cooking simple or pre-made fast food are not included (such as commis III and sous-chef)</p> <p>6. Code10 Culture, Sports, and Recreation Services: Foreigner who comes to Taiwan to perform Code 10 sports training and instruction works shall instruct our nation's technicians in relevant fields (such as seed teachers, performing artists etc.) and shall not give relevant sports trainings directly to citizens of our nation.</p> <p>7. Code11Academic research: If the domestic</p>
		4-3 Research, designing, technical supporting, technical supervision and maintenance of telecommunication facilities.	
		4-4 Telecommunication personnel training.	
		4-5 Designing and technical supports for telecommunication value-added network.	
		4-6 Planning, designing, implementation & supervision of radio wave techniques used in radio and television broadcasting.	
	5.Tourism industry	5-1 Operational management of tourist hotels and travel industries, tour guides, tour leaders and other R&D work that helps upgrade the tourism industry.	
		5-2 Tourist hotel, hotel operation and food & beverage techniques that are lacking in this country.	
		5-3 Planning, developing and operational management of tourist attractions or recreation areas.	
	6. Meteorology industry	6-1 Collection, evaluation, management, supplying and information exchange of the international meteorology, earthquakes, and marine meteorology.	
		6-2 Technical research and supervision of meteorology, earthquakes, and marine meteorology.	
		6-3 Testing and maintenance supervision of instruments purchased overseas and R&D work that can help upgrade meteorology, earthquakes, and	

Code	Job Items	Descriptions	Review Criteria
		marine meteorology techniques.	contract-concluding unit that employs a foreigner to perform research work is an institution of higher education or an academic research institution or teaching hospital whose registration is approved by the central governing authorities pursuant to laws, it shall submit the application with Code 11
		6-4 Incubation and training of personnel related to meteorology, earthquakes, and marine meteorology and the recognition and verification of meteorology, earthquakes, marine meteorology, volcano and seismic sea wave.	
	7. Relevant planning and management jobs in above industries.	Relevant planning and management jobs referred to in above Subparagraph.	
03	Tax and financial services		8. If the foreign worker fulfilling the contract seems to perform blue-collar work, the county (city) government will be asked to make a visit.
	1. Job relevant to securities & future trading	1-1 Planning, research, analysis, management, and new technique initiation work on securities and marketable securities.	
		1-2 Future trading, investment, analysis, auditing in the financial and business sectors, or new techniques initiation.	
	2. Job relevant to financial industry	Financial industry: depositing, crediting, investing, trusting, foreign exchange, other financial businesses recognized by the central competent authorities, along with authority concerned at the central government level and the planning, research & analysis, management & consulting work of these business sectors.	
	3. Job relevant to insurance industry	Insurance industry: Claims for life or property insurance, approval of insurance policy, actuary, investment, information, re-insurance, insurance brokerage, insurance agent, training, notarization, engineering, risk management or new techniques initiation.	
	4. Job relevant to	Assisting business accounting	

Code	Job Items	Descriptions	Review Criteria
	assisting business accounting affairs.	affairs.	
	5. Job relevant to assisting businesses or services specified by the CPA Guidelines.	Assisting businesses or services specified by the CPA Guidelines.	
04	Job relevant to real estate agency	Brokerage or selling of real estates	
05	Job relevant to immigration services	1. Consultation of immigration fund and brokerage services related to investment immigrating. The idea is to protect the rights of the immigrants.	
		2. Other consultation services related to immigration.	
06	Practice of attorneys, or of patent attorneys		
07	Practice of technicians		
08	Job relevant to health care	1. Physician, traditional Chinese medical practitioner, dentist, pharmacist, medical technologist, medical radiation technologist, physical therapist, licensed nurse, nutrition specialist, clinical psychologist, counseling psychologist, respiratory therapist, speech pathologist, dental technician, licensed midwife, an occupational therapist, or audiologist relevant jobs.	
		2. Other than the professionals as set forth in the preceding Paragraph, any other medical specialist or technician whom is recognized as necessary in healthcare business by the joint consultation of the central governing authority	

Code	Job Items	Descriptions	Review Criteria
		and central competent authorities.	
09	Job relevant to environmental protection	1. Personnel training.	
		2. Research and development of techniques.	
		3. Installations, operations and maintenances of pollution-prevention instruments.	
10	Job relevant to culture, sports, and recreation services		
	1. Job relevant to publication industry	Management, foreign-language scriptwriting, editing, translation or compilation for newspapers, magazines or books; management, production or music composing, new facilities & techniques initiation for audio publication.	
	2. Job relevant to motion picture industry	Motion picture production, screenplay writing, art designing, promotion, direction, or new techniques initiation.	
	3. Job relevant to wireless, cable, and satellite broadcasting (including program supply business) industries	Program designing and production, foreign-language scriptwriting, translation & editing, announcing & dubbing, directing & program hosting, management or new techniques initiation.	
	4. Job relevant to service industry related to arts, culture and sports	Literary work, commentary, operation and management of arts & culture activities, agents for art talents and models, operation & management of sports venues, judges (referees) for sports competition, sports (training) instructor, or organizer for sports	

Code	Job Items	Descriptions	Review Criteria
		events.	
	5. Job relevant to library and archive preserving industries:	Data collecting and maintaining, transformation of data into photographs, maps, audio tapes, video tapes and other preservation or management format.	
	6. Job relevant to museums, historical heritages and other organizations dedicated to preserving cultural assets	Preservation, maintenance, display and demonstration (exhibition), education or management of various cultural assets or other cultural assets worthy of preservation.	
	7. Job relevant to recreational and service industries	Operation and management of theme parks or playgrounds.	
11	Academic research		
12	Job relevant to veterinarians		
13	Job relevant to manufacturing	Jobs including operational management, research, analysis, design, planning, maintenance, consultation, instrument installation and technical supervision.	
14	Job relevant to wholesales	Jobs including operational management, design, planning and technical supervision.	
15	Other work designated as per the joint consultation of the central competent authority and the central competent authorities with jurisdiction.	1. Management, design, planning or consultation in the professional, scientific or technical service business.	
		2. Chef in the catering industry	

