外國人管理手冊

（菲律賓版）

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前言

敬愛的雇主：

感謝您提供本公司服務的機會，為使外國人在貴公司（府）服務期間，能創造勞雇雙贏。

請詳閱此手冊。

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外籍員工聘僱管理手冊

目錄

注意事項通知單・・・

注意事項通知單

為維護台端之權益，本公司遵照勞動部指示，再一次提醒您，希望台端能合法使用外國人，並應注意勿違下列規定，以免遭受困擾。

壹、就業服務法－重點宣導

新修正之就業服務法(簡稱本法)已於一〇七年十一月二十八日公布施行，有關事業單位或家庭類雇主聘僱外國人，應注意下列事項：

一、雇主聘僱外國人有下列行為者，將受以下處分：

(一)雇主如有聘僱未經許可、許可失效或他人所申請聘僱之外國人、以本人名義聘僱外國人為他人工作等情形者，將處新臺幣十五萬元以上七十五萬元以下罰鍰，並廢止許可。五年內再犯者，將處三年以下有期徒刑、拘役或科或併科新臺幣一百二十萬元以下罰金。

【例】雇主不得將外國人借予他人使用，或帶至其它工作場所工作。

(二)雇主如指派所聘僱之外國人從事申請許可以外之工作或未經本會許可指派所聘僱外國人變更工作場所等情形者，將處新臺幣三萬元以上十五萬元以下罰鍰。經勞工主管機關通知限期改善，屆期未改善者，即廢止許可。

【例】看護工不當作幫傭使用。不論外國人是否自願，外國人不得在營業場所幫忙打掃或從事與營業有關之所有工作。

(三)雇主如有未依規定安排所聘僱之外國人接受健康檢查或未依規定將健康檢查結果函報衛生主管機關；或曾非法扣留或侵占所聘僱外國人之護照、居留證件或財物；或其他違反本法或依本法所發布之命令等情形者，將處新臺幣六萬元以上三十萬元以下罰鍰。

(四)雇主未依規定安排所聘僱之外國人接受健康檢查或未依規定將健康檢查結果函報衛生主管機關者，經衛生主管機關通知辦理仍未辦理者，即廢止許可。

(五)雇主如曾非法僱用外國人工作；或曾非法扣留或侵占所聘僱外國人之護照、居留證件或財物；或於委任招募外國人時，向私立就業服務機構要求、期約或收受不正利益者，將廢止雇主之招募許可、聘僱許可；或不予核發招募許可、聘僱許可或展延聘僱許可；或已核發招募許可者，中止外國人引進。

二、雇主如未依規定繳納就業安定費者，得寬限三十日；未依限期繳納者，自寬限期滿之翌日起至完納前一日止，每逾一日加徵其未繳就業安定費 0.3%滯納金。但以其未繳之就業安定費 30%為限。

繳款月份	勞委會寄出繳款單	繳納期限
1- 3 月	5 月 18 日	6 月 25 日
4- 6 月	8 月 18 日	9 月 25 日
7 -9 月	11 月 18 日	12 月 25 日
10-12 月	2 月 18 日	3 月 25 日

三、雇主於所聘僱之外國人有連續曠職三日失去聯繫或聘僱關係終止之情事時，未於三日內以書面通知當地主管機關及警察機關者，並副知本會者，將被處以新臺幣三萬元以上十五萬元以下罰鍰。

四、如經雇主陳報外國人連續曠職三日失去聯繫而廢止聘僱許可者，雇主無須再繳納就業安定費。

五、主管機關、警察機關或海岸巡防機關派員至外國人工作之場所或可疑有外國人違法工作之場所實施檢查時，雇主如有規避、妨礙或拒絕情形者，將被處以新臺幣六萬元以上三十萬元以下罰鍰。

六、外國人於受聘僱許可期間無違反法令規定情事而因聘僱關係終止或聘僱許可期間屆滿出國或因健康檢查不合格經返國治癒再檢查合格者，得再入國工作，但其在中華民國境內工作期間，累計不得逾十二年。

七、外國人如連續曠職三日失去聯繫而為非法雇主工作者，將處新臺幣三萬元以上十五萬元以下罰鍰，並即令其出國，不得再於中華民國境內工作。

八、重新招募案原聘僱外國人「未出國」或「未經新雇主接續或期滿轉換」前，不得「引進、接續或期滿轉換」外國人 。

違反：就業服務法第 54 條第一項第 14 款、雇主聘僱外國人許可及管理辦法第 20 條。

罰則：就業服務法第 72 條第一款廢止其招募許可及聘僱許可之一部或全部; 第 67 條處新臺幣六萬元以上三十萬元以下罰鍰。

九、外國人入境後應按時辦理各項法定之手續，如體檢，居留證等。

十、主管機關訪查時請儘量配合提供相關資料。

十一、薪資應按時發放並請外國人簽收，薪資明細需有其母國文字。
十二、有關就業服務法暨相關法規內容及作業規定，請至勞動力發展署網址 http://www.evta.gov.tw 中查詢，或電洽勞動力發展署(02)85902567 詢問。

貳、保險：請依全民健康保險條例、勞工保險條例及依勞動契約投保意外保險三十萬敬請確實加保，（家庭類勞工可不投保勞工保險），於接到繳費單時，次月 15 日前繳交免得受罰。
投保薪資 NT29,500；1、健保費：雇主負擔：NT$1,428、外國人負擔：NT$458 。
2、勞保費：雇主負擔：NT$2,375、外國人負擔：NT$679。

參、稅法：

同一課稅年度合計居留		所得範圍	課稅方式
3.1.1 非居住者	A.當年度居住不超過 90 天（含 90 天）	1.中華民國來源之扣繳所得（指有扣繳憑單之所得）	由扣繳義務人依規定扣繳率就源扣繳無須結算申報
		2.中華民國來源之非屬扣繳範圍之所得（無扣繳憑單之所得）	於離境前或申請延期居留前依規定扣繳率申報納稅
		3.中華民國境內提供勞務而自境外雇主取得之勞務報酬	免課
	B.當年度居住超過 90 天，未滿 183 天	1.中華民國來源之扣繳所得（指有扣繳憑單之所得）	由扣繳義務人依規定扣繳率就源扣繳
		2.中華民國來源之非屬扣繳範圍之所得 3.中華民國境內提供勞務而自境外雇主取得之勞務報酬	於離境前或申請延期居留前依規定扣繳率申報納稅
3.1.2 居住者	當年度居住滿183天(含183天)	1.中華民國來源之各類所得 2.中華民境內提供勞務而自境外雇主取得之勞務報酬	1.於次度5月1日至5月31日間辦理結算申報 2.年度中途離境於離境前七天辦理離境申報

注意：1.非居住者，辦理扣繳申報(可請教公司會計師/所屬國稅局)。現實際做法為先扣繳 6 個月，滿 183 天後，即不再逐月扣繳。扣繳稅率如下:
2.每月所得未達基本工資(NT29,500*1.5 倍)者每月扣繳稅率為 6%。
3.每月所得超過基本工資(NT29,500*1.5 倍)者每月扣繳稅率為 18%。

台灣國情介紹

風俗民情
People

語言

民國 38 年隨政府播遷來臺的新移民，籍屬各省區，語種複雜，但大體都能以「官話（mandarin)」溝通，在臺灣稱「國語」，在海外稱「華語」。隨著教育的普及，「官話」已成為臺灣各族群的共通語。

而臺灣族群由於以閩南人居多，因此會說閩南話(福佬話)的居民也不少。人數較少的客家人與各族原住民，也都保有其族群所特有的語言。由於臺灣受到日本殖民統治達半世紀之久，許多老一輩在光復前接受日本教育的居民還會說一點日語。
臺灣最普及的外語是英語，為國民教育重要的課程之一，但外國遊客搭乘計程車時，還是先將目的地以中文書寫再拿給司機看，是較為保險的作法。

此外，臺北是學習中文的絕佳地點，有許多語言學校提供中文教學，由鐘點課程到授與學分的大學課程都有，所以許多歐美人士會利用渡假或花一、兩年的時間來臺灣學習中文。




宗教信仰
Religion

虔誠心靈的寄託
臺灣是一個宗教信仰多元化的地方，共分為佛教、道教、基督教、摩門教、回教、一貫道、統一教也能敞開胸懷接受外來的宗教思想。 在傳統宗教方面，主要有佛教、道教和民間信仰，但目前除都參雜道教色彩。
道教是中國本土宗教，中國人因注重具有高尚情操的人，所以常將他們神格化供奉在廟裡祭拜，女17 世紀傳入臺灣，在日據時期，因蘊含中國文化精神，受到日本迫害，信徒只好在佛教寺廟中奉寬大，佛教、道教合流，在一個神殿中，可同時供奉不同的神，而形成了臺灣本土的特色。

另外，值得一提的有儒家的孔子。孔子是中國最偉大的老師，他提倡禮儀、祭拜祖宗，所以西漢元帝替孔子設祠後，就接著有許多孔廟的建立，都是用來表達對孔子 的敬仰。在外來宗教方面，17 世紀初葉，天主教和基督教隨著西班牙、荷蘭勢力，先後進入臺灣傳教，其中，早期在臺灣發展的，除了天主教外，基督教長老教會也曾經扮 演重要的歷史角色。

近來各方宗教蓬勃發展，除了天主教、基督教外，還有回教、大同教、天理教…等，也都在臺灣擁有一片空間。

寺廟興起



清朝統治臺灣時，中國漳、泉居民才大量渡海來臺。當時臺灣海峽風浪很大，所以移民們都攜帶神像、香火、香灰作為護身符，其中以媽祖神像最多，因為媽祖是海神，所以神像常被安置在船上，以祈求她保護航海安全。而在開墾初期，由於野地醫藥不發達，只要有疾病流行，就會造成許多人死亡，所以人們都信仰瘟疫之神「王爺」。王爺又稱「千歲爺」、「府千歲」，有很多不同的姓氏，傳說王爺可以去除疾病，所以人們相信他可以庇佑身體健康。到了後期，村落漸漸繁榮信徒就興建各種寺廟，來感謝神的保佑所以媽祖和王爺也就成了臺灣寺廟供奉神明的二大系統。在當時，寺廟不僅是居民的信仰中心，而且兼具教化、救濟等功能。

宗教藝術殿堂



寺廟是精緻的紀念建築，是神明的殿堂，也是信徒的信仰中心。除了空間規劃和形式格局有一套複雜的規矩外，還包含木雕、石雕、泥塑、陶藝、剪粘、彩繪、書法……等裝飾，這些裝飾不僅具有視覺上的美感，更反映出中國人趨吉避凶、祈望教化和自我表彰的人生觀，充分展現出民間的豐富內涵和精神文明的宗教藝術。

求神問卜

在臺灣的廟裡，經常會看到一些求神問卜的儀式。例如：信徒有所祈願或想卜知好壞，就會在神佛面前點上一柱香，默念自己的姓名、生辰、住址和疑惑的事，用「擲筊」方式請求神佛指點。「筊」是一對以竹根或木做成的彎月形卜具，凸面為陰，平面為陽，把它們輕拋到地上，一陰一陽叫做「聖筊」，代表好現象；二陽叫做 「笑筊」，表示不好不壞；二陰為「怒筊」，表示不好。

此外，還有一種是「抽籤」，「籤」是由竹片做成的長條形卜具，籤上有一個號數。經過搖動後，可以抽取排在籤筒中最高位的籤，然後再擲筊請示神佛，若 3 次都是聖筊，就可依籤號找出籤紙，得到指點，而且較大的寺廟中，也都有專人可解籤中含義。





傳統節慶
Traditional Festivals

農曆春節



春節氣氛以農曆正月初一到初五這段期間最為濃厚，民間俗稱「過年」，含有辭舊迎新之意，被視為一年中最重要的節日。

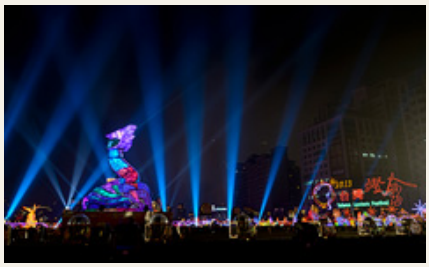
從春節前夕到農曆大年初五之間，民間遵行多項習俗。在春節前夕，家家戶戶開始「掃塵」，此意味著將晦氣惡運掃除出門，有破舊立新之意；掃塵後緊接著準備做年糕(年糕含有「步步高升」之意)；農曆 12 月倒數第 2 日即「小年夜」當天，每家每戶都會貼上「春聯」及「年畫」，藉以敬神祈福，有吉祥討喜之意。

