

再度聘僱的必備文件
Documentary Requirements for REHIRES
在馬尼拉經濟文化辦事處-勞工中心申請
(僅限家庭幫傭及家庭看護工)

To be filed at MECO-Labor Center (MLC)
 For Domestic caregivers and helpers only

- 前置要件: 1.勞委會的聘僱許可函和簽證許可函 .
 2.勞工的外僑居留證影印本.

- Pre-requisites for filing: 1. Letter of Recruitment Approval from the Council of Labor Affairs, and letter of visa permit.
 2. Photocopy of worker's ARC

準備的文件 DOCUMENTS to be accomplished/prepared	份數 # OF COPIES
1.勞工中心資料表 (加蓋雇主印章) MLC Information Sheet (with Employer's seal)	3 份
2. 雇主身分證影印本 (外國籍雇主:護照及外僑居留證影印本.) Photocopy of Employer's ROC ID (For foreigners: Photocopy of Passport and ARC)	2 份
3. 雇主身分證的英文翻譯, (外國籍雇主:居留證翻譯) English translation of Employer's ROC ID or ARC for foreigners	2 份
4. 填寫勞工中心雇主簡歷表,需加蓋雇主印章(外籍人士簽名) MLC Comprehensive Resume of Employer with Employer's seal (signature for foreigner)	2 份
5. 勞委會聘僱許可函和簽證許可函正本 Original Recruitment Approval Letter from the Council of Labor Affairs (CLA) & Visa Letter	1 份
6. 勞委會聘僱許可函影印本. Photocopy of the CLA Approval Letter	2 份
7. 勞委會聘僱許可函英文翻譯 English translation of the CLA Approval Letter	2 份
8. 勞動契約書,每頁需加蓋雇主印章(外籍人士簽名) Employment Contract with Employer's seal on each page (signature for foreigner)	2 份
9. 勞工護照及外僑居留證影印本 Photocopy of Employee's passport & ARC (須與簽證許可函內的勞工名字相符) (should correspond to name of worker in visa Letter)	2 份
10.外國人入國工作費用之工資切結書 (需勞工本人親自到場) Foreign Worker's Affidavit Regarding Expenses (personal appearance of worker required)	1 份
11.外國人切實了解就業服務法相關規定切結書 Waiver for Foreign Worker	1 份
12.驗證費:每件新台幣 1435 元 Verification fee: NT\$1,435 per document	
13.辦理時請攜帶雇主印章 Bring Employer's Seal when filing	

其他注意事項: Others (Personal appearance)

14. 勞工需支付菲律賓海外勞工福利署會員費美金 25 元.
Worker to pay OWWA membership fee of US\$25
15. 勞工申請菲律賓海外就業證明費新台幣 100 元.
Worker to apply for OEC in the amount of NT\$100
16. 勞工須支付菲律賓醫療保險費新台幣 520 元
Worker to pay for Philhealth medical premium of NT\$520+
17. 勞工須在離開台灣之前兩週到合格的醫院做好體檢.
Worker may have her medical examination taken in an accredited hospital in Taiwan two weeks before she leaves Taiwan
18. 勞工若在 30 天之內返回台灣工作,不必至警察局申請良民証
Worker need not apply for a police clearance if she is coming back to Taiwan within 30 days.

*辦理時間要掌握正確,不要過早,以免證件的使用時效過期