2. Qualifications of Foreign Worker

Serial No.	Qualifications	Relevant Laws and Regulations	Review Criteria
1	Qualification of Foreign Worker(s)	<p>Article 7 of Review Criteria:</p> <ol style="list-style-type: none"> 1. A foreign worker whose engagement of work is less than 90 days will not be bound to Article 5 of Review Criteria. 2. If the number of days when the foreign employee has worked to fulfill the contract(s) within one year prior to the application date, and the number of days that the employer submits the application, total more than ninety days, the foreign employee shall still be bound to Subparagraphs 1, 2, and 4 of Article 5. 	<ol style="list-style-type: none"> 1. A foreigner who fulfills the contract work and whose period of stay allowed by the visa as a work permit is within thirty days is exempted from applying for the work permit. The period of stay shall be calculated based on one's immigration records and those who leave and then enter the country shall have the period of stay recalculated. (Subparagraph 1 of Paragraph 1 of Article 5 of Regulations on the Permission and Administration of the Employment of Foreign Workers) 2. A foreign worker whose period of stay is thirty-one days or more but not over ninety days shall not be limited to general qualifications. However, the said foreign worker shall comply with specific qualifications. Besides, the application shall be submitted within thirty days following the said foreign worker's entry into Taiwan. 3. A foreign worker whose period of stay is over 91

Serial No.	Qualifications	Relevant Laws and Regulations	Review Criteria
			days shall comply with general and specific qualifications.
	1. General Qualifications	<p>Complied with Subparagraph 1, 2 or 4 of Review Criteria:</p> <ol style="list-style-type: none"> 1. Subparagraph 1: Acquire certificates or operation qualifications through the procedures specified in the Examinations of Specific Profession and Technician Guidelines. 2. Subparagraph 2: Acquire credentials of Master degree or above from universities in the ROC or in foreign countries or acquire Bachelor degree and with more than two years work experiences in the specific field. 3. Subparagraph 4: Specialists who have been trained professionally or self-taught in the specific field and have more than five years experiences in related skills and have demonstrated outstanding performances. 	<ol style="list-style-type: none"> 1. The first subparagraph refers to those who have obtained the qualifications of examinations held by the Ministry of Examination. 2. Each country's educational systems stated in Subparagraph 2 shall be determined in accordance with each country's educational administrative organization and educational system or Ministry of Education's Reference List of Foreign Universities 3. More than two years of work experiences refer to relevant work experiences after the graduation, where the internships and part-time jobs during the period of school shall not be calculated (Explanation No. 0930201811 issued by the Ministry of Labor on the 19th of April 2004) 4. Review criteria referred to in Subparagraph 4 is shown below: (1) Foreign specialists who have been trained professionally or self-taught in the specific field and have

Serial No.	Qualifications	Relevant Laws and Regulations	Review Criteria
			<p>demonstrated outstanding performances refers to their possession of work related certificates, professional training certificates, books, papers, patents and inventions, or records of winning international skill competitions. The employer is therefore required to attach one of abovementioned certification documents of the foreign worker and documents evidencing the foreign worker's over-five-year work experience (such work experience shall be related to the applied job)</p> <p>(2) A foreign worker whose work experience in relevant field is over 10 years shall, if unable to provide documents evidencing trainings and outstanding performance, be replaced by a recommendation letter issued by his / her (ex-) employer. Besides, the said recommendation shall state the foreign worker's job position, work content, work period and special contributions.</p>

Serial No.	Qualifications	Relevant Laws and Regulations	Review Criteria
			(3) Documents indicated above remains questionable after confirmation, the county (city) government will be asked to make an visit.
	2. Specific qualifications	<p>Review Criteria:</p> <p>1. Transportation business in Article 11-20</p> <p>(1) The tour guide or leader of tourism business shall achieve practice license; manager of travel business shall achieve certificate of manager</p> <p>(2) The personnel of aircraft shipping or trial flight shall achieve pilot qualification, valid test certificate of model employer required and medical certificate.</p> <p>(3) The pilot of aircraft shall achieve trainer qualification, valid test certificate of model employer required and medical certificate.</p> <p>(4) The pilot of aircraft operation shall achieve qualification of civil aviation pilot, valid test certificate of model employer required and medical certificate.</p> <p>(5) The pilot of local general aviation business shall achieve pilot qualification, valid test certificate of model employer required and qualified medical certificate.</p> <p>(6) The personnel who engage in visa relevant to aircraft engine, body or</p>	<p>1. The professional qualification or certificate required for the foreign worker shall be identified based on each subparagraph.</p> <p>2. The certificate, valid test certificate and medical certificate of the foreign worker listed at left side engaged in tour guide, tour leader, aircraft shipping or trial flight, aircraft pilot training, aircraft operation, pilot of local general aviation business and visa of aircraft engine, body or communication electronics shall be still valid during application of employment permit.</p> <p>3. The application for pilot of hot-air balloon shall attach certificate of foreign worker engaged in tethered hot-air balloon operation issued by Civil Aeronautics Administration, Ministry of Transportation and Communications.</p> <p>4. The application for the personnel at medical</p>

Serial No.	Qualifications	Relevant Laws and Regulations	Review Criteria
		<p>communication electronics shall have valid test certificate and 5 years or more of work experiences relevant to aircraft maintenance or related technical areas</p> <p>2. The personnel of real estate brokerage in Article 22 shall achieve obtain a real estate broker certificate issued by the municipality or county (city) competent authority, or a real estate broker certificate issued by the organization or association designated by the authority concerned at the central government level.</p> <p>3. The personnel of immigration business in Article 23:</p> <p>(1) Those who engage in immigration business above for two years or more or worked as immigration officer responsible for immigration visa for one year or more or with attorney qualification.</p> <p>(2) Those who engage in the business relevant to immigration for one year or more.</p> <p>4. The attorney in Article 24 shall be attorney of R.O.C. or solicitor of foreign law.</p> <p>5. The patent attorney in Article 25-1 shall have qualification of patent attorney.</p> <p>6. The practice technician in Article 26 shall achieve the practice license issued by authority concerned at the</p>	<p>institution in Article 27 of Examination Standard: Before the foreign worker took technical exam and achieved medical certificate issued by competent authority, he/she may attach acceptance transcript by Ministry of Examination as alternative one. (There are 2 tests for doctor examination. It shall subject to the pass mark in the 2nd test.)</p>