農曆 12 月最後 1 日除夕夜闔家會一起「圍爐」吃年夜飯，有幾樣菜是必吃的，如"長年菜"代表長壽、"菜頭"代表好彩頭、"魚"代表年年有餘、"鳳梨"代表好運旺來、"元宵"則有財源廣進的意義。在吃完年夜飯後，長輩會發給晚輩紅包袋(即壓歲錢)，有互討吉利、祈求平安的意思。「守歲」在民間含有祈求父母長壽之意，通常從家人齊聚吃年夜飯開始，直至午夜 12 點一到，紛紛燃放鞭炮歡慶新年到來，含有對過去一年的感懷及對未來一年新的期望。

除此之外，春節的習俗還包括大年初一拜年、初二已出嫁的女兒回娘家、初四接財神、初五開市、初九拜天公(玉皇大帝)等。



元 宵 節



農曆 1 月 15 日是元宵節，一般稱為「小過年」，在眾多節慶中，元宵節熱鬧的程度僅次於農曆春節，是臺灣最熱鬧的大型傳統文化節慶。全國各地張燈結綵熱鬧地辦理燈會慶元宵系列活動，包括臺灣燈會、平溪天燈、臺東炸寒單、臺南鹽水蜂炮、臺北燈節及高雄燈會等及各地廟宇傳統慶祝儀式，已成為最受國際觀光客喜愛的臺灣節慶。美國 Discovery 頻道「世界最佳節慶(Fantastic Festivals of the World)」節目曾來臺製作”Lantern Celebrations” Taiwan 專輯，極力推薦臺灣燈會慶元宵系列活動為全球最佳節慶活動。

端 午 節



端午節與春節、中秋節並稱三大節日，因其由來和習俗，幾乎都和紀念戰國時期楚國詩人-屈原有關，故民間又稱「詩人節」。端午節最普遍的習俗為「划龍舟」和「吃粽子」。據說早年屈原投江而死，人們為搜救他，紛紛駕舟楫在江面來回找尋，此後逐漸演變成龍舟競渡。

時至今日，划龍舟已是一項遍及海內外的觀光活動，全臺北、中、南各地(如臺北新店碧潭及基隆河、宜蘭縣冬山河及礁溪鄉二龍村、彰化鹿港鎮、高雄市愛河等)，每年均有大型龍舟競賽，近年還擴大舉辦國際邀請賽，邀請國外朋友共襄盛舉。

包粽子習俗是為防屈原身軀被魚蝦啃蝕，人們於是在竹葉中裝進米食投入江中餵食江魚，傳承至今，即演變成一項普遍習俗。除此之外，另有各種舊習俗在民間廣為流傳，如在門上懸掛艾草、菖蒲、榕枝等，藉以驅避蚊蟲；懸掛鍾馗畫像、佩帶香包及飲雄黃酒還等以保平安。

中 元 節



農曆 7 月俗稱「鬼月」，在傳統習俗中，從農曆 7 月 1 日凌晨起地府鬼門開到農曆 7 月 29 日鬼門關的這段期間，民間為祈求消災解厄、諸事順利平安，各地均舉辦大大小小的祭典，尤以 7 月 15 日中元節這一天達到祭典的最高潮。其中如基隆市政府舉辦的「雞籠中元祭」、宜蘭縣頭城及屏東縣恆春的搶孤，都是中元節重要的傳統習俗。

中元普渡

在民間傳統中，每到中元節這一天，家家互互都會準備牲禮、果品、鮮花等到廟前或自家門前祭拜，並請道士念經以超渡各方孤魂，即所謂的「中元祭」，又稱「中元普渡」。

放水燈

放水燈由來已久，其主要用意在替水府孤魂照路，招引鬼魂上路來享用祭品，以祈求亡魂早日投胎轉世，水路兩界相安無事。

搶孤



搶孤也是中元節重大的慶典之一，臺灣目前只剩下宜蘭縣頭城鎮及屏東縣恆春鎮兩地舉辦，其中又以頭城搶孤規模最大也最熱鬧。早年在閩粵先民入墾宜蘭的過程中，許多人受到天災、人禍、疾病而命喪異域，因恐祭祀無人，魂魄無所歸依，便於每年中元普渡時舉行搶孤儀式悼念先人。頭城由於是開墾宜蘭之首，因此附近八大庄居民便聯合舉辦超渡法會，並選定農曆 7 月 29 日關鬼門這一天，盛大舉行搶孤活動。不過由於搶孤危險性高，目前不定期舉辦。搶孤慶典當天，以 12 根塗滿牛油的孤柱架成一座孤棚，頂端還有一個倒翻棚，上面豎以 13 根孤棧含旗竿，並將祭品掛於其上以祭告天神。整個活動在子夜子時掀起最高潮，凡參加搶孤的勇漢 5 人為一組，每組以一根繩索為工具，待鑼聲響起時，各組以疊羅漢的方式向上攀爬並刮去牛油以利爬行，最後由率先奪得孤棧上的金牌及順風旗者取得優勝。

中秋節



中秋節又稱「月節」，在所有節慶中，它是最富浪漫氣息的節日。由於中秋正值秋季之中，為農作收穫的時節，早年人們總會在這一天祭拜土地感謝豐收，由於隱含闔家團圓之意，因此，一般人常以「花好月圓人團圓」來點出中秋節的內涵。由於中秋節的活動大都與月亮有關，因此自古以來被視為拜月亮的節日，主要活動包含拜月、祭土地、走月亮、吃月餅等，都是從月亮衍生而來的習俗。其中「走月亮」是指中秋夜當著明月清風到郊外散步賞月；「吃月餅」則意味著團圓美滿；此外，還有「吃柚子」的習俗，取「柚」與「佑」諧音，代表受月亮護佑之意；至於「烤肉」，則是近來中秋節興起的活動，在月光下與家人朋友齊聚一堂，也是一種團圓的象徵。

Folk Customs

Language

The new immigrants who moved to Taiwan with the government in 1949 came from various provinces with complex languages, but they were generally able to communicate in "mandarin". They were called "Mandarin" in Taiwan and "Chinese" overseas. With the popularization of education, "Mandarin" has become the common language of all ethnic groups in Taiwan.

The Taiwanese ethnic group is mostly Hokkien, so there are many residents who can speak Hokkien (Fu Lao). The small number of Hakkas and the aborigines of various ethnic groups also retain their own unique languages. Since Taiwan was under Japanese colonial rule for half a century, many older residents who received Japanese education before liberation could speak a little Japanese.

The most popular foreign language in Taiwan is English, which is one of the important courses of national education. However, it is safer to write the destination in Chinese and show it to the driver when foreign tourists take a taxi.

In addition, Taipei is an excellent place to learn Chinese. There are many language schools that provide Chinese teaching, ranging from part-time courses to credit-granting university courses, so many Europeans and Americans use vacation or spend 1 or 2 years to study Chinese in Taiwan.





Religious Belief

The sustenance of a pious soul

Taiwan is a place with diversified religious beliefs. It is divided into Buddhism, Taoism, Christianity, Mormonism, Islam, Yiguandao, Unificationism, Hinduism, etc. It not only respects traditional beliefs, but also opens up to accept foreign religious ideas. In terms of traditional religions, there are mainly Buddhism, Taoism and folk beliefs, but at present, except for a few purely Buddhist temples, most of them are mixed with Taoism.

Taoism is a native religion in China. Because Chinese people respect people with noble sentiments, they often deify them in temples. Guan Gong is a typical example. Taoism came to Taiwan in the 17th century, During the Japanese occupation, it was persecuted by Japan because of the spirit of Chinese culture. The believers had to worship Taoist gods in Buddhist temples. After the restoration, due to the lenient religious concepts and the confluence of Buddhism and Taoism, different gods can be enshrined

in the same shrine at the same time, forming the local characteristics of Taiwan.

In addition, Confucianism is worth mentioning. Confucius was the greatest teacher in China. He advocated etiquette and worship of ancestors. So after the Emperor of the Western Han Dynasty set up temples for Confucius, many Confucian temples were built to show respect for Confucius. In terms of foreign religions, at the beginning of the 17th century, Catholicism and Christianity entered Taiwan to preach along with Spain and the Netherlands. Among them, in addition to Catholicism, the Presbyterian Church also played an important historical role.

Recently, various religions have developed vigorously. In addition to Catholicism and Christianity, there are also Islam, Datong religion, Tianli religion... etc. also have a piece of sky in Taiwan.

The Rise of Temples



When the Qing Dynasty ruled Taiwan, a large number of Chinese Zhangzhou and Quanzhou residents crossed the sea to Taiwan. At that time, the Taiwan Strait was very windy, so the immigrants carried idols, incense, and incense ash as amulets. Among them, the Mazu idol was the most. Because Mazu is the sea god, the idols are often placed on ships to pray for her to protect the safety of navigation.

In the early days of reclamation, due to underdeveloped medication, as long as the disease was prevalent, many people would die. Therefore, people believed in the god of plague, "Wangye". The Wangye is also known as "Highness Lord" and "Fu Highness". There are many different surnames. Legend has it that the Wangye can get rid of diseases, so people believe that he can bless good health. In the later period, the village gradually prospered and believers built various temples to thank the gods for their blessings, so Mazu and Wangye became the two major systems of temples in Taiwan to worship gods. At that time, the temple was not only the faith center of the residents, but also had the functions of education and relief.

Temple Of Religious Art



The temple is an exquisite memorial building, a temple of gods, and a center of faith for believers. In addition to a complex set of space planning and formal layout, it also includes decorations such as wood carving, stone carving, clay sculpture, pottery, cutting and sticking, color painting, calligraphy, etc. These decorations not only have visual beauty, but also reflect the Chinese people's auspiciousness, the outlook on life of avoiding evil, praying for enlightenment and self-recognition, fully demonstrates the rich connotation of the folk and the spiritual religious art.

Ask God For A Prophecy

In Taiwanese temples, we often see some ceremonies for asking gods. For example, if believers have a wish or want to know what is good or bad, they will light a stick of incense in front of the gods and Buddhas, silently recite their names, birthdays, addresses, and doubts, and ask the gods and Buddhas for guidance in the way of "throwing moon blocks". "Moon blocks" is a pair of moon-shaped wares

made of bamboo or wood. The convex surface is Yin and the flat surface is Yang. Throw them lightly to the ground. One Yin and one Yang are called " holy lots", which represents a good phenomenon; two yangs are called "smile lots", which represents neither good nor bad; and the two yins means "anger lots", which means bad.

In addition, there is also a "divination stick" whick is a long stick made of bamboo, with a number on it. After shaking, you can draw the top stick in the lottery, and then throw the lots to ask the gods and Buddhas. If all three times are the holy lots, you can find the lottery guidance according to the lottery number, moreover in larger temples, there is also someone who can resolve the meaning.





Traditional Festivals

Lunar New Year



The atmosphere of the Spring Festival is strongest during the period from the first day to the fifth day of the first month of the lunar calendar. It is commonly called "New Year", which means resigning from the old and welcoming the new, and is regarded as the most important festival of the year.

From the eve of the Spring Festival to the fifth day of the Lunar New Year, the folks observe a number of customs. On the eve of the Spring Festival, every household began to "sweep the dust", which means sweeping away bad luck to break the old and create the new; after sweeping the dust, prepare to make rice cakes (the rice cakes means "promote step by step"); On the penultimate day of December in the lunar calendar, which is the day of "Little New Year's Eve", each household will post "Spring Festival couplets" and "New Year pictures" to worship the gods and pray for blessings, which is auspicious and pleasant.

On New Year’s Eve on the last 1st day of the lunar calendar, the family will have a New Year’s Eve dinner together. There are several dishes that must be eaten, such as "spinach" for longevity, "caitou" for good luck, and "fish" for prosperity through a year, "pineapple" represents good luck, and "yuanxiao" has the meaning of making money. After the New Year’s Eve dinner, the elders will give the younger generation red envelopes (i.e. New Year's money), which means to ask for good luck and peace. "shousui" means to pray for the parents' longevity in the folks. It usually starts from the family gathering for New Year’s Eve dinner until 12:00 midnight, firecrackers are set off to celebrate the arrival of the new year. It contains the feelings for the past year and new expectations for the coming year. In addition, the customs of the Spring Festival include paying new year's greetings to someone on the first day of the Lunar New Year, returning the married daughter

to the natal family on the second day, welcoming the God of Wealth on the fourth day, opening the business on the fifth day, worshipping God on the ninth day (Jade Emperor) and so on.

