

Documentary Requirements for NAMEHIRE
- To be filed at MECO-Labor Center (MLC)
For Domestic caregivers and helpers only
直接聘雇所須檢附文件—家庭看護工幫傭

Pre-requisites for filing:
 先行提出申請項目：

1. Approval Letter from the Council of Labor Affairs
向勞委會申請核准函
2. Name and basic details of employee to be name-hired
外勞個人基本資料

DOCUMENTS to be accomplished/prepared 所需準備檢附相關資料	# OF COPIES 份數
1. MLC Information Sheet (with Employer' s seal) 菲勞中心資料表(雇主之印章於資料表上)	3
2. Photocopy of Employer' s ROC ID For foreigners: Photocopy of Passport and ARC 士 雇主之身份證影本 (如雇主為外籍人士護照及居留證)	2
3. English translation of Employer' s ROC ID or ARC for foreigners. 雇主之身份證或居留證之英譯本	2
4. MLC Comprehensive Resume of Employer with Employer' s seal (signature for foreigner) 雇主簽章之簡歷表	2
5. Original Approval Letter from the Council of Labor Affairs (CLA) 勞委會核發之核准函	1
6. Photocopy of the CLA Approval Letter 核准函之影本	2
7. English translation of the CLA Approval Letter 核准函之英譯本	2
8. Employment Contract with Employer' s seal on each page (signature for foreigner) 勞動契約書	2
8. Photocopy of Employee' s (being name hired) passport 外勞之有效護照影本	2
9. Foreign Worker' s Affidavit Regarding Expenses 外國人來華工作及工資切結書	1
10. Waiver for Foreign Worker 外國人確實了解就業服務法相關規定切結書	1
11. Verification fee: NT\$1,435 per document 驗證文件費用-新台幣 1435 元	
12. Bring Employer' s Seal when filing 雇主之印章	

NOTE: Strictly no Taiwan Broker, Philippine agency or middle man/organization/foundation involved.

備註：直接聘僱嚴守台灣和菲律賓仲介，不肖業者和不法團體組織的介入。