Serial No.	Qualifications	Relevant Laws and Regulations	Review Criteria
		<p>central government level in accordance with Professional Engineers Act.</p> <p>7. The personnel at medical institution in Article 27 shall be doctor, traditional Chinese physician, dentist, pharmacist, medical laboratory scientist, radiologist, physical therapist, occupational therapist, registered nurse, nutritionist, clinical psychologist, consultative psychologist, respiratory therapist, speech therapist, audiologist, certified dental technician and midwife with professional medical certificate.</p> <p>8. The vet in Article 33 shall achieve vet certificate issued by the Central Competent Authority with jurisdiction.</p>	

3. Qualifications of Contract-concluding Unit and Application Unit

Serial No.	Qualifications	Relevant Laws and Regulations	Review Criteria
1	Qualification of domestic contract-concluding unit:	<p>1. Shall be juridical person in accordance with Subparagraph 2 of Paragraph 2 of Article 7 of Regulations on the Permission and Administration of the Employment of Foreign Workers.</p> <p>2. Domestic contract-concluding unit shall be in compliance with the enterprise or industry type (such as the contract-concluding unit of culture, sports and recreation services) regulated in special professions or technical assignments. Besides, contract-fulfilling foreign worker shall be engaged in jobs of Code 01, 02, 03, 06, 07, 08, 09, 10 (Subparagraph 5 and 6 of Article 31 of review criteria) , 11 and 12. Domestic contract-concluding unit shall obtain permit certificate, license or approval and registration relevant documents issued by competent authority. The review criteria is shown below:</p> <p>(1) Domestic contract-concluding unit that employs a foreign worker engaged in construction industry business should be equipped with one of</p>	<p>1. Architects with more than two years' experiences in the construction field stated in Article 9 refers to domestic contract unit's two years of work experiences after obtaining the operation certificate.</p> <p>2. Transportation industry shall acquire permit issued by the industry authority at the central government level stated in Article 10 does not include permit issued by local governments. For example, hotel or B&B business approved by county (city) government.</p>

Serial No.	Qualifications	Relevant Laws and Regulations	Review Criteria
		<p>below qualifications (Code 01, Article 9):</p> <p>a. Construction enterprises that have obtained permits and have registered with the competent authorities with jurisdiction.</p> <p>b. Architects who have obtained operation certificates and have more than two years' experiences in the construction field.</p> <p>(2) Domestic contract-concluding unit that employs a foreign worker engaged in communication and transportation business should acquire the business license issued by the central competent authority with jurisdiction. (Code 02, Article 10):</p> <p>(3) Tax and financial services (Code 03, Article 21)</p> <p>a. Foreign worker engaged in securities and future trading, financial industry, insurance industry and business accounting affairs should acquire the business license about securities, futures trading, financial industry or insurance industry issued by the central competent</p>	

Serial No.	Qualifications	Relevant Laws and Regulations	Review Criteria
		<p>authority with jurisdiction.</p> <p>b.Domestic contract-concluding unit that employs a foreign worker assisting businesses or services specified by the GPA Guidelines should acquire the CPA's practice registration.</p> <p>(4) Domestic contract-concluding unit that employs a foreign worker engaged in practice of immigration services should be an immigration services organization (Code 05, Article 23).</p> <p>(5) Domestic contract-concluding unit that employs a foreign worker engaged in practice of lawyer / attorney should be lawyer / attorney recognized in Taiwan or specialized in foreign laws (Code06, Article 25).</p> <p>(6) Domestic contract-concluding unit that employs a foreign worker engaged in practice of patent attorneys should be a firm that operates and handles patent business, and be patent attorney of Taiwan, attorney of Taiwan or</p>	

Serial No.	Qualifications	Relevant Laws and Regulations	Review Criteria
		<p>patent agent of Taiwan (Code 06, Article 25-1).</p> <p>(7) Domestic contract-concluding unit that employs a foreign worker engaged in practice of professional engineers should acquire professional engineering consulting firm registration certificate or business license issued by the competent authority. (Code 07, Article 26).</p> <p>(8) Domestic contract-concluding unit that employs a foreign worker engaged in practice of healthcare should be a medical organization, health-care organization, pharmacist and pharmacy, non-profit healthcare organization, other organizations allowed for foreigner-recruitment that recognized by the central competent authorities along with the central competent authority with jurisdiction. (Code 08, Article 28).</p> <p>(9) Domestic contract-concluding unit that employs a foreign worker engaged in practices of environmental protection should be environment examination and examination</p>	

Serial No.	Qualifications	Relevant Laws and Regulations	Review Criteria
		<p>organization, waste (sewage) water disposal operator, cleaning agency that handles the sewage-water disposal facilities for (office and apartment) buildings, garbage disposal agency, and other work / industries allowed for foreigner-recruitment recognized by the central competent authorities along with the central competent authority with jurisdiction. (Code 09, Article 30).</p> <p>(10) Domestic contract-concluding unit that employs a foreign worker engaged in culture, sports and recreation services should be (Code 10, Article 31):</p> <p>a. Domestic contract-concluding unit that employs a foreign worker engaged in practices of management, foreign-language scriptwriting, editing, translation or compilation for newspapers, magazines or books; or management, production or music composing, new facilities & techniques initiation for audio</p>	