New Year's Eve	→	New Year's Day	→	The second day of the new year	→	The fourth day of the new year	→	The fifth day of the new year
Family union around the fireplace		New Year greetings		Return of wife to her parental home		Welcome to the God of Wealth		Open for business

Lantern Festival



January 15th of the lunar calendar is the Lantern Festival, which is generally called the "Little New Year". Among the many festivals, the Lantern Festival is second only to the Lunar New Year and is the most popular large-scale traditional cultural festival in Taiwan. Lantern Festival activities are held lively across the country, including Taiwan Lantern Festival, Pingxi Sky Lantern, Taitung bombarded Handan, Tainan Yanshui firework, Taipei Lantern Festival, Kaohsiung Lantern Festival, and traditional celebration ceremonies of temples in various places, have become the most popular festival in Taiwan by international tourists. American Discovery Channel "Fantastic Festivals of the World" program once came to Taiwan to produce the "Lantern Celebrations" Taiwan album, and highly recommend the Taiwan Lantern Festival activities as the world's best festival event.

Dragon Boat Festival



The Dragon Boat Festival, the Spring Festival and the Mid-Autumn Festival are known as the three major festivals. The origin and customs are almost all related to commemorating the poet Qu Yuan of Chu dynasty during the Warring States Period, so it is also called the "Poet Festival" among the people. The most common customs of the Dragon Boat Festival are "dragon boat racing" and "eating rice dumpling" It is said that in the early years, Qu Yuan threw himself to the river and died. In order to search and rescue him, people drove boats back and forth across the river to find him, and then gradually evolved into a dragon boat race.

Nowadays, dragon boating has been a sightseeing activity all over the world. North, Central and South Taiwan (such as Taipei Xindian Creek Bitan Kake and Keelung River, Yilan Dongshan River and Jiaoxi Erlong Village, Changhua Lukang Town, Kaohsiung Love River, etc.) all have large-scale dragon boat competitions every year. In recent years, international invitational tournaments have been expanded to invite foreign friends to join the grand event.

The custom of making rice dumpling is to prevent Quyuan’s body from being eaten by fish and

shrimp, so people put rice in bamboo leaves into the river to feed river fish. It has been passed down to this day and has evolved into a common custom. In addition, various old customs are widely spread among the people, such as hanging wormwood, calamus, and banyan branches on the door to repel mosquitoes; hanging a portrait of Zhong Kui, wearing a sachet, and drinking realgar wine to ensure safety.

Ghost Festival



The seventh month of the lunar calendar is commonly known as the "ghost month." In traditional customs, from the early morning of July 1 of the lunar calendar the ghost gate opens until the July 29 of the lunar calendar ghost gate closes, the folks pray for the relief of disasters, all things smooth and safe. Large and small ceremonies are held in various places, the climax of the festival was reached on July 15th. Among them, the Keelung City "Chicken Cage ghost Festival" Yilan Toucheng Town and Pingtung Hengchun Town Chiangku festival are important traditional customs of the ghost Festival.

Ghost Festival Worship Ceremony

In folk traditions, every family will prepare sacrifices, fruits, flowers, etc. to worship in front of the temple or at their own house, and ask the Taoist priests to recite the scriptures to release ghost souls from purgatory, the so-called "Ghost Fiesta ", also known as "Ghost Festival Worship Ceremony ".

Launch of Water Lanterns

The water lantern has a long history, and its main purpose is to illuminate the road for the ghost souls in the water, and attract the ghosts to enjoy the sacrifices, in order to pray for the reincarnation of the dead as soon as possible, and both land and water are in peace.

Chiang Ku activity



Scrambling for offerings is also one of the important celebrations of the Ghost Festival. Currently in Taiwan, there are only two locations Yilan Toucheng Town and Pingtung Hengchun Town hold the activity. Between them, Toucheng is the largest and the most popular. In the early years when the ancestors of Fujian and Guangdong entered Yilan, many people were killed by natural disasters, man-made disasters, and diseases. For fear that the ghost has nowhere to go, every year during the Ghost Festival, a ceremony to mourn the deceased is held. Since Toucheng was the first land to be reclaimed in Yilan, therefore, the residents of the nearby eight villages jointly organized the worship ceremony, and selected the day of closing the ghost gate on July 29 of the lunar calendar to hold a grand Chiang Ku activity. However, due to the high risk of scrambling for offerings, it is currently held irregularly. On the day of the scrambling for offerings, 12 solitary poles coated with butter were used to form a solitary shed, there is also an overturned shed at the top with 13 solitary poles and flagpoles which hang sacrifices on it to make sacrifices to the gods. The whole activity come to a climax in the middle of the night, the five brave men who participated in the contest are a team, and each team has a rope as a tool, when the sound of the gong sounded, every team climbed up with human pyramid and scraped off the slippery butter. In the end, the

winner is the first team snatching the gold medal and flag on the pole.

Mid-Autumn Festival



The Mid-Autumn Festival is also known as the "Moon Festival". Among all festivals, it is the most romantic festival. Since the Mid-Autumn Festival is in the middle of autumn, the harvest season for farming, people in the early years would always worship the land on this day to thank for the harvest. Because of the implicit meaning of family reunion, people often point out the connotation of the Mid-Autumn Festival with the phrase "a lovely month for people to reunite".

Since most of the Mid-Autumn Festival activities are related to the moon from ancient times. The main activities include moon-worshiping, land-worshiping, moon following, moon cakes eating, etc. Among them, "following the moon" means taking a walk to admire the moon under the bright moonlight and breeze; "eating moon cakes" means a happy reunion; as well as, there is also the custom of "eating pomelo" which represents the meaning of being blessed by the moon. As for "barbecue", it is an activity that has recently emerged during the Mid-Autumn Festival, gathering with family and friends under the moonlight is also a symbol of reunion.

★ 外國人國情介紹-菲律賓

面積：30 萬平方公里，大約臺灣的 10 倍。
人口：七千多萬人。
首都：馬尼拉。
地理：

位於亞洲東南部，北隔巴士海峽與台灣遙遙相對，南和西南隔蘇拉威西海、巴拉巴克海峽與印尼、馬來西亞相望，西瀕南中國海，東臨太平洋。共有大小島嶼 7 仟多個，地震、火山活動很旺盛。

氣候：

菲律賓群島全境屬熱帶,全年氣候炎熱,雨量充沛,群島北半部多颱風,風災雨害較台灣為盛,每年僅有乾濕二季之分,一般可分為 6 月到 11 月的雨季以 12 月至翌年 5 月為乾季,年均溫度高達 25 度. 氣候也深受季風影響,溼度相當,三月約 70%,九月約 85%。

節慶：3~4 月間聖週；6/12 獨立日；11/1 萬聖節；11 月末週四為感恩節。

宗教信仰：85%天主教，是東南亞地區唯一的天主教國家，彌撒是天主教很重要的宗教活動，象徵與天主的聯繫，每個禮拜的彌撒是很神聖的。

語言：菲律賓語(Tagalog)、英語。

風俗民情：

1. 民風活潑，政治開放，但南部如民答那峨則以回教徒居多。
2. 菲律賓人的姓名大多為西班牙語姓名，名字順序是教名、母姓首字，父姓。
3. 主食為米飯，食物的口味較為清淡。
4. 台灣常吃的稀飯，在菲律賓的傳統是家中有人過世才吃的，所以許多菲藉外國人不愛吃稀飯。

工作狀況：

1. 菲律賓勞工平均教育水準在中學以上，是教育水平最高者。
2. 公司若有較精密的機械或有英語人才，最適合聘請菲律賓勞工。

民族特性：

1. 個性活潑、好動、外向。
2. 細心、敏感，在通溝的時候切忌使用侮辱性的字眼、大聲叱喝與身體碰觸。
3. 聰明、精明、計較。
4. 較難管理
5. 假日喜上教堂，互通訊息，意見較多。

飲食習慣：

菲律賓和臺灣相同，米飯是他們用餐主食。食物特色是「酸」,任何菜甚至湯都用醋和大量的大蒜等辛辣調味料。食物內也喜歡加入椰子、蕃茄及花生。菲律賓當地的餐飲最能反映其風情和歷史。菲律賓當地的菜，除了鄉土名菜外，還深受中國菜和西班牙菜的影響。

就業服務法宣導
EMPLOYMENT SERVICES ACT ANNOUNCEMENT

第　五　條 為保障國民就業機會平等，雇主對求職人或所僱用員工，不得以種族、階級、語言、思想、宗教、黨派、籍貫、出生地、性別、性傾向、年齡、婚姻、容貌、五官、身心障礙、星座、血型或以往工會會員身分為由，予以歧視;其它法律有明文規定者，從其規定。

Article 5 For the purpose of ensuring national’ s equal opportunity in employment, Employer isprohibited from discriminating against any Job Applicant or Employee on the basis of race,class, language, thought, religion, political party, place of origin, birth place, sex, sexual preference , age , marital status, appearance, facial features, disability, constellation, blood type or past membership in any labor union. if there is a conflict between the laws and the regulations, the laws rule.

雇主招募或僱用員工，不得有下列情事：

When recruiting or employing Employee(s), Employer shall not engage in any of the following acts:

一) 為不實之廣告或揭示。

Making false advertising or disclosure;

二) 違反求職人或員工意思，留置其國民身分證、工作憑證或其他證明文件，或要求提供非屬就業所需之隱私資料。

Withholding any Job Applicant's Identification Card, Work Certificate, or providing private data irrelevant with job requirements;

三) 扣留求職人或員工財物或收取保證金。

Withholding Job Applicant’s belongings or collecting bond from Job Applicant;

四) 指派求職人或員工從事違背公共秩序或善良風俗之工作。

Assigning any Job Applicant to engage in any work that is in violation of the public orders or the descent morals;

五) 辦理聘僱外國人之申請許可、招募、引進或管理事項，提供不實資料或健康檢查檢體。

Submitting false information or fake health examination sample(s) when applying for Permit(s) to employ Foreign Worker(s), or dealing with recruitment, import, or management thereof.

六)、提供職缺之經常性薪資未達新臺幣四萬元而未公開揭示或告知其薪資範圍。

Regular earnings of position not up to NT40,000 is not disclosed or informed of the salary range.

第五十四條 雇主聘僱外國人從事第四十六條第一項第八款至第十一款規定之工作，有下列情事之一者，中央主管機關應不予核發招募許可、聘僱許可或展延聘僱許可之一部或全部；其已核發招募許可者，得中止引進：

Article 54 Should any of the following circumstances have arisen or existed with respect to the employment of Foreign Worker(s) to engage in work as referred to in Subparagraphs 8 to11 of Paragraph 1 of Article 46, the Central Competent Authority shall not issue one or all of the Permit for recruitment, employment, or the extension thereof; in case the Permitfor recruitment has already been issued, the Central Competent Authority may halt the introduction of Foreign Workers:

一) 於外國人預定工作之場所有第十條規定之罷工或勞資爭議情事。

The work place in which the Foreign Worker(s) is designated to engage in work once employed has been subject to a legal strike or industrial dispute as referred to in Article 10;

二) 於國內招募時，無正當理由拒絕聘僱公立就業服務機構所推介之人員或自行前往求職者。

During the domestic recruitment, the Employer has unjustifiably refused to employ Worker(s)

referred by Public Employment Services Agency(s) or Job Applicant(s) appeared on his/her/their own initiative(s);

三) 聘僱之外國人行蹤不明或藏匿外國人達一定人數或比例。

The number of Foreign Workers whose whereabouts are untraceable or who are deliberately hidden by the Employer has reached a certain figure or percentage as prescribed by the Central Competent Authority;

四) 曾非法僱用外國人工作。

The Employer has ever illegally employed Foreign Worker(s) to engage in work;

五) 曾非法解僱本國勞工。

The Employer has ever illegally laid off/discharged national worker(s);

六) 因聘僱外國人而降低本國勞工勞動條件，經當地主管機關查證屬實。

The local Competent Authority(s) has/have investigated and proven that the employment of Foreign Worker(s) has undermined the labor terms in the employment contract(s) with national worker(s);

七) 聘僱之外國人妨害社區安寧秩序，經依社會秩序維護法裁處。

The employed Foreign Worker(s) has/have disturbed the tranquility and public orders of the local community and has/have been adjudicated upon and punished on that account in accordance with the Social Order Maintenance Act;

八) 曾非法扣留或侵占所聘僱外國人之護照、居留證件或財物。

The Employer has ever illegally withheld passport(s)/ residence certificate(s) of Foreign Worker(s), or embezzled belongings of Foreign Worker(s);

九) 所聘僱外國人遣送出國所需旅費及收容期間之必要費用，經限期繳納屆期不繳納。

The Employer has failed to pay within the prescribed period the travel expenses required for dispatching the employed Foreign Worker(s) out of the territory of the Republic of China or the necessary expenses for the detention of his/her employed Foreign Worker(s) prior to the departure;

十) 於委任招募外國人時，向私立就業服務機構要求、期約或收受不正利益。

When entrusting Private Employment Services Agency(s) with recruiting Foreign Worker(s), the Employer has demanded, agreed to be paid at a later stage, or accepted unjust interests from such Agency(s);

十一) 於辦理聘僱外國人之申請許可、招募、引進或管理事項，提供不實或失效資料。

The Employer has submitted false or unvalid information when processing the application for The employment of Foreign Worker(s) or matters regarding the recruitment, introduction, or administration thereof;

十二) 刊登不實之求才廣告。

The Employer has made false recruitment advertisement(s);

十三) 不符申請規定經限期補正，屆期未補正。

The Employer’s application has not been made in conformity with the relevant requirements and he/she has failed to make necessary supplements and/or rectifications thereof within the specified period of time;

十四) 違反本法或依第四十八條第二項、第三項、第四十九條所發布之命令。

The Employer has violated the provision(s) of the present Act or the regulations promulgated

pursuant to Paragraphs 2 or 3 of Article 48 or Article 49;

十五) 違反職業安全衛生法規定，致所聘僱外國人發生死亡、喪失部分或全部工作能力，且未依法補償或賠償。
The employer has violated Occupational Safety and Health Act that causes foreign worker’s death, disability, or incapacity during the employment and no provide compensation according to the act.

