

**外國人力仲介公司認可申請書**  
**Application Form for Recognition (Recruitment Permit) by**  
**Foreign employment service agency**

**壹、基本資料 BASIC INFORMATION**

1、申請項目 Applying item	<input type="checkbox"/> 初次認可 First time <input type="checkbox"/> 續予認可 Second time
2、國別 Nationality	<input type="checkbox"/> 泰國 THAILAND <input type="checkbox"/> 菲律賓 PHILIPPINES <input type="checkbox"/> 印尼 INDONESIA <input type="checkbox"/> 越南 VIETNAM <input type="checkbox"/> 馬來西亞 MALAYSIA <input type="checkbox"/> 蒙古 MONGOLIA <input type="checkbox"/> 其他 Other:
3、機構編號(初次申請者免填) No. of the Agency (First time applying for recognition, skip to No. 4)	
4、機構名稱 Name of the Agency	英文名稱(務必填寫) Name in English (required)
	當地國語文名稱 Name in the mother tongue language
	中文名稱(若無中文名稱者，可免填) Name in Chinese (without Chinese Name, skip to No. 5)
5、機構負責人姓名(英文) Name of Owner of the Agency (in English)	
6、當地國許可或登記字號 No. of permit or Registration Certificate in the home country	
7、核發許可或登記之當地國政府部門(英文) Issuing Governmental office (in English)	
8、當地國許可效期 The validity of the Registration certificate	
9、機構地址(英文) Address of the Agency ( in English )	

10、 機構電話 Telephone number of the Agency	
11、 機構傳真號碼 Fax number of the Agency	
12、 電子郵件信箱 E-MAIL Address	

## 貳、申請認可事項 ITEMS APPLYING FOR ROCOGNITION :

※本機構申請中華民國行政院勞工委員會認可，辦理本國勞工赴中華民國境內工作，願遵守以下之規定，本公司並知悉如有違反，中華民國行政院勞工委員會將依「私立就業服務機構許可及管理辦法」第 31 條規定廢止或撤銷認可。

※In consideration of applying to the Republic of China (ROC.) for a license to engage in the exportation of workers to the ROC, I/We hereby certify to abide by the following regulations. If I/We violate any of the regulations, the Council of Labor Affair Executive Yuan in the Republic of China will under “Private Employment Service Organization Licensing and Management Regulations” Article 31 abolish or cancel the recognition.

### 一、遵守本國及中華民國有關法令規定。

1、 Will abide by all laws and regulations of the home country and the Republic of China.

### 二、向勞工收取之費用不得超過該勞工簽署及經本國政府驗證之「外國人入國工作費用及工資切結書」規定，並遵守本國及中華民國相關收費規定。

2、 The fee collected from workers shall not exceed the amount stated in the “ Fees & Salary Declaration for Taiwan-bound Workers,” signed by workers and approved by the R.O.C. representative office and shall follow the related regulations of the worker-sending country and of the R.O.C..

### 三、不得授權任何人至中華民國境內從事就業服務工作或主動向雇主發送傳單、招攬訂單等行為。

3、 Will not assign any one as an agency to provide employment service in the Republic of China, issue handbills directly to employers, or to solicit job orders from employers directly.

### 四、未經雇主或中華民國合作人力仲介業者之通知，或在未會知雇主及中華民國人力仲介業者情形下，不得派遣勞工來華。

4、 Shall not export workers to the Republic of China without in advance obtaining the approval of the employer or the cooperating private employment service agency in the ROC, or without the knowledge of them.

### 五、不得轉介勞工為其他雇主非法工作。

5、 Shall not arrange the workers for working with illegal employers.