Serial No.	Qualifications	Relevant Laws and Regulations	Review Criteria
		<p>publication should be in the publication Industry</p> <p>b.Domestic contract-concluding unit that employs a foreign worker engaged in practices of motion picture production, screenplay writing, art designing, promotion, direction or new techniques initiation should be in the motion picture industry</p> <p>c.Domestic contract-concluding unit that employs a foreign worker engaged in practices of program designing and production, foreign-language scriptwriting, translation & editing, announcing & dubbing, directing & program hosting, management or new techniques initiation should be in the wireless, cable, and satellite broadcasting (radio and television) industries</p> <p>d.Domestic contract-concluding unit that employs a foreign worker engaged in practice of</p>	

Serial No.	Qualifications	Relevant Laws and Regulations	Review Criteria
		<p>literary work, commentary, operation and management of arts & culture activities, agents for art talents and models, operation & management of sports venues, judges (referees) for sports competition, sports (training) instructor or organizer for sports events should be in the service industry related to arts, culture and sports.</p> <p>e. Domestic contract-concluding unit that employs a foreign worker engaged in practices of library and archive preserving industries should acquire the publication industry license or archive preservation industry license issued by the competent authority.</p> <p>f. Domestic contract-concluding unit that employs a foreign worker engaged in practices of museums, historical heritages and other organizations dedicated to preserving cultural assets should acquire</p>	

Serial No.	Qualifications	Relevant Laws and Regulations	Review Criteria
		<p> museum license or historical heritages license issued by the competent authority. g.Domestic contract-concluding unit that employs a foreign worker engaged in practices of operation and management of theme parks or playgrounds should be in the recreation and service industry. (11)Domestic contract-concluding unit that employs a foreign worker engaged in practices of research work should be college or above, or an academic research institution or teaching hospital whose registration is approved by the central competent authorities pursuant to laws (Code11, Article 32). (12)Domestic contract-concluding unit that employs a foreign worker engaged in practices of veterinarians should be a veterinarian clinic or other organizations recognized by the central competent authorities along with the central competent authority with jurisdiction. should obtain </p>	

Serial No.	Qualifications	Relevant Laws and Regulations	Review Criteria
		<p>the veterinarian certificate issued by the latter (Code12, Article 33).</p> <p>(13)Domestic contract-concluding unit that employs a foreign worker engaged in practices of operational management, research, analysis, design, planning, maintenance, consultation, instrument installation and technical supervision should be in the manufacturing industry (Code13, Article 34).</p> <p>(14)Domestic contract-concluding unit that employs a foreign worker engaged in practices of operational management, design, planning and technical supervision should be in the wholesale business (Code14, Article 35).</p> <p>(15)Domestic contract-concluding unit that employs a foreign worker engaged in practices of catering chef in other work designated as per the joint consultation of the central competent authority and the central competent authority with jurisdiction should be in the catering industry (Code15, Subparagraph 15 of</p>	

Serial No.	Qualifications	Relevant Laws and Regulations	Review Criteria
		Article 4).	
2	Qualification of contract-fulfilling application unit	<p>According to Paragraph 3 of Article 51 of Employment Service Act, the contract-fulfilling application unit shall be in compliance with one of the following conditions:</p> <ol style="list-style-type: none"> 1. Foreign juridical person's branch office established in Taiwan 2. Foreign juridical person's representative office established in Taiwan 3. Domestic contract-concluding unit shall be a juridical person by laws. Those that acquire approvals from the central competent authority with jurisdiction shall attach an operation certificate. 4. Foreign juridical person's authorized agent 	Agent authorized by a foreign juridical person shall attach the authorization letter.

4. Documents for Application

Serial No.	Prerequisite Documents	Review Content	Notes
1	Original receipt of examination fee	<ol style="list-style-type: none"> 1. The receipt of reviewing fee may be exempted. However, employers may still be requested to attaché such document depending on the case (Announcement No.10405118501 issued by the Ministry of Labor on the 23rd of September 2015) 2. Reviewing fee is NTD\$500. 	<ol style="list-style-type: none"> 1. The reviewing fee for employment of foreign professionals is calculated by unit other than number of applicant. The application from the same company (work permit application for more than 2 foreign workers) is required to pay \$500 of reviewing fee only. 2. Those who apply for information change do not need to pay reviewing fee. Those who withdraw application will not be refunded. 3. Those who overpay or underpay reviewing fee or do not pay it at post office will be asked to repay it in accordance with regulations. 4. The refund method for overpaid (mistakenly paid) reviewing fee: The employer will be asked to fill out application form, check refund type and attach original receipt of overpaid (mistakenly paid) reviewing fee for refund.
2	Application form	1. The field in the application	1. Foreign juridical person

Serial No.	Prerequisite Documents	Review Content	Notes
		<p>form such as name of the foreign juridical person, domestic contract-concluding unit, unified business no., contract name, contract type, contract commencement / ending date, fields of applicant's information (including the unit's name and unified business no., person in charge of the applicant company, the unit's address, address for sending the application reply mail, foreign juridical person appointed address and person for sending the disposition document in the Republic of China person, receipt of examination fees) are required to fill out.</p> <p>2. The domestic and foreign juridical person shall be consistent with the contracting unit stated in attached contract.</p> <p>3. Contract type: shall be in forms of contracts related to construction, sale or technology cooperation.</p> <p>4. The application unit shall be:</p> <p>5. Foreign juridical person's branch office established in Taiwan;</p> <p>6. Foreign juridical person's representative office established in Taiwan;</p> <p>7. Contracting business unit, or</p> <p>8. Foreign juridical person's authorized agent</p> <p>5. The name of application unit</p>	<p>refers to the unit that signs the contract with domestic juridical person.</p> <p>2.</p> <p>In case of having incomplete information on the must-fill-in fields, the applicant shall fill in relevant information accordingly.</p>