十六) 其他違反保護勞工之法令情節重大者。
Other than the above, the Employer has been in serious violation of applicable laws and regulations protecting labor.

前項第三款至第十六款規定情事，以申請之日前二年內發生者為限。
Those that mention above at paragraph three to sixteen, only limited to the fist two years after registration.
第一項第三款之人數、比例，由中央主管機關公告之。
Total and proportion that mention on Paragraph 3 of Article 1 will be based on Central Competent Authority’s announcement.

第五十五條 雇主聘僱外國人從事第四十六條第一項第八款至第十款規定之工作，應向中央主管機關設置之就業安定基金專戶繳納就業安定費，作為加強辦理有關促進國民就業、提升勞工福祉及處理有關外國人聘僱管理事務之用。

Article 55 Where employing Foreign Worker(s) to engage in work as referred to in Subparagraphs 8 to 10 of Paragraph 1 of Article 46, the Employer shall pay Employment Security Fees into the specific account for Employment Security Fund as established by the Central Competent Authority to be utilized for the purposes of processing matters regarding promotion of employment of nationals, enhancement of labor welfare, and handling the employment and administration of Foreign Workers.

前項就業安定費之數額，由中央主管機關考量國家經濟發展、勞動供需及相關勞動條件，並依其行業別及工作性質會商相關機關定之。
The amount of the employment ability fee is established by the central competent authority in evaluation of the economic development, the supply and demand of worker, and according to the some others industry who has the relevant character and an establishment rules.

雇主或被看護者符合社會救助法規定之低收入戶或中低收入戶、依身心障礙者權益保障法領取生活補助費，或依老人福利法領取中低收入生活津貼者，其聘僱外國人從事第四十六條第一項第九款規定之家庭看護工作，免繳納第一項之就業安定費。
The owner or caretaker comply with the Social Assistance Services Act, low-income families or low-income households, receive subsistence allowance in accordance with disabilities Protection Act, or receive a living allowance of low-income elderly persons in accordance with the welfare law, the hiring of foreign people engaged in the first paragraph of Article 46 of the ninth paragraph of home care work, shall be exempt from the first paragraph of Employment Security Fees.

第一項受聘僱之外國人有連續曠職三日失去聯繫或聘僱關係終止之情事，經雇主依規定通知而廢止聘僱許可者，雇主無須再繳納就業安定費。
The Employer is exempted from paying the Employment Security Fees as required in Accordance with Paragraph 1 of this Article as long as the Employer report a fact according tothe rules that the employed Foreign Worker had been unjustifiably absent from his/her workand had not been in contact for three (3) consecutive days or that the Employment regarding the employed Foreign Worker had been terminated, and as a result thereof theEmployment Permit was annulled.

雇主未依規定期限繳納就業安定費者，得寬限三十日；於寬限期滿仍未繳納者，自寬限期滿之翌日起至完納前一日止，每逾一日加徵其未繳就業安定費百分之零點三滯納金。

但以其未繳之就業安定費百分之三十為限。

Where Employer fails to pay off the Employment Security Fees within the specified period, an extension thereof for thirty (30) days may be granted; where Employer fails to pay off the said Fees within the grace period, a late payment fine of zero point three percent (0.3%) of the outstanding accrued Fees shall be levied per day from the day following the expiration of the grace period until the day prior to the complete payment thereof; the aggregate sum of such fine shall not exceed the 30 percent of the outstanding accrued Employment Security Fees.

加徵前項滯納金三十日後，雇主仍未繳納者，由中央主管機關就其未繳納之就業安定費及滯納金移送強制執行，並得廢止其聘僱許可之一部或全部。

Should Employer fail to pay off the said Fees by the end of thirty (30) days after the late payment fine was levied daily as referred to in Paragraph 3 of this Article, the Central Competent Authority shall thereafter seek legal compulsory proceedings to collect the then unpaid Fees as well as the late payment fine levied but yet paid, and obtained annul in whole or in part his/her Employment Permit.

主管機關並應定期上網公告基金運用之情形及相關會議紀錄。

Top authorities must timely post on their website of their fund usage and other related information.

第五十七條　雇主聘僱外國人不得有下列情事：

Article 57　As for employment of Foreign Worker(s), Employer shall not engage in any of the following:

一) 聘僱未經許可、許可失效或他人所申請聘僱之外國人。

Employing a Foreign Worker without Permit or after the expiration of Permit therefor, or a Foreign Worker that has been permitted to be employed at the same time by a third party;

二) 以本人名義聘僱外國人為他人工作。

Employing in the name of the Employer a Foreign Worker, but in reality causing that Foreign Worker engage in work for a third party;

三) 指派所聘僱之外國人從事許可以外之工作。

Appointing the employed Foreign Worker to engage in work that is not within the sphere of the Permit;

四) 未經許可，指派所聘僱從事第四十六條第一項第八款至第十款規定工作之外國人變更工作場所。

Commanding, without permission therefor, an Foreign Worker who is employed to engage in the work as referred to in Subparagraphs 8 to 10 of Paragraph 1 of Article 46 to change his/her work place;

五) 未依規定安排所聘僱之外國人接受健康檢查或未依規定將健康檢查結果函報衛生主管機關。

Failing to arrange for the employed Foreign Worker to undergo health examinations or failing to submit the health examinations report(s) to the Competent Health Authority(s) in accordance with the applicable laws and regulations;

六) 因聘僱外國人致生解僱或資遣本國勞工之結果。

Dismissing or laying off national worker(s) as a result of having employed Foreign Worker(s) by the Employer;

七) 對所聘僱之外國人以強暴脅迫或其他非法之方法，強制其從事勞動。

Exerting coercion, threat, or any other illegal means upon the employed Foreign Worker(s) to

enforce him/her/them to engage in work contrary to his/her/their free will;

八) 非法扣留或侵占所聘僱外國人之護照、居留證件或財物。

Illegally withholding the passport(s)/residence certificate(s) of Foreign Worker(s) or embezzling belongings of Foreign Worker(s);

九) 其他違反本法或依本法所發布之命令。

Having violated, other than the above, the provision(s) of the present Act or the regulations promulgated pursuant to the present Act.

第七十三條　雇主聘僱之外國人，有下列情事之一者，廢止其聘僱許可：

Article 73　Where any of the following circumstances has arisen or existed with respect to a Foreign Worker, the Employment Permit therefor shall be annulled:

一) 為申請許可以外之雇主工作。

The employed Foreign Worker has engaged in work for an Employer who is not stated in the Permit;

二) 非依雇主指派即自行從事許可以外之工作。

The employed Foreign Worker has engaged, without being appointed by his/her Employer, in work on his/her own initiative that is not within the sphere of the Permit;

三) 連續曠職三日失去聯繫或聘僱關係終止。

The employed Foreign Worker has been unjustifiably absent from his/her work and not in contact for three (3) consecutive days or the employment has been terminated;

四) 拒絕接受健康檢查、提供不實檢體、檢查不合格、身心狀況無法勝任所指派之工作或罹患經中央衛生主管機關指定之傳染病。

The employed Foreign Worker has refused to undergo health examinations, submitted fake health examination sample(s), or failed health examinations, or his/her mental and/or physical condition(s) are/is not qualified for the assigned work, or he/she has been infected with any of the contagious diseases that have been listed and published by the Central Competent Health Authority(s);

五) 違反依第四十八條第二項、第三項、第四十九條所發布之命令，情節重大。

The employed Foreign Worker has been in serious violation of the regulations promulgated pursuant to Paragraph 2 or 3 of Article 48 or Article 49;

六) 違反其他中華民國法令，情節重大。

Other than the above, the employed Foreign Worker has been in serious violation of applicable laws and regulations in the Republic of China;

七) 依規定應提供資料，拒絕提供或提供不實。

The employed Foreign Worker has refused to submit any information as required by applicable laws and regulations, or has submitted false information in violation of the applicable laws and regulations;

外國人宿舍管理規則
Foreign workers dormitory management rules

1. 勞工宿舍僅供外國人居住，嚴禁外人留宿，且不得任意進入他人宿舍及未經許可之區域。
   Labor's dormitory only for foreign labors. Disallowance other people stay in labor dormitory. Please do not enter other person's room and the area unallowable.

2. 宿舍內一切嚴禁賭博、酗酒、嚼檳榔、吸毒、偷竊、爬牆等其他不法行為，違反者視情節輕重處分經議處認情節重大者遣送回國。
   Disallowance gambling，alcoholism，chewing betel-nut (pinang)，drug，pilfer，climbing wall … Etc. If the offender cognizanced condition badly will be sent back.

3. 宿舍內一切物品請愛惜使用，若有故意毀損等事情發生，一律照價賠償。
   Please use public property sparingly in dormitory，if break calculatedly must indemnify in compliance with price.

4. 宿舍內應保持清潔，嚴禁隨地吐痰及大小便、亂丟雜物、煙蒂，確保公共安全衛生。
   Please keep the dormitory clean，and do not spit , night soil and urine at will , littered with cigarette butts and trash , in order to keep communal health and safe.

5. 宿舍內嚴禁存放危險及易燃物品例如毒品、自製刀械、易燃油品，一經查獲除予以沒收外，並視情節輕重處分經議處認情節重大者強制遣送出境。
   It is not allowed to keep any dangerous and inflammable thing in dormitory，for example , drugs , weapons , inflammable oil …Etc. If found out, the person will be confiscated by conditions circumstantially and given disciplinary action if was cognizanced condition badly will send back (repatriation).

6. 宿舍內嚴禁私接電線，使用電爐等電熱設備，以免造成危險。
   Disallowance connects telegraph line at will and uses electric stoves or the other electric equipments，in order to cause dangerous condition in dormitory.

7. 養成隨手關水、關燈等良好習慣以節約能源。
   Please save water and power without extra effort in order to save energy.

8. 宿舍內請保持寧靜、低聲交談、降低收音機及電視音量、嚴禁高聲喧嘩以免影響他人安寧。
   Please keep silence, talk lowly, turn down the volume of radios and TVs, and do not affect other people's silence by talking loudly in the dormitory.

9. 宿舍之分配：每間寢室可容納 8 人（上、下鋪位），每間設舍長 1 人，舍長職責為協助管理人員管理及督導維持寢室分配清潔區域整潔。
   About distribution of the dormitory：Eight persons in a room (contains upper and lower bed). Every room has one dorm supervisor. His/Her job is to help manager to manage and keep clean for room's-clean-distribution-area.

10. 若有訪客請先洽守衛人員登記，訪客離去時，亦當告知守衛人員。
    Anyone who has visitor please check in to the guarder first, and tell the guarder when the visitor leaves.

