

外國專業人才延攬及僱用法第十一條工作許可申請書

Application Form of Work Permit for Act for the Recruitment and Employment of Foreign Professionals Article 11

申請項目：(請擇一勾選) Types of application (Please check one)

☐ 工作許可 work permit

☐ 補件 document supplement

☐ 補發許可 permit re-issue ; 許可文號 permit No. _____ ☐ 其他 other _____

申請人姓名 (英文) Name of applicant (English)		國籍 Nationality	
護照號碼 Passport number		出生年月日 Date of birth	年 (Y) 月 (M) 日 (D)
畢業學校 Name of graduated school/Institution			
取得學位 Level of education	<input type="checkbox"/> 博士 Ph. D <input type="checkbox"/> 碩士 MA <input type="checkbox"/> 學士 BA <input type="checkbox"/> 其他 Others	畢業年份 Year of graduation	年 (Y) 月 (M)
行動電話號碼 Mobile number		電子郵件信箱 E-mail	
通訊地址 Mailing address	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 縣(County)/市(City) 鄉鎮(Town)/市(City)/區(District) 村(Vil.) 路(Rd.) 街(St.) 段(Sec.) 巷(Lane) 弄(Alley) 號(No.) 樓(F.)		
本申請案回函投遞地址 Application Return Address	<input type="checkbox"/> 同通訊地址(免填以下地址資料) <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> 縣(County)/市(City) 鄉鎮(Town)/市(City)/區(District) 村(Vil.) 路(Rd.) 街(St.) 段(Sec.) 巷(Lane) 弄(Alley) 號(No.) 樓(F.)		
申請人簽章 Signature or stamp of applicant	以上資料均據實填報，如有虛偽，願負法律上之一切責任。 Both Parties shall be subject to applicable laws for any fabrication and/or falsification of the above facts.		

補發切結 (補發務必勾選) Affidavit of Re-issuance (necessary for Re-issue)

☐ 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.

審查費收據 Receipt for application fee (正本免附，填表範例請參閱背後說明) (needn' t submit ; reference on the back as for how to fill in the form)	繳費日 Payment date	年 (Y) 月 (M) 日 (D)	郵局局號 Branch code	
	劃撥收據號碼(8碼)或交易序號(9碼) Receipt No. (8 digits) or transaction No. (9 digits)			

受委託私立就業服務機構名稱：
Name of the Manpower Agent Entrusted
許可證號：
專業人員：
Specialist
聯絡電話：()-
Tel:

(單位圖記)
Chop

負責人章

單位章

(簽章)
Signature & Personal Seal

☐欲親自取件者請打「√」並加附【親自取件聲明書】。Please Check if pick-up in person (with declaration sheet)

收 文 章 Filing stamp		收 文 號 Filing number	
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填表及書面送件須知 (外國專業人才延攬及僱用法第 11 條工作許可) Work Permit for Act for the Recruitment and Employment of Foreign Professionals

Article 11

Guidance Notes

一、審查費收據填表範例說明：

審查費(100元)收據分為電腦收據(白色)及臨櫃繳款收據(綠色)2種，填寫如下：

(1) 電腦收據(各郵局開具之白色收據)：

範例 00000425 111/08/12 10:28:24
030118 1A4 578109

00000425	111/08/12
劃撥收據號碼(8碼)	繳費日期
030118	
郵局局號	

填寫 繳費日期：111年08月12日，郵局局號：030118，劃撥收據號碼(8碼)：00000425

(2) 臨櫃繳款收據(郵局派本機關駐點開具之綠色收據)：

範例 右上角 E-8038482，經辦局章戳

局號	000100-6
111.8.18	

填寫 交易序號(9碼)：E-8038482，繳費日期：111年8月18日，郵局局號：000100-6

Examples of how to fill in the form

There are two kinds receipt of the application fee (100 NTD each case)

(1) If the applicant pay the fee at the post office before submitting the application (a WHITE slip)

example

00000425 111/08/12 10:28:24
030118 1A4 578109

00000425	111/08/12
receipt No.(8 digits)	payment date
030118	
branch code	

fill in the form as follow

payment date: 111 y 08 m 12 d ; branch code: 030118 ; receipt No.(8 digits): 00000425