Serial No.	Prerequisite Documents	Review Content	Notes
		<p>shall be consistent with the seal of unit; unit address shall be the same as that in the certificate of company registration or agency filing registration. Authorized agent does not need to fill the unit address.</p> <p>6. For those who engage private employment service agency for treatment, the field of agency name, number, professional, unit symbol, signature and contact phone number shall be filled up.</p> <p>7. The seal of unit and person-in-charge shall be affixed.</p>	
3	Summary of the contract-fulfilling content	Shall state the nature of the contract, summary of the contract content, contract commencement / ending date, the number of foreign professionals required to fulfill the contract, a summary of the working conditions of foreign professional(s) who performs the contract, address of the working location and the accumulated period of stay (in Taiwan) of foreign professional(s) appointed to fulfill this contract. Please refer to the attachment for the writing sample.	Working location shall be the location of foreign juridical person. If not, it is a must to make explanations and attach evidentiary documents.
4	Name list of employed foreign workers	<p>1. Fields in the list such as name of application unit, unified business no., name, gender, nationality or area, date of birth, passport number, employment period, highest</p>	<p>1. The field of “occupational classification code” shall not be entered.</p> <p>2. ” or 2” color or black photo. The photo printed</p>

Serial No.	Prerequisite Documents	Review Content	Notes
		<p>education, title, address of working location in Taiwan must not be filled in and the photo of foreign worker must be attached.</p> <p>2. Personal information shall be correctly entered according to passport or travel document.</p> <p>3. The applied employment period shall be consistent with or less than that of contract related to construction, sale or technology cooperation.</p> <p>4. The address of working location in Taiwan shall be consistent with the address of applicant or domestic contracting unit.</p> <p>5. The seal of unit shall be affixed</p>	<p>along with the list shall be clear and identifiable.</p> <p>3. When the address of working location is inconsistent with applicant's address, the applicant will be asked to provide the copy of factory registration, operation facility registration or lease contract for proof</p>
5	Passport photocopy of employed foreign worker	<p>1. The passport shall still be valid at the commencement date of employment.</p> <p>2. The information page and signature page shall be complete, clear and identifiable.</p> <p>3. Residents of the mainland China, except those from Hong Kong and Macau, are not eligible to work in Taiwan.</p>	<p>1. Principally, document with words such as travel document, identify certificate or not passport will not be recognized. However, for Ukrainian minors, the copy of passport shall still be attached and it can be replaced by travel document in certain circumstance. It shall be recognized by case for other countries.</p> <p>2. The UK passport with overseas mark is for residents in Hong Kong.</p>

Serial No.	Prerequisite Documents	Review Content	Notes
			<p>3. The empty page of passport may not be attached. Where there is any inconsistency between the passport number for this and previous application because of passport replacement, the photocopy of new passport shall be attached.</p> <p>4. If the passport number is changed after the issuance of approval letter, the application of information change shall be made separately.</p>
6	Consent document of legal representative	Foreign workers under 20 years old shall have the legal representative consent and passport attached.	<p>1. The calculation of age is made from the commencement date of employment other than application date. Where the foreign worker is under 20 years old, the document shall be attached.</p> <p>2. If the legal representative is unable to attach passport, other document such as local ID or driving license which is enough to proof his/her identity shall be attached instead.</p>
7	Education of foreign worker	1. Here a foreign worker's accumulated period of employment is over 91 days	1. Principally, the recognized document for education attainment of foreign

Serial No.	Prerequisite Documents	Review Content	Notes
		<p>starting from the application day, the application unit shall attach evidentiary document of the foreign worker's educational background.</p> <p>2. The content below shall be reviewed:</p> <p>(1) If the foreign worker's name on the graduation certificate is identical with that on the list.</p> <p>(2) To confirm the academic degree and year of graduation (shall acquire credentials of Master degree or above from universities in the ROC or in foreign countries or acquire Bachelor degree and with more than two years working experiences in the specific field according to Subparagraph 2 of Article 5 of Review Criteria) Those without a bachelor degree (according to Subparagraph 4 of Article 5 of Review Standards) shall conform with one of below conditions:</p> <p>(a.) Have been trained professionally or self-taught in the specific field and have more than five years experiences in related skills and have demonstrated outstanding performances.</p>	<p>worker shall be diploma, and certificate or transcript certificate issued by the school may be recognized in certain circumstance (graduation or degree date shall be specified).</p> <p>2. or the degree made in Afghanistan, Algeria, Bangladesh, Bhutan, Burma, Cambodia, Cameroon, Cuba, Ghana, Iran, Iraq, Laos, Nepal, Niger, Nigeria, Pakistan, Senegal, Somalia, Sri Lanka, Syria, the Philippines, Thailand, Vietnam, Malaysia and Indonesia shall be verified by our missions. The certificate of foreign worker work experiences issued by multinational company and certificate of degree which was recognized as that of foreign university or independent college by authority concerned at the central government level for foreign worker engaged in A11 academic research may not be verified (Explanation No.1040508120 issued by the Ministry of Labor on the 21st of July 2015)</p> <p>3. or the degree completed</p>

Serial No.	Prerequisite Documents	Review Content	Notes
		<p>(b.) Over 10 years of relevant work experiences and a recommendation letter (shall state the foreign worker's job title, work content, period of employment and special contributions / performances) from his / her (ex-) employer.</p>	<p>in mainland China: shall be recognized by the Ministry of Education (website: http://emhd.nchu.edu.tw/VMHD) and be processed in accordance with Regulations Governing the Recognition of Educational Qualifications from Mainland China.</p> <p>4. or the education of foreign worker not under those required for verification mentioned above, the employer will be asked for verification if necessary in accordance with Paragraph 3 of Article 7 of Regulations on the Permission and Administration of the Employment of Foreign Workers.</p> <p>5. or the degree made by distance education, the credits learned through distance education shall not be more than half of the total graduation credits in accordance with Regulations Regarding the Assessment and Recognition of Foreign Academic Credentials for Institutions of Higher Education and Implementation</p>