11.勞工嚴禁外宿及夜不歸營，違反者，遣送出境。(在特別節日公司定為可外宿期間出外，但得依照規定申請)。
Disallowance goes out at midnight and sleep outside. Offender will be sent back.（Besides the special holiday which decided from company could sleep outside, please apply to company rules.）

12.洗澡更衣時請關閉門窗，不可有故意裸露等不良行為。洗衣間洗衣籃請依規定整齊放置，衣服不可放置多天不清洗。曬衣間衣服請掛放整齊，若洗衣籃及衣服亂放亂掛者，一經發現即丟入垃圾袋中。主管每天會至宿舍檢查一次。
Please close the door and windows when you are bathing. Do not keep necked or similar action. Please keep the baskets in right position, and make sure the clothes are washed. Please hang your clothes clear in the area, the clothes will be through away if found necessarily. The manager will check this everyday.

13.勞工宿舍環境清潔每日由管理人員指定工作區域並由各寢室負責清掃。
Every person must clean the certain area which was pointed by managements in the dormitory everyday.

14.遇有颱風、火警、地震或其他緊急意外事情發生時，應聽從管理人員指導，採取緊急措施，以策安全。
When typhoon, fire, earthquake or the other emergency happens，Please follow the managements and make emergency actions for your safety.

15.腳踏車請放置在規定停車格內，若不依規定放置，公司將扣留腳踏車二個月，以示警惕。
Please keep your bicycle in the appointed box, if else, the bicycle will be held for two months as a precaution.

16.勞工若有不服從管理人員之管理及指導調度，經警告再犯或經議處認情節重大者即予以強制遣送出境。
Labor who does not obtain to the manager’s managements and coaching will be sent back (repatriation) if the labor is an offender.

17.嚴禁上班時間返回宿舍，如有特殊事由，須先報備主管單位核准。
Disallowance returning to the dormitory during working hours. If any reason, please tell your manager and get the permissions first.

18.宿舍設有交誼廳，請小心使用一切器材設備，如有損壞一律照價賠償，交誼廳使用完畢須立即清掃乾淨。
There is a common room in the dormitory. Please use the equipment carefully，and if the equipments broken indemnify in compliance with price. Please clean the common room after you used.

19.上班時間（含加班）禁止穿便服、拖鞋，規定一律穿公司制服。
Disallowance leisure wear and bathroom slipper in working time (overtime is included)，you must wear uniform by regulations.

20.外出時間為平時晚間 20:00 前回廠，假日或週六、日早上 07：00 至下午 23：00 以前回廠。(回廠時間以交還居留證時間為準)
You should make the return by 8:00PM during the week days, and you should come back between 7:00AM to 11:00PM on holidays, Saturdays, and Sundays. (Back time is based on recede the residence paper)

21.若違反上述規定，經糾正警告後再犯者將強制遣送出境。

If breaking any rules, he/she will be sent back after a precaution but still make the same mistakes.

22. 違反規定視情節分為下列四種處分，情節輕者：處警告一次，情節中者：處小過一次罰款，情節重者：處大過一次，情節重大者：直接遣返。
Anyone who breaks the rules has four kinds of punishment. Firstly, if you did the slight mistake, you will be record a “warning”. Secondly, if you did the mediocre mistake, you will be record an average mistake. Thirdly, if you did the bad mistake, you will be record a big mistake. Finally, if you did the very bad mistake, you will be sent back (repatriation) immediately.

23. 勞工若有生活上或工作上之問題或建議，請向管理人員或主管反映，本公司當盡力協調解決。
If labors have any questions or suggestions on living and working. Please tell the managers. We will at pains help you to solve your questions.

24. 如有未盡事宜者，再另行通知。
Anything not on the notice will be advised the other time.

外國人工作管理規則
Foreign workers working management rules

1.勞工上班時間皆須佩帶識別證以茲識別，外出時須更換外僑居留證。
Labor must wear “identify cards” in order to identify in working time，and change an alienism residence permit when outgoing.

2.上班須依規定穿著制服、儀容整潔、不可穿著拖鞋上班。
Labor must wear uniform circumstantially，keep looks clean，and must not wear slippers in working time.

3.上班要在規定時間內打卡，不可託人或代人打卡，一經查明雙方均以記大過處分。
Labors must clock-in before working time，and must not instead someone or help someone to clock-in. If else，both of them will be record a big mistake.

4.上班 07:50 後打卡者為遲到，上下班忘記打卡者以遲到論。
After 07:50 to clock-in is overdue，everyone who forgets to clock-in when go to work and will get a late record if off duty.

5.工作時間未經許可禁止擅離崗位。
Disallowance leaving working station without permit in working time (on duty).

6.工作場所嚴禁吸煙、嚼檳榔、休息時抽煙煙蒂不可亂丟。
It is strictly prohibited from smoking，chewing betel-nut (pinlang)，and please do not littered with cigarette butts in working area during rest time.

7.非經授權者，不得擅自調整機器設備，違反者造成損失一律照價賠償。
Please do not adjust machinery equipment yourself without permit，against the rules and make loss must indemnify in compliance with price.

8.愛惜公物、減少浪費、非經許可不得擅入其他工作場所。
Use public property sparingly and reduce dilapidation，do not go into other working area without permit.

9.故意損害機器設備、工具、原料、產品致公司蒙受損失者，一律照價賠償並視情節輕重處分經議處認情節重大者遣送出境。
Breaking machinery equipment，tools，material，product calculatedly cause company cost，must indemnify in compliance with price，go by condition circumstantially give disciplinary action and anyone cognizance condition badly will be sent back (repatriation).

10.上班時間須專心認真工作，不得鬆散怠慢，如經警告後再發生者遣送回國。
Labor must work hard，and do not work incoherently. If someone breaks the rule and he/she violates again will be sent back.

11.勞工之薪資於每月 10 日發放之，並有管理部協調辦理匯款回國。
Labor’s salary will be disbursed on 10th every month，and Management Department will help to remit the salary.

12.勞工於受雇期間內應參加勞工保險及全民健康保險，其保費負擔及保險給付依勞工保險條例規定辦理之。
Labor must have the labor insurance and health insurance，insurance is disbursed in compliance with labor insurance rule.

13.無故曠工三日或不歸營者經查無正當理由即報逃亡，一經查獲立即遣送出境。
Labor absent from working for three days or outgoing at midnight without reason will judge desertion person，and will be sent back (repatriation) immediately.

14.不聽從主管人員的指揮調度或妨害現場工作秩序，影響工作安全者，經警告再犯或經議處認情節重大者遣送出境。
Labor don't defer at controller's back and call，break working method，influencing working rule，offender will be sent back (repatriation).

15.身體不適或其他因素無法上班，需辦理請假手續，未依規定者以曠職論。
Labor who doesn't feel good cannot go for working need to take leave of absence. If else, the person will be deducted the days of salary.

16.若違反上述規定，經糾正警告後再犯者將強制遣送出境。
If was warned and breaks the rules again will be sent back (repatriation) after manager admonish.

17.違反規定視情節分為下列四種處分，情節輕者：處警告一次，情節中者：處小過一次，情節重者：處大過一次，情節重大者：直接遣返。
Anyone who breaks the rules has four kinds of punishment. Firstly, if you did the slight mistake, you will be record a "warning". Secondly, if you did the mediocre mistake, you will be record an average mistake. Thirdly, if you did the bad mistake, you will be record a big mistake. Finally, if you did the very bad mistake, you will be sent back (repatriation) immediately.

18.勞工若有生活上或工作上之問題或建議，請向管理人員或主管反映，本公司當盡力協調解決。
Labors have any questions or suggestions on living and working. Please tell the managers. We will at pains help you to solve your problems.

19.如有未盡事宜者，再另行通知。
Anything not on the notice will advise the other way.

工作守則
Working Rule

本人：_____ 護照號碼：_____ 服務於：_____
服務期間，絕對遵守本守則，如有違反下列條款者願受最嚴厲之處分，絕無異議。若因違反下列條款而被遣返回國者，本人願自行負擔回程機票費用，以及因遣返而發生之相關費用。
Name：_____ Passport No：_____ Service in：_____
I will comply with the rule during service period. If I against any rules list below will have dourly punishment without difficulty. Because of against the rule list below who will been send back need imposition the airplane ticket fee to return and the other correlative fee which happened by repatriate.

1. 在工作期間本人保證服從僱主或家人指示，工作態度良好，並確實做好各項工作，絕不拖延，若有不服從工作指揮之情事，開立警告函一張。
   I promise to obey my employer or family's behest，keep good working behavior，do well every job correctly and do not protract. Any against job behest condition will have a warning form.
2. 在工作中或生活上若有問題，須馬上向僱主或家人反應，透過輔導人員溝通，務必徹底明白。
   When I have any question in working and living, should talk to employer or family immediately, through the broker's intercommunication must be understand and clear.
3. 服務期間如需外出，必須徵求僱主同意，若私自外出者，開立警告函一張。
   I need to go outside during the service period must to agreed by employer. Outgoing without employer's permission will have a warning form.
4. 電話使用注意事項:
   Notice for using telephone：
   4.1 不得私自偷打僱主電話，若私自偷打電話者，除須付清電話帳單外，並開立警告函一張。
   Disallowance use employer's telephone privately. Anyone use telephone privately not only pay the bill of telephone and also have a warning form.
   4.2 除徵求僱主同意外，嚴禁於工作時間，接聽親友來電。
   Disallowance listening family and friend's incoming telegram during working time except employer's permission.
   4.3 在下班時間接聽電話時，請長話短說，並於五分鐘內結束談話。
   When you listening the phone in rest time，please talk shortly and finish talking in five minutes.
   4.4 若須打電話給親友，請使用公用電話。
   If you need to call your family or friend，please use public telephone.
   4.5 你不得打由僱主付款的外地朋友或親戚打來的長途電話。
   You cannot have nonlocal friend's and family's long-distance phone which pay by your employer.
   4.6 你不得任意使用僱主之電話或長途電話(除非僱主應允)。
   You cannot use employer's telephone or long distance phone privately，except you get employer's permission.
5. 不得蓄意破壞僱主家中的物品，違反者，除須賠償該物品之全額價格外開立警告函一張。
   Disallowance breaks things designedly in employer's family. Anyone who against the rule，not only pay the thing's amount price but also have a warning form.
6. 不得有偷竊、吸毒、賭博、暴力傷人、妨害風化等不良行為，違反者，除依中華民國法律論處

外，並無條件接受僱主遣返。

Do not have stealing，drug，gamble，fight，risque or similar behaviors. Anyone who against the rules will in conformity with the Chinese law and accept to send back by employer without conditions.

7. 不得酗酒、抽煙、若違反者，開立警告函一張。

Anyone who fuddle and smoke will have a warning form.

8. 不得私自邀請朋友或親戚到僱主家中，除非事先徵求僱主同意，違反者，開立警告函一張。

Do not invite friend or family to employer's house except your employer has agreed first. Anyone against the rules will have a warning form.

9. 休假日休假時，必須準時於八點前回家，並不得外宿，若超過八點後回家開立警告函一張。若當天在外留宿不回家，開立警告函二張。

Please must be back before 8:00 PM in holiday and do not spend the night outside. Anyone come back after 8:00PM will have a warning form. Spend the night outside will have two warning forms.

10. 在任何情況下不得要求僱主加薪。 你不得向僱主預先支薪或借錢。

You cannot ask your employer to raise salary in any situation and cannot pay salary ahead or borrow money.

11. 不得在受僱期間內結婚、懷孕或生產，違反者，無條件接受僱主遣返。

Disallowance marriage，cyesis or childbirth during employed period. Anyone against the rule will accept employer sent you back without any conditions.

12. 本人同意在每月領薪資時，由僱主依法代扣薪資所得稅，並自願由僱主在銀行開戶每月存入銀行四千元。

When I received my salary，I agree my employer instead to withhold income tax according to law and as I willingly that employer opens an account for saving NT$4,000 to account every months.

13. 你不得打僱主的孩子或有虐待孩子的行為。

You cannot hit employer's children or any child abuse behavior.

14. 你必須採用僱主的方式來操作你的家務工作。

You must use employer's way to do the house work.

15. 你必須依僱主照顧小孩的方式來照顧他的孩子。

You must use employer's way to take care his/her children.

16. 你必須要好好的照顧個人的衛生問題。

You must have good personal hygiene and health.

17. 你每日在睡前，都必須至少要洗澡一次。

You must take a bath at least before go to bed everyday.

18. 你必須要保持指甲的清潔與修剪。

You must keep and cut fingernails clearly.

19. 你必須要保持你的頭髮清潔，一星期至少要清洗兩次。

You must keep your hair clear and wash it at least two times every week.

20. 你必須盡最大的努力，好好的執行家務工作。

You must do your best in house work.

