

外國人來華工作費用及工資切結書

Foreign Worker's Affidavit Regarding Expenses Incurred For Entry Into The Republic of China To Work and The Wage/Salary FOR NAMEHIRE AND REHIRE

本人確實了解來華工作，最長可達三年，惟是否能展延到三年，係由雇主與本人就本人工作表現及業務需要，協議是否展延。來華工作應領工資、加班費等如適用勞動基準法，則依該法規定辦理；如不適用則於勞動契約中訂定。

I, _____ (name of worker), a Taiwan-bound worker, fully understand that I can work for a maximum of three (3) years in Taiwan, only if my work permit can be extended every year, depending on the mutual agreement between me and my employer and myself; my own performance; and the employer's need to hire my services. The salary, overtime pay and other benefits will be based on the current Employment Standard Laws of Taiwan. In case of conflict, the employment contract will prevail.

本人確實了解來華工作相關費用及所得工資如下：

I fully understand and agree to the following fee and salary schedules:

一、來華工作費用 Schedule of Fees for Taiwan Bound Workers

1. 來華前全部費用(勞工輸出國幣值) *Pre-Departure Fees (Payable in & in Local Currency of Labor Sending Country)*

(1) 規費及其他費用(僅列舉常見項目，請依實際支付狀況增刪填寫)：

Fees required by the Government & other expenses (Enumerated items are commonly charged to the worker, adjustments can be made accordingly):

| 項目 <i>Particulars</i> | 金額 <i>Amount</i> | 項目 <i>Particulars</i> | 金額 <i>Amount</i> |
|--|---------------------|--------------------------|---------------------|
| 體檢費 <i>Med'l Exam</i> | | (其他) <i>Others</i> | |
| 訓練費 <i>Training</i> | | | |
| 行為良好證明 <i>Certificate of No Criminal Record</i> | | | |
| 護照費 <i>Passport</i> | | | |
| 簽證費(Visa) | | | |
| 出國前講習費 <i>Pre-Departure Orientation</i> | | | |
| 機票費 <i>Airfare</i> | | | |
| 出國機場稅 <i>Travel/Airport Tax</i> | | | |
| 合計 <i>Total Amount</i> | | 元 | |

3. 來華後約定之費用(新台幣) *Post-Arrival Fees (in New Taiwan Dollars)*

(1) 仲介費：依規定中華民國上陸仲介公司不得再向外國人收取本項費用。

Placement Fee: Agency is not Allowed to collect any

Service fee collection is not

agency is not

(2) 服務費及交通費

applicable. This is processed under

每月 *Monthly*

amount _____

元、第

三年 *Third year* 每

the SHPT (Namehire/Rehire)

(3) 規費或其他費用(請依實際約定詳列費用項目及金額) *Fees required by the government or other expenses :*

| 項目 <i>Particulars</i> | 金額 <i>Amount</i> | 項目 <i>Particulars</i> | 金額 <i>Amount</i> |
|--------------------------|---------------------|--------------------------|---------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| 合計 <i>Total Amount</i> | | | 元 |

二、工資(新台幣) *Salaries (in New Taiwan Dollars)*

1. 本人已充分了解來華工作每月約定工資為 _____ 元。

I understand and agree, that my fixed monthly salary is _____.

2. 應繳交之稅款及保險費合計每月約為 _____ 元。

Subject to the monthly deduction of tax and insurance in the total amount of _____.

切結人簽名 *Name of Worker :*

日期 *Date :* ____年 *Year* ____月 *Month* ____日 *Day*

外國人護照號碼 *Foreign Worker's Passport No. :*

外國人力仲介公司名稱 *Deploying Manpower Agency's Company Name :*

負責人或代表人簽名 *President or Representative's Signature :* _____

日期 Date : ___年 Year ___月 Month ___日 Day

勞工輸出國主管部門驗證 Seal and Signature of Labor Authority of the Labor
Sending Country :

日期 Date : ___年 Year ___月 Month ___日 Day

備註 Remarks:

1. 本切結書須確實由勞工填寫及簽名，經外國人力仲介公司負責人或代表人簽名，並由該國主管部門驗證。
The worker and the deploying manpower agency should sign this document in person at the office of the labor authority of the labor sending country for authentication.
2. 本切結書經驗證後，由外國人攜帶來華交予雇主，作為雇主辦理申請聘僱許可之用。未檢具者，中華民國行政院勞工委員會將不予核發聘僱許可，外國人應依規定強制出境。
This authenticated document should be handed to the employer in Taiwan for purposes of processing worker's work permit. **Failure to present this document would mean refusal of issuance of Work Permit by the Council of Labor Affairs, Executive Yuan, Republic of China, and would result to the repatriation of the foreigner according to the regulation.**
3. 外國人在繳交各項費用時，請務必向仲介公司索取收據，俾有爭議時，提供查處之用。
For any payment made, the foreign worker MUST ask for a corresponding receipt, with detailed run-down of fees and services from the manpower agency. This receipt will be used as basis for investigation in case of conflict.
4. 外國人力仲介公司或中華民國人力仲介公司有未依規定收取費用或雇主有未依契約給付薪資等情事，請中華民國行政院勞工委員會提出檢舉，該會受理您的檢舉後，會予以保密，並保護您在華之工作權益，不會受到任何損害。檢舉專線：
英語：0800-885-885 泰語：0800-885-995 印尼語：0800-885-958 越南語：0800-017-858
In cases of violations on the collection of fees by the deploying manpower agency or Taiwan manpower agency; or the failure of the employer to pay the salary of the foreign worker according to the contract, the foreign worker may request the Council of Labor Affairs for investigation. This Council shall ensure the protection of worker's rights and confidentiality. It further assures that the worker will not be subjected to any harm. For inquiries/requests for investigation, please call:
English: 0800-885-885 ; Thai: 0800-885-995 ; Indonesian: 0800-885-958 ; Vietnamese: 0800-017-858
5. 本切結書如有偽造或填寫不實者，將依就業服務法相關規定處分。
In case of false information or falsification of this document, the involved shall be penalized according to the Employment Service Act.