Serial No.	Prerequisite Documents	Review Content	Notes
			<p>Regulations Regarding Distance Learning by Universities (Interpretation of Lao-Zhi-Gui-Zi No.0950506890 issued by the Ministry of Labor on the 15th of December 2006)</p> <p>6. he degree achieved: Doctor, Master (called “master’s degree” in Japan) and Bachelor. Please pay special attention that the degree of junior college in Japan or associate does not belong to the degree of Bachelor.</p> <p>7. diploma is only for proof of degree and the education system of located country shall be referred for determination of education. The website of Reference List of Foreign Universities by the Ministry of Education is www.edu.tw/bicer/consent.aspx?site_consent_sn=8487. Please pay special attention that the degree certificate in European countries (especially in Germany) is harder to identify the education level.</p> <p>8.</p>

Serial No.	Prerequisite Documents	Review Content	Notes
			<p>he format and signature of degree certificate will be verified to see if there is any abnormality or suspect of fraud.</p> <p>9.</p> <p>or foreign workers with previous work permit in Taiwan and was applied for new employment by the same employer because of the interruption of employment, their degree may not be reviewed again.</p>
8	Foreign Worker's Work Experience(s)	<p>1. Where a foreign worker's period of stay is over 91 days starting from the application date, the applicant shall attach evidentiary documents of the foreign worker's experiences</p> <p>2. Content to be reviewed are shown below:</p> <p>(1) Evidentiary documents of the foreign worker's work experiences, which shall be issued by his / her former or current company.</p> <p>(2) The content of work experiences shall include the foreign worker's basic information, work content and title, period of employment, company name and company seal(s). The documents shall be</p>	<p>1.</p> <p>he meaning of "two years or more of work experiences" in the Subparagraph 2, Article 5 of Review Criteria refers to the work experiences after degree achieved. The internship or work-study during study shall not be counted. In addition, for those who entered public or filed private university or independent college and achieved Bachelor degree in accordance with Degree Conferral Law after graduated from high school or occupational school and worked for several years, these work experiences are not relevant to the work and</p>

Serial No.	Prerequisite Documents	Review Content	Notes
		signed or stamped by supervisors.	<p>shall not be counted due to these work experiences were achieved before achievement of Bachelor degree, the professionalism at the sector at that time was not established (Explanation No. 0930201811 issued by the Ministry of Labor on the 19th of April 2004).</p> <p>2. foreign workers' work experiences listed in Subparagraph 8-10 of Paragraph 1 of Article 46 of Employment Service Act shall not be counted (Letter No.1031810869 issued by the Ministry of Labor on the 15th of May 2014).</p> <p>3. foreign workers' work experiences in Afghanistan, Algeria, Bangladesh, Bhutan, Burma, Cambodia, Cameroon, Cuba, Ghana, Iran, Iraq, Laos, Nepal, Niger, Nigeria, Pakistan, Senegal, Somalia, Sri Lanka, Syria, the Philippines, Thailand, Vietnam, Malaysia and Indonesia shall be verified by overseas missions of Taiwan. The certificate of foreign worker's work experiences issued by a multinational company,</p>

Serial No.	Prerequisite Documents	Review Content	Notes
			<p>and academic and work experience certificates of foreign workers engaged in Code 11 academic research that are issued by foreign university or independent college recognized by the authority concerned at the central government level may not be verified (Explanation No.1040508120 issued by the Ministry of Labor on the 21st of July 2015)</p> <p>4. According to Article 7 of Act Governing Relations between the People of the Taiwan Area and the Mainland Area, foreign workers' work experiences in Mainland China shall be verified and recognized by the Straits Exchange Foundation.</p> <p>5. Relevant work experiences refer to foreign worker's work experiences within and outside Taiwan and shall be relevant to the scope and field of applied job (for example, those engaged in English teaching at cram schools in Taiwan may apply for jobs of A10 publishing business such as writing, editing, translation and</p>

Serial No.	Prerequisite Documents	Review Content	Notes
			<p>publication of foreign language</p> <p>6.</p> <p>or unemployed individual workers of cultural and artistic creations such as director and writer, their work experiences may be recognized if they have works opened to the public and if their work experiences may be found commonly on the internet despite the fact that they have no employed company to issue the certificate of work experiences.</p>
9	Certificate(s) for foreign worker with specific qualifications	<p>Foreign worker engaged in specialized or technical work shall acquire business qualification, conform to certain of employment methods and conditions, and correspond to regulations stipulated by authority concerned at the central government level. For example, those engaged in practice of physician shall obtain certificate of physician; those engaged in the operations and aviation of aircraft shall acquire qualifications of civil aviation pilot, possess valid examination certificate of the employer's aircraft model and possess qualified certificate of the medical examination of aviation personnel issued by the Civil Aviation Medical Center.</p>	
10	Foreign juridical	1.	In principle, the letter of

Serial No.	Prerequisite Documents	Review Content	Notes
	person shall provide certified document of appointing the contract work (refers to letter of assignment)	<p>foreign juridical person's name shall be consistent with that in attached contract</p> <p>2. the name of appointed foreign worker shall be consistent with that on the attached passport</p> <p>3. letter of assignment: the document shall specify the period of dispatching the personnel to Taiwan. If only the commencement date is specified or no specification is made at all, such information shall be provided depending on the conditions. However, the letter of assignment shall have the issuance date and must be issued in recent days. If the letter has been opened for a period of time, a new one shall be made accordingly.</p> <p>4. content of the appointed job: the work content of appointed foreign worker shall be stated.</p> <p>5. shall be signed or sealed by the foreign juridical person</p>	assignment shall be issued by the foreign juridical person. However, if the foreign worker who comes to Taiwan to fulfill the contract is not hired by a foreign juridical person, it is still a must to request a foreign juridical person to provide a letter of explanation as a substitute of the letter of assignment. Such letter shall also specify items listed in the left column.
11	Certificate of consolidated income tax return of overseas Chinese (shortened as tax payment certificate)	<p>1. the name of taxpayer (income recipient) and income period in the tax payment certificate shall be confirmed.</p> <p>2. contracting foreign worker who performs his / her contract in Taiwan for more than 90 days in the first half of the year</p>	<p>1. If the taxpayer is foreign worker's spouse, one of the following certificates shall be attached:</p> <p>(1) the tax payment certificate with field of taxpayer and spouse.</p>