21. 你必須用耐心及愛心來照顧小孩。

You must use your forbearing and caring to children's care.

22. 你必須用尊敬及謙虛的態度來對待你的僱主及其家人。

You must respect and modest attitude to your employer and family.

23. 你必須以誠實及忠心的態度來執行你的家務工作。
    You must do your house work honest and liege.
24. 你不得對僱主或僱主的家人發脾氣。
    You cannot tantrum to your employer and employer's family.
25. 你不得使用僱主或僱主家人的私人用品。
    You cannot use employer or family's personal stuff.
26. 你不得佔據僱主或僱主家人的私人用品。
    You cannot hold employer or family's personal stuff.
27. 你必須對僱主的吩咐，專心努力的完成。
    You should finish the entire thing which employer instructs you to do.
28. 你必須忠誠的聽從僱主的吩咐。
    You must comply employer's instruct loyal.
29. 你不得隨意讓陌生人進入屋內，除在僱主的監視下。
    You cannot allow stranger into house，except under employer's guard.
30. 你必須向僱主承認你所犯的錯誤。
    You must confession your mistake to employer.
31. 你不得出外參加任何宗教儀式，但允許在屋內做普通的禱告。
    You cannot outgoing for visit any religious rites，but usual pray in the house is allowed.
32. 你必須勤勉的工作，不得使用工作時間做私人的事情。
    You must work industrious and you cannot do private thing in working time
33. 你不得與僱主有任何爭論。
    You cannot have any affray with your employer.
34. 你若有任何急事或困難，可以聯絡台灣仲介公司替你解決。
    If you have any emergency or problem，connect the agent in Taiwan to help you solve your problem.
35. 本人被記警告次數超過三次或三次以上者，無條件接受僱主遣返，並願支付遣返所須費用。
    Anyone who has three or more punishment will accept employer's sent back without any conditions and pay all the payment which sent you back.

立切結書人 Employer：

護照號碼 Passport NO.：

日期 Date：

自願書

AUTHORIZATION LETTER

本人任職於_____公司(雇主) ，工作期間願遵循下列條款
I am working at_____CO., LTD.，during working period，I agree to obey the rule list below.

1. 依據中華民國勞動基準法第 22 條，薪資包含實物給付，於每月薪資中扣除新台幣_____元為在台之膳宿費用。
   According to the R.O.C. labor basic law ＃22：the salary include three meal and my company can deduct NT_____from my salary for the food expense
2. 上述之每月膳宿費用如未滿一個月，依實際在公司居留日數扣除。每日膳宿費用以新台幣____元計。
   The above expense is one month payment. If it's less than one month, we pay it by days. Everyday is NT$_____.
3. 上述之每月膳宿費用如過中華民國主管機關調整，於公告之調整實施日期一併施行。
   If the R.O.C. adjusts the above policy, the company must adjust it with the same day.
4. 本人願意負擔體檢費、居留證、菲律賓回程機票
   I willing to pay my medical expense, A.R.C. expense and the return airplane ticket to Philippine.
5. 依中華民國法律所規定應繳納之健保費、勞保費、所得稅。
   According to the R.O.C law：everyone must to pay health insurance, labor insurance, income tax.
6. 在工作期間，本人之護照、居留證、存款帳簿皆委由雇主代保管。
   My passport，A.R.C，saving account book will commend under my hirer custody during working period.
7. 在台期間同意依公司規定每月自願扣儲蓄款存在本人開立帳戶。
   I agree according to company rule every month as my willing deduct nest egg and save into my saving account.

_____ 公司(Company)

立自願書人：_____
Overseas Contract Worker
護照號碼：_____
Passport No.
日期：_____
Date

自願書

AUTHORIZATION LETTER

本人任職於_____(雇主)，工作期間願遵循下列條款

I am working at _____ (employer)， during working period，I agree to obey the rule list below.

1.本人願意負擔體檢費、居留證、菲律賓回程機票

I agree to pay my medical expense，A.R.C. expense and the plane ticket back to PHILIPINA.

2.本人願意每月儲蓄 NT$4,000

I agree to save up every month NT$4,000.

3.工作期間，本人之護照、居留證、存款帳簿皆委由雇主代為保管。

During working period, I agree that my employer keep my passport，A.R.C. and saving account book.

4.依中華民國法律所規定應繳納之健保費、所得稅。

Pay health fee and income tax in accordance with the Republic of China law.

5.本人在台期間，每月從薪資中領取新台幣 NT$_____元作為零用金或生活費，所餘款項全數委由雇主代為匯至以本人名義在台灣所開立之銀行帳戶。

During I working in Taiwan period，I will receive NT$_____for petty cash or alimony from salary. The other money amount will commend to employer remit money to saving account which was opened by my name in Taiwanese Bank.

_____雇主(Hirer)

立自願書人：_____

Oversees Contract Worker

護照號碼：_____

Passport NO.

日期：_____

Date

外國人生活及規範切結書

AGREEMENT

本人＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿自中華民國＿＿年＿＿月＿＿日起

I from R.O.C. year month day

任職於：＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿公司/雇主，

enter Co., Ltd.

工作期間之一切，願遵照公司/雇主規定，若違反公司/雇主規定，經公司/雇主書面警告或經記點處份違 3 次／點以上仍未改過，本人願意接受公司/雇主任何處置或遣送回國，絕無異議。

During this period, agree to obey company rules and regulations. If I did not follow company rules and regulations, then the company shall give warning either by written or verbal notice 3 time, if I did not change, I agree to accept company's remedy which is to send me home. No objection on my part.

特立此據，以茲證明

This is valid with my signature.

立切結書人：

Overseas Contract Worker：

日期：

Date：

外國人違規勸告單

FOREIGN WORKER WARNING LETTER

姓名 NAME	人員代號 WORK NO.	部門 DEPARTMENT	違規時間 TIME OF VIOLATED

違規項目：

ITEM OF VIOLATED：

A.無法適應公司所指派之工作

CANNOT ADJUST TO WORKING CONDITION.

B.不聽從有關主管人員之指導或工作指導

CANNOT FOLLOW THE EMPLOYER ASSIGNED WORK.

C.喝酒 LIQUORS

D.脫逃 ESCAPE

E.調戲婦女 TO FLIRT WITH WORMEN

F.打架 FIGHT

G.賭博 GAMBLE

H.不假外出 ABSENT WITHOUT PERMISSION

I.鬧事 DISOBEDIENT

J.偷竊 STEAL

K.逾時未歸 BACK BEFORE CURFEW HOUR

L.爬牆 JUMP OVER THE FENSE

M.吸毒 PROHIBITED DRUGS

N.夜宿廠外 STAY OVER NIGHT OUTSIDE

O.酒後無法上班 CANNOT WORK AFTER DRUNK

P.無正當理由不上班 BESENT WITHOUT VALID REASON

Q.其它重大事項 OTHERS

說明：

EXPLANATIONS：

勸告次數：　　次 TIMES	簽名： SIGNATURE

外籍幫傭/監護工違規勸告單

FOREIGN WORKER VIOLATION NOTICE LIST

姓名 NAME	違規時間 TIME OF VIOLATED

違規事項：

Item of violated:

A.不聽從僱主或家人之指示或工作指揮

Not obey the hirer assigned work

B.不假外出

Absent without permission

C.喝酒

Drunk

D.抽煙

Smoking

E.破壞物品

Damage any item

F.逾時未歸

Return before curfew hour

G.私自邀請朋友或親戚到僱主家中

Invite relatives and friends to hirer’s house without the permission of hirer

H.其他重大事項：

Others.

說明：

Explanations：

勸告次數：　　次 Times	簽名： Signature

就醫病狀確認單

SYMPTOMS CONFIRM FORM

雇主姓名 Name of employer:_____ 服務人員 Service workers：_____

外國人姓名 Name of foreign workers:_____ 出生年月日 Birthday：_____

護照號碼 Passport NO.：_____ 年齡 Age：____ 性別 Sex：____ 血型 Blood type：____

1、就醫時請自備掛號費 NT$500 元 Please prepare NT$500 of registration fee when go to a doctor.

2、病狀確認後於欄位上☑，並確實填上病狀天數 After symptoms has already confirm, please☑at box and write down your symptoms days.

3、看病時請帶護照正本或居留證正本及 IC 健保卡 Go to a doctor please have your passport or ARC or health insurance card.

項目 item / 病症 symptoms	欄位內☑ ☑in the box	天數 Days	病狀 symptoms	欄位內☑ ☑in the box	天數 Days	病狀 symptoms
感冒症狀 Flu Symptoms			鼻塞 snuffle			流鼻水 running nose
			咳嗽 cough			喉嚨痛 sore throat
			發燒 fever			頭痛 headache
			全身倦怠 tiredness			發冷 feel cold
			打噴嚏 sneeze			頭暈 dizzy
			咳痰 expectoration			四肢無力 asthenia
			耳鳴 tinnitus			暈眩 giddiness
			極度疲倦 extremely tired			肌肉痠痛 muscle pain
腸胃道障礙 Stomach block			噁心 nausea			嘔吐 vomit
			便秘 constipation			腹部飽脹感 abdomen bloated
			消化不良 apepsia			解黑便 black egesta
			食慾減退 anorectic			胃酸過多 acid stomach
			腹瀉 diarrhea			血便 blood egesta
			打嗝 hiccough			胃痛 gastralgia
			腹部疼痛 abdomen pain			
			□左上腹 up-left abdomen			□ 右上腹 up-right
			□左下腹 down-left abdomen			□ 右下腹 down right
泌尿系統 Urinary System			解尿灼熱感 broil emiction			頻尿 micturition
			解尿痛 emiction pain			血尿 hematuresis
其他 other			食物過敏 Food allergy			扭傷 crick
			皮膚過敏 Skin allergy			手扭傷 hands sprain
			皮膚癢 Skin itch			腳扭傷 feet sprain
			蕁麻疹			挫傷 contuse
			昆蟲咬傷 Insect bite			燙傷 burn
			皮膚炎 dermatitis			刀傷 stab wound
			香港腳 athlete's foot			月經痛 Period Pain
			眼睛有異物;會痛 Something in eyes; hurt			牙痛 toothache
			結膜炎 conjunctivitis			暈眩 scotodinia
			胸口痛 chest hurt			★藥物過敏 Allergy to medicine
			呼吸困難 Difficult to breathe			
			氣喘 Asthma			

解 約 合 議 書

CONTRACT AGREEMENT

本人_____ 任職於_____

I AM： WORK IN： CO., LTD.

因下列因素，在雙方無爭議下自願放棄在台之工作權利，自願返國。

BECAUSE BELOW FACTORS, I VOLUNTARY LEAVE MY JOB IN TAIWAN AND I VOLUNTARY TO BE SEND BACK HOME TO MY COUNTRY.

□ 1.體檢不合檢

A PHYSICAL CHECK UP NOT QUALIFIED.

□ 2.試用期 40 天內無法勝任

WITHIN THE FIRST 40 DAYS PROBATION PERIOD OF THE CONTRACT TCRM.

□ 3.違反勞動契約規章

OFFENDING THE FACTORY REGULATIONS.

□ 4.身體狀況不適任

THE BODY UNABLE ADAPT TO A NEW WORK CIRCUMSTANCE.

□ 5.因個人家庭因素，而需回國處理

BECAUSE EMERGENCY HAPPENED AT HOME.

□ 6.聘僱_____年期滿，自願提早離境

FINISH THE CONTRACT OF _____ YEARS AND WANT TO GO HOME BY MYSELF.

□ 7.其他

THE OTHER.