(2) If the applicant pay the fee at the counter while submitting the application in person (a GREEN slip)

example upper right corner E-8038482;
with the stamp of the post office

branch code	000100-6
111.8.18	

fill in the form as follow transaction No.(9 digits): E-8038482 ; payment date: 111 y 08 m 18 d ; branch code: 000100-6

二、申請方式：

Methods of Application：

1. 網路傳輸方式申請：現行外國專業人才延攬及僱用法第 11 條工作許可申請案件依法應採全面線上申辦方式辦理，網址：<https://ezwp.wda.gov.tw/>。

Application via internet: Application Form of Work Permit for Act for the Recruitment and Employment of Foreign Professionals Article 11 should be submitted online in accordance with the law. The address: <https://ezwp.wda.gov.tw/>.

2. 例外經勞動部同意採書面送件方式申請：

Paper application is acceptable in exceptional circumstances:

- (1) 由專人送至機關收件櫃台辦理（地址：臺北市中正區中華路 1 段 39 號 10 樓）。

Personally delivered Application to Reception Counter No. 6 for processing (Address: No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City).

- (2) 利用掛號郵寄申請，郵寄地址：100413 臺北市中正區中華路 1 段 39 號 10 樓，收件人註明：勞動力發展署（申請「外國專業人才延攬及僱用法第 11 條工作許可」）收

Mail application via registered mail. Address: No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City 100413. Recipient: Workforce Development Agency (Work Permit for Act for the Recruitment and Employment of Foreign Professionals Article 11).

三、申請作業可親自辦理或委託私立就業服務機構辦理。

Application process can be completed personally or entrusted to a private employment service agency.

四、本部受理外國人工作許可申請案審查作業天數，如依規定網路傳輸方式申請自本部系統收件次日起 7 個工作日；書面送件申請自本部收件次日起 12 個工作日。

The days required to review the applications for the employment of foreigners are as follows:

Application via internet for 7 working days counting from the next day when the application was received. Application via written correspondences for 12 working days counting from the next day when the application was received.

五、審查費繳交方式：（每案新臺幣 100 元）

Examination Fee Payment Methods: (NT \$100 per case)

1. 網路傳輸方式申請：

Application via internet:

- (1) 利用郵政劃撥後至系統填寫收據資料(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)。

Fill in the receipt information on line after postal remittance (Account name: Work Permit Account of Workforce Development Agency, Account No.: 19058848).

- (2) 使用台灣 Pay 繳費。

Payment via Taiwan Pay.

- (3) 使用 ATM 繳費。

Payment via ATM.

2. 書面送件方式申請：

Application via written correspondences:

- (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。

Via postal remittance, Account name: Work Permit Account of Workforce Development Agency, Account No: 19058848.

- (2) 至機關收費櫃台現場繳交。(臺北市中正區中華路 1 段 39 號 10 樓)

Payment to the Reception Counter. (Address: 10F., No. 39, Sec. 1, Zhonghua Rd., Zhongzheng

Dist., Taipei City).

六、申請資料及證明文件係為影本者，應加註「與正本相符」之文字，並加蓋申請單位及負責人印章。(提供不實資料與文件，經查屬實，將自負法律責任)

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 or company owner. (Applicant shall assume legal responsibly for providing information and documents proven false through investigation)

七、申請單位(人)如要親自取件，利用書面送件方式申請者須填具「親自領件聲明書」並指派專人至機關指定櫃台送件申請，始可於核准後憑收件(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。(臺北市中正區中華路一段 39 號 10 樓)

If applicant entity (person) wishes to pick-up documents in-person, "In-person Document Pick-up Declaration" must be filled-out if application is submitted via written correspondences, and personnel can be dispatched to the agency designated counter to submit application. 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. (No.39 Zhonghua Rd., Sec. 1, 10 Fl., Zhongzheng District, Taipei City)

八、未依規定申請工作許可或原許可失效，即受聘僱為他人工作者，依就業服務法規定，處新臺幣 3 萬元以上 15 萬元以下罰鍰。

For those who work for others without applying for work permit by regulations will be fined between NTD\$30,000 and \$150,000 in accordance with Employment Service Act.

九、諮詢電話：(02) 89956000

Telephone Inquiries: (02) 8995-6000