Serial No.	Prerequisite Documents	Review Content	Notes
		<p>shall attach certificate of consolidated income tax return of overseas Chinese of the year.</p> <p>3. Those who are free to pay the tax by law may not attach aforesaid document. If the application date is within the 1st of January 2016 and 31st of May 2016, no certificate for 2015 is required; if the application date is within the 1st of June 2016 and 31st of December 2016, the certificate of 2015 shall be examined.</p>	<p>(2) The “filing via internet” or “receipt of filing via internet” with field of income recipient and spouse.</p> <p>2. One of the following documents shall be attached to the tax payment certificate:</p> <p>(1) The consolidated income tax payment certificate of overseas Chinese (announcement form).</p> <p>(2) The receipt of income tax return.</p> <p>(3) Filing via internet” or “receipt of filing via internet” (The 2D bar code tax return form un-transmitted to national taxation unit shall not be recognized).</p> <p>(4) Receipts for taxes paid voluntarily.</p> <p>(5) Income list. According to regulations, the foreign worker who had worked in Taiwan before shall attach tax return certificate. However, if annual</p>

Serial No.	Prerequisite Documents	Review Content	Notes
			<p>income is under the required amount for tax return, the income list issued by national taxation unit may be recognized. It is limited to the application without tax return. (According to tax law, those who have annual income less than NTD\$262,000 may not return tax.)</p> <p>3. or those foreign workers who had worked in Taiwan but not in the tax return period may not attach tax return certificate for new employment or extension application</p>
12	Contracts related to Out-sourcing, transaction or technology cooperation.	<p>1. he contract period shall be valid during the period of fulfilling the contract</p> <p>2. he name of the domestic / foreign juridical person shall be consistent with that stated on the “Application of work permit for contracting foreign professionals”</p> <p>3. bovmentioned contract shall be signed by domestic / foreign juridical person.</p> <p>4. hose who are unable to provide the contract due to</p>	<p>1. Applicable employment patterns are shown below: (1) A contract concluded between “domestic juridical person” and “foreign juridical person”: A typical employment pattern, where the domestic and foreign contractors shall both be a juridical person. (2) A contract concluded between “domestic juridical person” and “foreign juridical person’s branch office</p>

Serial No.	Prerequisite Documents	Review Content	Notes
		<p>trade secrets may also provide “purchase order” and prospectuses signed by both parties (the content shall state important content such as the contract subject and period) as a substitute.</p>	<p>in Taiwan”: Branch office in Taiwan is the main body of a foreign company’s right and obligation, where the branch office in Taiwan shall sign a contract with the “domestic juridical person” on behalf of the foreign headquarters.</p> <p>(3) A contract concluded between “foreign juridical person’s branch office in Taiwan” and another “foreign juridical person”: As “a foreign company, after having been given certificate of recognition, shall have the same rights and obligations and shall be subject to the same jurisdiction of the authority as a domestic company, unless otherwise provided by law” (Article 375 of Company Act), the branch office in Taiwan shall be considered as the main body of domestic company’s right and obligation.</p> <p>(4) A contract concluded between “foreign</p>

Serial No.	Prerequisite Documents	Review Content	Notes
			<p>juridical person's branch office in Taiwan" and another "foreign juridical person's branch office in Taiwan": Either side of the "foreign juridical person's branch office in Taiwan" shall sign the contract with a domestic juridical person (certified authorization is required) under the foreign juridical person's authorization.</p> <p>(5) A contract concluded between "foreign juridical person" and another "foreign juridical person": Where the contract is signed with the foreign headquarters and is applicable to worldwide branch offices and agencies (a branch office that has its purchase limited by the headquarters due to specific conditions shall be exempted from this), the subject, content and location of the signed contract shall be sufficient to prove that the contract has</p>

Serial No.	Prerequisite Documents	Review Content	Notes
			<p>been made for the operations of the domestic company.</p> <p>2. Non-applicable employment patterns are shown below:</p> <p>(1) A contract concluded between “foreign juridical person’s branch office in Taiwan” and the headquarters of the same “foreign juridical person”: The employment shall not be formed if the branch office in Taiwan and the foreign headquarters belong to the same business entity as the employment shall be applied by the foreign juridical person’s branch office in Taiwan under an employment relationship.</p> <p>(2) A contract concluded between “foreign juridical person’s branch office in Taiwan” and the branch office of the same group: The employment shall not be formed if the branch office in Taiwan and the</p>

Serial No.	Prerequisite Documents	Review Content	Notes
			foreign branch office belong to the same business entity as the employment shall be applied by the foreign juridical person's branch office in Taiwan under an employment relationship.
13	Certificate of authorized agent	<ol style="list-style-type: none"> 1. n authorization letter shall be attached for foreign juridical person's authorized agent. 2. hall explicitly state the name of the authorized agent, content to perform the contract, and other works required to the application of foreign worker's work permit 3. hall be signed and sealed by the foreign juridical person. The date of signature shall also be noted. 	<p>Exemption for contract-fulfilling application unit under one of below conditions:</p> <ol style="list-style-type: none"> (1) Foreign juridical person's branch office established in Taiwan; (2) oreign juridical person's representative office established in Taiwan; (3) ontracting business unit
14	Certified documents of the application unit's company (business) registration or institution establishment certificate	<ol style="list-style-type: none"> 1. Foreign juridical person's branch office established in Taiwan, foreign juridical person's representative office established in Taiwan and contract-concluding business unit shall attach certified documents of company or business registration for juridical person qualified company / business. 2. Foreign juridical person's representative office shall 	