立解約書人：

SIGNATURE：

護照號碼：

PASSPORT NO.：

日期：

DATE：

股份有限公司

年　　月份　　薪資單
Year　MONTH　　PAYLIST

職別 Duty：		姓名 Name：			
日勤：　　日 day shift　　day(s)	夜勤：　　日 night shift　　day(s)	公休：　　日 days-off:　　day(s)		總數：　　日 Total:　　day(s)	
日給：　　元 daily pay　　dollars	遲到時數： late hour(s)	次:　　時　　分 time(s)　H.　M.			
應領金額 Payment		應扣金額 Deduction			
1.月薪 salary：		1.所得稅 income tax（6%、18%)：			
2.日薪 daily salary：		2.勞保費 labor insurance：			
3.責任津貼 duty bonus：		3.健保費 health insurance ：			
4.績效津貼 effective bonus：		4.膳宿費 food and living allowance：			
5.全勤津貼 ： all attend bonus		5.請假扣款 day- leave：			
6.伙食津貼 food subsidy：		6.扣遲到金額 late amount：			
7.輪班（夜班）津貼： night shift bonus		7.借支 loan			
8.假日加班： overtime in holiday					
9.加班 over time：(1.33)					
over time：(1.66)					
10.____天未休年資津貼： ____days-off subsidy					
11.其他津貼 other bonus：					
實領金額： Net total:		匯入銀行： remit to bank account			
		領現金： cash received			

簽收人：
Signature

_____年 Year _____月 Month
薪 資 明 細 表
Salary Slip

外國人姓名 Name：_____

護照號碼 Passport：_____

工資給付日期 Paydayg：_____年 Yr____月 Month____日 Date

項目 Item		金額 Amount	幣別 Currency □新臺幣 NT$_____ □其他 Other_____
應領金額 Due Amount	工資 Salary		
	加班費 Overtime Pay		
	其他 Other _____		
	其他 Other_____		
	合計 Subtotal		
扣款金額 Deduction	全民健康保險費 National Insurance		
	勞工保險費 Labor Insurance		
	所得稅 Income		
	膳宿費 Board & Housing		
	合計 Subtotal		
實領金額 Net Total			
工資給付方式 Paid By	□現金 Cash □票據（匯票、支票、本票）Note(remittance、check、promissory note) □其他 Other_____		

外國人簽名 Signature：_____

雇主名稱 Employers' Signature：_____

備註：

1、外國人應依我國法令規定負擔全民健康保險費、勞工保險費或所得稅。

2、膳宿費應由勞資雙方於外國人入國前議定，並於勞動契約內訂定之，且其數額應合理訂定。

3、家庭類外國人之雇主**不得**替外國人扣繳所得稅款，事業類外國人之雇主應依所得稅法相關規定辦理扣繳所得稅款事宜。

4、**外國人工資除其應負擔之項目及金額外，雇主應全額以現金直接給付；若以其他方式給付者，務必註明以何種方式給付（如匯款、支票），並提供相關證明文件，交予外國人收存，並自行保存一份。**

5、本薪資明細表應於發放工資時，同時交由外國人保存。

6、雇主如未檢附中文及外國人母國文字之薪資明細表或未全額給付工資，將廢止其招募許可及聘僱許可之一部或全部，並處新臺幣 6 萬元以上 30 萬元以下罰鍰，且其後續申請案將予以管制 2 年不予許可。

注意事項：

1. **以上是勞動部提供的薪資表(參考樣例)**。

2. 公司可依此一樣例做為薪資發放的簽收單，或採原公司使用的薪資表(具外國人母國語言)【但必需刪除體檢費、居留證費、儲蓄款、機票款、服務費等項】。
※當地主管機關於**查察**時，必需符合上述規定。

3. 本公司亦可配合 貴公司的需求做適度調整薪資內容；若尚有未盡之事宜請洽詢本公司人員。

家庭類女傭薪資表
ตารางคิดเงินเดือนสำหรับแม่บ้าน
PAYLIST
DAFTAR GAJI RUMAH TANGGA
Bản lương của nữ giúp việc gia đình

計薪期間 **วันที่เริ่มคิดเงิน** Date TGL Thòigiannhậnluong		基本薪資 **เงินเดือนประจำ** Basic salary GAJIPOKOK Luong căn bản	＋加班費 **+ค่าโอที** Over time pay LEMBUR Tiền luong tăng ca	＋其他 **+อื่น ๆ** Others DLL Khoản khác	總金額 **ยอดรวม** TOTAL JUMLAH Tổng cộng	－健保 **-ประกันสุขภาท** H.I. ASKES Phí bhyt	－其他 **อื่น ๆ** Others DLL Khoản khác	實領金額 **ยอดรับจริง** Net income SISA Thực lĩnh	發薪日 **วันที่รับเงิน** Due date TGLGAJILAN Ngày phát lúóng	簽收人 **เซ็นต์ชื่อผู้รับ** Signature TANDATANGAN Ký nhận
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代 領 退 稅 授 權 書
PROXY STATEMENT

本人不克親自前往 貴局領取_____年度綜合所得稅退稅款，茲特委請_____（先生/女士）代為領取，如有任何糾紛，由本人自行負責。

Since I am not able to go to your office and obtain my_____ year individual income tax refund, I hereby appoint an agent, Mr./Ms. _____ to receive the refund on my behalf.

本人_____年度綜合所得稅退稅款，請開立劃線支票，勿註記禁止背書轉讓。
Please write a cross check for my _____ year individual income tax refund，and do not mark the “account payee only” on the check.

納稅義務人 Taxpayer：_____(簽章 Signature)
(同護照之簽名 Taxpayer’s signature must be the same as the one on passport)

此 致
To

財政部 國稅局
National Tax Administration, Ministry of Finance

納稅義務人
Taxpayer：_____(簽章 Signature)
(同護照之簽名 Taxpayer’s signature must be the same as the one on passport)

授權日期
Authorized Date：_____ year 年_____month 月 _____day 日

統一證號/稅籍號碼
Taxpayer ID No：_____

電話號碼
Taxpayer Tel No.：_____

代領退稅人
Agent：_____(簽章 Signature)

身分證字號/統一證號
Agent ID No：_____

通訊地址
Agent Address：_____

電話號碼
Agent Tel No.：_____

☐ 代領退稅人親領支票。
Picking up the check at the tax office by agent in person.

☐ 代領退稅人申請郵寄支票。請寄至:
Agent asks for mailing the check..
Mail to：_____

◎ 填寫前請詳閱背面說明。 Please read the instruction on the back before filling.

填寫說明：

1. 授權書需經納稅義務人簽名始生效力且該簽名須與護照相同，請攜帶護照核驗。
2. 劃線支票可透過任何人之銀行帳戶兌現提領；未請求開立劃線支票者，均開立禁止背書轉讓支票，限本人親自兌領或經本人帳戶兌現。
3. 申請時，請附上代領退稅人身分證或居留證影本。

Instruction：

1. The taxpayer’s signature must be the same as the one on passport, and submit taxpayer’s passport (or copies) for reference.
2. Agent could cash the cross check through anyone’s bank account and withdraw the money. If taxpayer does not request for writing a cross check, the check will be marked “account payee only” on it and only taxpayer could cash the money.
3. Please submit the copy of agent’s ID card or Alien Resident Certificate when applying.

就業安定費繳交注意事項

一、何謂就業安定費？
依據最新修正公布之「就業服務法」及「就業安定基金收支保管及運用辦法」規定，雇主經核准自聘僱外國人入境翌日起，應向中央主管機關設置之就業安定基金專戶繳納就業安定費，作為加強辦理有關促進國民就業、提昇勞工福祉及處理有關外國人聘僱管理事務之用；雇主未依規定期限繳納就業安定費者，得寬限三十日；於寬限期滿仍未繳納者，自寬限期滿之翌日起至完納之前一日止，每逾一日加徵其未繳就業安定費百分之三滯納金。但以其未繳之就業安定費百分之三十為限。加徵前項滯納金三十日後，雇主仍未繳納者，由中央主管機關就其未繳納之就業安定費及滯納金移送法院強制執行，並廢止其聘僱許可之一部或全部。

二、就業安定費繳納方式如何？
1.雇主應自外國人入境之翌日起，按聘僱外國人從事之行業別、人數及勞動力發展署公告之就業安定費月繳數額，就業安定費自 96 年 8 月起改以每季為 1 期，並於次季第 2 個月 25 日前繳納（例如：4、5、6 月份帳單，於 8 月中旬寄發，雇主應於 8 月 25 日前繳納 ，並得寬限至 9 月 24 日止，若該季帳款寬限期滿日遇例假或國定假日則順延滯納金起徵日）。若於每年 2、5、8、11 月之 20 日仍未接到繳款通知單者，請儘速向勞動力發展署 (02)8995-6000 就業安定費查詢專線聯絡，俾便辦理補發作業。

2.雇主自第一筆繳納之就業安定費用起，即以雇主身分證號碼或公司統一編號為帳號累計儲存，當該累計已繳金額小於雇主自引進第一個外國人起累計之應繳金額時，請雇主按時繳納；當雇主繳納之就業安定費，超過應繳納之數額者，得檢具外國人出境或其他證明文件向中央主管機關申請退還。

3.就業安定費月繳數額自中華民國一百零四年九月一日公告調整實施：
◎海洋漁撈工作：
　屬漁船船員工作：1900 元（每日 63 元）
　屬海洋箱網養殖漁撈工作：2500 元(每日 83 元)
◎一般製造業及製造業重大投資傳統產業工人：每人每月 2000 元（每日 67 元~非整月者)。
◎製造業特定製程產業(其他產業)
　提高外國人核配比率百分之五以下：每人每月 5000 元(每日 167 元)
　提高外國人核配比率超過百分之五至百分之十以下：每人每月 7000 元(每日 233 元)
　提高外國人核配比率超過百分之十：每人每月 9000 元(每日 300 元)
◎製造業重大投資非傳統產業（高科技）工人：每人每月 2400 元（每日 80 元)。
◎製造業特定製程產業及新增投資案(高科技)
　提高外國人核配比率百分之五以下：每人每月 5400 元(每日 180 元)
　提高外國人核配比率超過百分之五至百分之十以下：每人每月 7400 元(每日 247 元)
　提高外國人核配比率超過百分之十：每人每月 9400 元(每日 313 元)
◎一般營造工：每人每月 1900 元（每日 63 元)。
◎重大公共工程營造工（舊案)：每人每月 2000 元（每日 67 元)。
◎重大公共工程營造工（新案)：每人每月 3000 元（每日 100 元)。
◎家庭監護工(一般身份)：每人每月 2000 元（每日 67 元)。
　家庭監護工(依社會救助法所核定之低收入戶或中低收入戶)：免繳。
　家庭監護工(依老人福利法授權訂定之中低收入老人生活津貼發給辦法，領有老人生活津貼者)：免繳
　家庭監護工(依身心障礙者權益保障法授權訂定之身心障礙者生活補助費發給辦法，屬低收入戶、中低收入戶或符合家庭總收入及財產標準領有生活補助者)：免繳
◎養護機構監護工：每人每月 2000 元（每日 67 元)。
◎家庭幫傭（本國雇主申請案)：每人每月 5000 元（每日 167 元)。
◎家庭幫傭（外籍人士申請案)：每人每月 10000 元（每日 333 元)。
◎外展看護工：每人每月 2000 元（每日 67 元)。
4.持單繳款單繳款：以現金至 7-11、全家、萊爾富、OK、美廉社、全國農漁會信用部、台新銀行、郵局臨櫃繳納。
5.持單支票繳款(限郵局臨櫃繳納)：限存入 50207861 號劃撥帳號，隨同繳款單向郵局臨櫃繳納。
6.銀行匯款及 ATM 轉帳：繳款人需自行負擔匯款手續費。
7.勞動力發展署網站或 7-11 ibon 補印繳款單繳納。繳費收據請妥善保存，以備有關申請案件時使用。
8.請多利用本局網站（www.wda.gov.tw）進入外國人就業安定費繳交查詢系統個案查詢繳費情形。

三、外國人逃逸時，其就業安定費應如何計算？
1.八十八年六月三十日以前逃逸，已向本部辦理撤銷聘僱報備者；其就業安定費計算截止日為：
(1)至查獲離境之前一日。 (2)至聘僱期滿之前一日。 (3)至八十八年六月三十日。
前三項日期取其中最先到者
八十八年六月三十日以後逃逸，已向本會辦理撤銷聘僱報備者，就業安定費計算至逃逸之前一日止。

四、若尚有其他就業安定費問題，請於平常上班日利用查詢專線：（02）8995-6000 專線查詢；若有更正就業安定費資料等申請案時，請填「雇主申請就業安定費相關案件申請表」、說明書及相關證明文件，寄至 100 臺北市中正區中華路一段 39 號 10 樓，勞動部勞動力發展署（跨國勞動力服務）收。謝謝！

115 年 1 月 1 日起外僑綜合所得稅扣繳新規定

New Rules Starting from January 1st, 2025 on the Aliens' Withholding Consolidated Income Tax

規定外國人來台工作 Rules for the foreign workers working in Taiwan ：

非居住者 Non-resident:

同一年度(1/1～12/31)在華居留未滿 183 天(約 6 個月)者：

For the period of one year (January 1st to December 31st), for those who stay in Taiwan less than 183 days (about 6 months)：

一、全月薪資給付總額在行政院核定每月基本工資逾 1.5 倍（**29,500x1.5＝44,250**）者，薪資按給付額扣取 **18%**。

應納稅額=每月應稅所得（逾 44,250 元以上者）x 18%

Based on the rule of Executive Yuan, for those whose total monthly salary is above 1.5 x basic salary (**29,500x 1.5 =44,250**), the salary is deducted by **18%**

Income Tax Payable = monthly income tax (more than NT$44,250) x 18%

二、 全月薪資給付總額在行政院核定每月基本工資 1.5 倍（**29,500x1.5＝44,250**）以下者，薪資按給付額扣取 **6%**。

應納稅額=每月應稅所得（44,250 元以下者）x 6%。

Based on the rule of Executive Yuan, for those whose total monthly salary is less than 1.5 x basic salary（**29,500x1.5＝44,250**）, the salary is deducted by **6%** .