- 六、辦理勞工來華工作已取得中華民國簽證後，若遇勞工不能來華，應向中華民國駐當地代表處取消該等勞工之入境簽證，並通知雇主或中華民國人力仲介業者。
- 6、 Shall cancel the visas of workers who are unable to come to the ROC with the local ROC representative office and shall notify the employers or the private employment service agencies in the ROC. .
- 七、不得提供不實資料。
- 7、 Shall not knowingly provide untruthful or misleading information or statements.
- 八、如遇雇主因業務緊縮等因素臨時通知取消或縮減引進人數，應予照辦，不得超額引進。
- 8、 Shall not export more workers than requested and shall make necessary adjustments to quotas, when informed of full or partial cancellation of the number of workers to be exported due to the reduce of demand etc.
- 九、引進之勞工若在中華民國遇有重大事故或死亡，應來華協助處理善後。
- 9、 Shall make necessary arrangement in the ROC for handling of cases in which workers meet with serious accidents or death.
- 十、更公司名稱、地址、負責人或負責人姓名變更時，應於 30 日內檢附申請書及有關文件經當地國政府公證及中華民國駐當地國使館驗證後，向本會申請異動備查。
- 10、 Shall notify CLA of any change of address, owner or the name of the agency or of the owner with this application form and associated documentation duly notarized by a court or Notary Public in the home country and approved by the local ROC representative office within 30 days after change.
- 十一、 公司終止營業、停業或經撤銷營業執照者，應於 10 天內通知中華民國駐當地國代表處。
- 11、 Shall notify the local ROC representative office of any cessation or suspension or revocation of business certificate within 10 days after the occurrence.

**參、申請人 applicant :**

※以上資料及所附文件均屬實，如有虛偽，願負本國及中華民國法律上之一切責任。All of the above information and attached documentation are true. If any false, I/we agree to take full responsibility for the laws of the home country and of the Republic of China.

機構名稱: \_\_\_\_\_  
Name of the Agency

負責人或代表人簽名: \_\_\_\_\_  
Signature of owner or representative of the agency.

郵寄地址(中華民國以外地址請填寫英文)Mail address (not in the ROC, please fill in English) :

\_\_\_\_\_

聯絡人 Contact person : \_\_\_\_\_

聯絡電話 Telephone:(\_\_\_\_\_) - \_\_\_\_\_

E-MAIL : \_\_\_\_\_

申請日期 Date : 公元\_\_\_\_\_年 Year\_\_\_\_\_月 Month\_\_\_\_\_日 Day

**肆、受委託人 the person entrusted by the agency :**

- 受委託送件至行政院勞工委員會之中華民國人力仲介公司名稱(中文)或駐華機構 :
- The name of the private employment service agency or the governmental office of the home country in the ROC who is entrusted with the documentation to submit to Council of Labor Affair
- \_\_\_\_\_
- 許可證字號 License No. : \_\_\_\_\_
- 聯絡地址 Contact address : \_\_\_\_\_
- \_\_\_\_\_
- 聯絡人 Contact person : \_\_\_\_\_
- 聯絡電話 telephone : (\_\_\_\_\_) - \_\_\_\_\_
- 欲親自領件者請打「v」並加附聲明書
- To take the documentation of license and receipt in CLA personally, please

make a cross and attach announcement.

## 伍、備註 Remarks :

### 一、申請認可應檢附下列文件 ( 請依序排列 ) Required documentation for recognition (please organize in order) :

- 1.本申請書(私業許表 P-1) Original of this application form 。
- 2.當地國政府核發之營業執照或其他相關證明文件影本。  
Copy of business certificate or other documentation issued by government in the home country
- 3.當地國政府許可從事就業服務業務之許可證或其他相關證明文件影本。  
Copy of the permit of employment service issued by the government in the home country
- 4.審查費新台幣 2,000 元(請購買中華民國之郵局匯票繳交, 受款人為「**行政院勞工委員會職業訓練局**」)  
Fee of NT\$2,000 (please purchase the postal money order in the post office in the ROC, the receiver is : **行政院勞工委員會職業訓練局** ( Chinese only ).

二、注意事項:前項附件除審查費以外, 均需由申請人當地國法院或公證人之公證, 並經中華民國駐當地國代表處驗證。

Note: This application form and associated documentation must be duly notarized by a court or Notary Public in the home country, and approved by the local ROC representative office in that country.

三、經本會認可之外國人力仲介公司, 應於認可效期屆滿前 3 個月內, 檢附「**私立就業服務機構許可及管理辦法**」第 16 條第 2 項規定之文件, 經當地國政府公證及我國駐當地國使館驗證, 並於效期屆滿前 1 個月內向本會申請續予認可; 逾期申請者, 視同初次申請認可。

Foreign employment service agencies shall attach the documentation stated in the “Private Employment Service Organization Licensing and Management Regulations “ duly notarized by a court or Notary Public in the home country and approved by the local ROC representative office within 3 months before the expiration of recognition and shall deliver to Council of Labor Affair in 1 month before the expiration. CLA will regard the documentation submitted after expiration date as the first time applying for recognition.