Serial No.	Prerequisite Documents	Review Content	Notes
		attach documents of personal ID card.	
15	Certificate of the Registration of contract-concluding domestic / foreign juridical person	<ol style="list-style-type: none"> 1. domestic juridical person shall attach company / business registration, foundation / association certificates and other certificates. Those with commercial registration shall be confirmed with their qualifications as a juridical person (corporation is not considered as a juridical person) 2. foreign juridical person registered in Taiwan as a juridical person shall attach the certificate(s). 	The re-confirmation of company information can be made at the Commerce Industrial Services Portal website for the company's registration form.
16	Permit, Business license or approval / registration certificates	<ol style="list-style-type: none"> 1. or foreign workers engaged in business of Code 01, 02, 03, 06, 07, 08, 09, 10-5, 10-6, 11 and 12, the domestic contract-concluding unit shall attach documents stated in this Subparagraph. For example, permit for construction enterprise, business license of the banking enterprise, business license of bills finance companies, business license of the insurance enterprise, business permits for medical institutions, and approval / registration certificates of academic research institutes. 2. the name on the permit shall be the same as the application 	

Serial No.	Prerequisite Documents	Review Content	Notes
		unit 3. he permit shall be within the validity, if any.	
17	Personal identification document of the person in charge of the applicant company	Specially permitted business shall attach a photocopy of the ID card of person in charge of contract-concluding unit. If the person in charge of the company is a foreigner, a photocopy of the person's passport or resident certificate shall be provided instead.	1. he passport or photocopy of residence certificate shall be in validity during application. 2. t shall be consistent with the person-in-charge-of-corps in the company registration (or institution establishment certificate).

5. Other Regulations

Serial No.	Items	Relevant Regulations and Description	Notes
1	Contract-fulfilling of independent professionals	<p>Article 11-3 of Regulations on the Permission and Administration of the Employment of Foreign Workers</p> <ol style="list-style-type: none"> 1. In the event where a foreign worker works in the territories of Taiwan in accordance with Subparagraph 1 or 2, Paragraph 1, Article 46 of the Act for business lines which are open under a documented international pact, the business entity which concludes the contract shall apply for a permit according to the requirements for Type A foreign worker(s) unless otherwise prescribed in the Act or these Regulations. 2. In the event where the business entity is a business entity located in the Free Economic Pilot Zones ("FEPZs") and is engaged in a business listed in Subparagraph 1 or 2, Paragraph 1, Article 46 of the Act in FEPZs, it needs not be restricted to the contract for the business lines allowed under international treaties. 	<ol style="list-style-type: none"> 1. At the moment, New Zealand has signed the international written treaties. 2. Code 01 to Code 15 are under the range of business lines allowed under international written treaties. 3. Prerequisite documents to be attached include: <ol style="list-style-type: none"> (1) Application form (2) Original receipt of review fees (3) Other documents requested by central competent authorities (4) Certificate of the company / business registration. Specially permitted businesses shall attach a photocopy of the license and the ID card or passport of person in charge of the business. (5) List of employed foreign workers (6) Photocopy of the passport of the employed foreign worker. (7) Photocopy of foreign worker's graduation certificate or relevant evidentiary documents (foreign

Serial No.	Items	Relevant Regulations and Description	Notes
			<p>workers who enter Taiwan to be engaged in works stated in Subparagraph 2 of Article 1 of Article 46 of the Act are exempted from attaching graduation certificate or relevant evidentiary documents).</p> <p>(8) Foreign workers engaged in specialized / technical works or works of supervisors of business invested by overseas Chinese shall acquire practice license or meeting certain practice qualifications or requirements, and correspond to regulations stipulated by the central competent authority with jurisdiction.</p>
2	During the period of work permit	Referring to the WTO commitment related to the Movement of Natural Person (each period of stay shall not exceed 90 days or the contract period and shall be referred to the one with shorter period. The validity of this kind of entry permit is 12 months) that Taiwan has signed with the world; the Ministry may issue a permit with a validity of maximum up to one year.	

Serial No.	Items	Relevant Regulations and Description	Notes
3	Statement of picking up in person	For those who wish to pick up in person, please fill in and submit the statement of picking up in person at the counter of Ministry of Labor. Registered mail is not accepted.	
4	Principle of affixing with seal	For the copied document attached in the application, the words of “in conformity with the original” shall be noted with the seal of application unit and person-in-charge.	
5	Translation of document	The translated version for documents submitted by the application unit shall be attached if the documents are not made in Chinese or English	

[Attached Table]

A Summary of the Employment Content (Example)

Items	Content	Remarks
1. Contract Name	Chinese (English or other foreign languages shall be noted separately)	
2. Contract Nature	<input type="checkbox"/> Construction <input type="checkbox"/> Sale <input type="checkbox"/> Technical Cooperation	
3. A Summary of the Employment Content		1. A Chinese translation or a translation of the relevant portions shall be provided. 2. Where a contracting relationship is more complicated, descriptions shall be made accordingly.
4. Commencement and Ending Dates		
5. Contract Amount or Order Amount		
6. Number of Foreign Workers Required to Fulfill the Contract	(1) Number of foreign workers required to fulfill this contract: _____ people (2) Number of foreign workers with submitted application: _____ people (number of the licensing document: please attach it) (3) Number of foreign workers in this application: _____ people	Please attach a photocopy of licensing document(s).
7. A Summary of the Working Conditions of Abovementioned Foreign Worker(s)		1. Please describe techniques and knowledge provided by the foreign worker, work location, time or other information. Please make the description on another A4 paper if the field is not enough.
8. Address of the Work Location	<input type="checkbox"/> Location of domestic juridical person. <input type="checkbox"/> Location of non- domestic juridical person. Address:	
9. Accumulated Period of Stay of Foreign Workers Appointed to Perform the Contract		If there is more than one foreign worker, please make a separate list for descriptions.

Our company has confirmed above details and hereby seals the document:

Company (Seal):Person-in-charge (Seal):