Income Tax Payable = monthly income tax (less than NT$44,250) x 6%

居 住 者 Residents:

同一度(1/1～12/31)在華居留 183 天以上者：

For the period of one year (January 1st to December 31st), for those who stay in Taiwan more than 183 days (about 6 months) in Taiwan for that year (January 1 to December 31) ：

應納稅額=【總所得-免稅額（$101,000）-標準扣除額($136,000)-薪資扣除額($227,000)】x 5%。

Income Tax Payable = 【total tax – tax-exemption amount（$101,000） - standard deduction amount($136,000) - salary deduction($227,000)】x 5%

備註：每年的 5 月 1 日~5 月 30 日，開始申報前一年的收入所得，若需繳稅，則應額外支付稅金，若有退稅，則會在 9 月～12 月發放退稅支票(因地區不同而發放月份會不同)。

Remarks: Every year from May 1st to May 30st is the time to start proceeding the tax declaration, if workers need to pay the tax, based on the rules, they must pay the extra money for the tax, if they get the refundable tax, based on the rules, the refundable tax will be released during September ~ December in the form of cheque (due to different areas will have different released months).

外國人工作及生活管理注意事項

一.制定管理

訂定工作管理規則及宿舍管理規則(此管理手冊內附範例)，管理有依據遵循。

二.懷孕處理

根據兩性工作平等法規定:雇主不得以懷孕作為遣返女性外國人之原因，並且將給於適當之妊娠假期。

但為避免女性外國人因懷孕問題而造成雇主之困擾,雇主針對女性外國人之交友狀況及假日休假問題應予以重視，必要時應聯繫本公司協助處理。

三.逃跑防治

1. 雇主可於外國人入境時要求外國人簽立代保管自願書，將其護照代為保管起來。
2. 隨時關心外國人，並與本公司保持聯繫，以利隨時掌握外國人之生活動態。
3. 工作期滿前為逃跑之高危險期，此時雇主應更加注意。
4. 休假後，若電話變多或工作表現異常，雇主應予本公司聯繫，以立即早發現狀況。
5. 休假外出時，若經常攜帶行李外出，雇主亦應提高警覺。
6. 需要動用儲蓄款多數金額，以付家用、購物…等。不宜立即答應，應求證是否屬實。此為逃跑前兆。
7. 雇主與外國人相處時，尊重、關心是相當重要的，若發生與外國人溝通不良時，應請求本公司協助。
8. 雇主應配合本公司所提供之外國人聯繫管道，定期讓本公司之諮詢翻譯人員與外國人間之聯繫保持順暢，以利時時能掌握外國人之動態及心理。
9. 對於外國人應恩威並施，過度的寵溺在管理上容易發生問題，雇主疼愛外國人，如果外國人懂得珍惜，他會知福惜福，如果他不懂得珍惜，就會發生欲求不滿之狀況，因此造成管理上之困難。

四.其他:

1. 全民健康保險:以入境日為加保日，離境日為退保日。
2. 勞工保險:加退保日同健保。無需提撥退休金。
3. 勞動基準法:加班費、休假日、特休假，比照本國人。選舉日因無選舉權可不放假。
4. 購買日用品之款項可由外國人自行負擔。
5. 春節是否需發年終獎金紅包給外國人，雇主自行決定。
6. 印尼籍於齋戒月日出至日落前(見到太陽)不吃東西，一日需膜拜5次。可請本公司人員前往溝通。
7. 薪資表需有外國人母國文字。
8. 關於稅法、就業服務法重點，請參閱本管理手冊。
9. 雇主應依「工作管理規則」、「宿舍管理規則」做好外國人之管理。

外傭工作及生活管理注意事項

一.食宿安排

1. 非經雇主同意，外傭不得外宿。
2. 外傭不得帶朋友回雇主家住宿，若有發現一律予以遣返。
3. 外傭應隨時審視雇主家之門戶，以維安全。
4. 外傭應隨時注意火燭，以免發生意外。
5. 外傭對雇主家之物品應妥善愛惜使用。
6. 外傭隨時應保持雇主居家環境之整齊清潔。
7. 雇主得安排外傭與被照顧人同宿一間房。
8. 一般而言，外傭應於雇主吃完飯後才用餐，當然前提是雇主需預留飯菜給外傭。
9. 東南亞國家中仍存有階級觀念，雇主最好不要打破此觀念。
10. 依據勞動契約之規定，雇主應免費提供食宿予外傭，雇主不得以提供食宿之理由扣薪。
11. 外傭不得要求雇主將食宿之費用折算現金發給。
12. 外傭不得要求雇主另外提供專屬之食物或住宿環境。

二.工作時間

1. 外傭每日上午六點起床，晚間十點就寢，另有協議或情況特殊者，由雇主另定之。
2. 雇主每日應讓外傭有連續八小時之充足睡眠時間，以維持足夠體力。
3. 外傭之午休時間應配合僱主之實際需求。

三.工作內容

依據就業服務法規定：外傭僅能依雇傭合約載明之工作內容從事勞務服務，因此外傭為他人工作或替雇主從事非家務的工作，均屬違法。

- 以本人名義聘僱外國人為他人工作：處新臺幣十五萬元以上七十五萬元以下罰鍰。五年內再違反者，處三年以下有期徒刑、拘役或科或併科新臺幣一百二十萬元以下罰金。並廢止其招募許可及聘僱許可。
- 指派所聘僱之外國人從事許可以外之工作：處新臺幣三萬元以上十五萬元以下罰鍰。經限期改善，屆期未改善，應廢止其招募許可及聘僱許可。

由於家庭幫傭及家庭看護工有關家務部份之分野較難分辨，故應依勞委會之公告處理之：

1. 按家庭看護工之開放引進，主要幫助有重度殘障、癱瘓中風或重大病患之家庭「照顧此類親屬」，即其監護範圍主要係在「照顧」重病受監護人，若為照顧重病受監護人所必須之相關生活照料工作，例如：為受監護人在許可工作地點調理膳食、餵食受監護人、洗滌衣物、清潔環境等不涉及營利性質者，自可視為原許可看護工作之範圍。
2. 家庭幫傭之主要工作為「料理家務」，如依一般社會通念認為屬於共同居住生活所必須處理之家務，例如：在許可工作地為雇主清洗個人家用車、清理、洗濯、保持室內外整潔、縫紉、烹飪三餐、採購食物、看顧幼童…等，而不涉及營利性質者，自可視為原許可家庭幫傭之範圍。
3. 綜上所述，因看護工作及幫傭料理家務工作繁瑣，尚難就各種工作狀況一一詳述，原則上需視具體個案，如與原許可之工作相關連且不涉及營利性質者，基於社會相當性，自可視為原許可工作之延伸，而為許可工作之範圍。

四.懷孕處理

根據兩性工作平等法規定：雇主不得以懷孕作為遣返女性外國人之原因，並且將給於適當之妊娠假期。

但為避免女性外國人因懷孕問題而造成雇主之困擾,雇主針對女性外國人之交友狀況及假日休假問題應予以重視，必要時應聯繫本公司協助處理。

五.傷病處理

按照僱傭合約，雇主需要負擔外國人在台期間傷病相關事宜，因此外國人加入「全民健保」、「意外傷害保險」是相當重要的。

1. 一般疾病：以健保卡就醫，門診掛號費由外傭自行繳納，依據僱傭合約，外國人一年有最多 30 天之病假。
2. 意外傷害：外國人若因意外造成傷害，除全民健保外，尚可依據意外傷保險請求醫療費費用補助。
3. 意外身亡：外國人意外身亡時，雇主需要負擔將外國人遺體及遺物運返原居地的費用，本公司將依據意外傷保險請求最高 30 萬元之補助以協助處理後續責任。
4. 病假當日需支付 1/2 薪資。

六.逃跑防治

1. 雇主可於外傭入境時要求外傭簽立代保管自願書，將其護照代為保管起來。
2. 隨時關心外傭，並與本公司保持聯繫，以利隨時掌握外傭之生活動態。
3. 外傭於工作期滿前為逃跑之高危險期，此時雇主應更加注意。
4. 外傭休假返家後，若電話變多或工作表現異常，雇主應予本公司聯繫，以立即早發現狀況。
5. 外傭休假外出時，若經常攜帶行李外出，雇主亦應提高警覺。
6. 需要動用儲蓄款多數金額，以付家用、購物…等。不宜立即答應，應求證是否屬實。此為逃跑前兆。
7. 雇主與外傭相處時，尊重、關心是相當重要的，若發生與外傭溝通不良時，應請求本公司協助。
8. 雇主應配合本公司所提供之外傭聯繫管道，定期讓本公司之諮詢翻譯人員與外傭間之聯繫保持順暢，以利時時能掌握外傭之動態及心理。
9. 對於外傭應恩威並施，過度的寵溺在管理上容易發生問題，雇主疼愛外傭，如果外傭懂得珍惜，她會知福惜福，如果她不懂得珍惜，就會發生欲求不滿之狀況，因此造成管理上之困難。

七.其他:

1. 建議辦理限撥國際電話業務，避免外傭過度使用電話影響工作或收支。
2. 聘僱期滿一年於第二年需給 7 天特別假，聘僱期滿二年於第三年需給 7 天特別假。
   未休假天數於期滿回國時發給現金。
3. 購買日用品之款項可由外傭自行負擔。
4. 春節是否需提供紅包給外傭，雇主自行決定。可全家合併一包即可。
5. 印尼籍於齋戒月日出至日落前(見到太陽)不吃東西，一日需膜拜 5 次。可請本公司人員前往溝通。
6. 雇主應依『工作管理規則』做好外傭之管理。

外國人合法匯款資訊宣導

Foreign worker's legal remittances information propaganda

包含薪資及一般匯兌之合法匯款管道資訊

Legitimate remittance information system comprising salary and general exchange

匯款管道：銀行有貼「指定外匯」即可

Remittance system: Back with "Designated Foreign Exchange" posted

中央銀行的外匯指定銀行 Central Bank foreign exchange designated banks：

中央銀行網站『全國金融機構查詢系統』

The central bank's website, "all financial institutions Enquiry System"

ttp://www.cbc.gov.tw/sp.asp?xdURL=bankexam/cbc/finlist_index.asp&ctnode=389

勾選外匯業務別→**勾選**指定外匯業務，即可出現所有的外匯指定銀行（也可**勾選**國內縣市名稱，即出現該縣市有外匯指定的銀行）

Check Exchange business →Check Designated foreign exchange business, can appear all designated foreign exchange banks（Can also check domestic county names, will appear county cities with Foreign exchange designated banks）

因為符合資料共 3 千多筆，故無法一一列舉，請自行參照。

Due to conforming to 3 thousand informations, we can not list them all, Please reference by yourown.

中華民國中央銀行 Central Bank of the Republic of China

- **聯絡地址**：10066 台北市中正區羅斯福路一段 2 號
  Contact Address: 10066 No.2, Sec. 1, Roosevelt Rd., Zhongzheng Dist., Taipei City
- **聯絡電話** Contact Number：(02)2357-1999，(02)2393-6161
- **各局處室諮詢專線** Each bureau offices Hotline
- **免付費電話** Toll free：0800-666268
- **傳真** Fax：(02)2357-1974



外國人匯款回國千萬不要找黑市匯兌非法管道冒險

Foreign workers remittances

Do not look for risk to exchange rate with black market illegal system when you go back to your home country

- 地下匯兌暗藏風險／貪快 外國人 200 多萬被「吃掉」曾有兼營外國人小吃部的地下匯兌業者，收了多名外國人的匯款，金額高達 200 多萬元，隔天鐵門拉下就捲款逃逸。
  There's hidden risk / greed in underground remittance had misappropriated foreign workers money more than 2 million. Once there was a restaurant store concurrently underground remittance for foreign workers exchange, accepts a lot of foreign workers remittances, amount of up to 2 million or more, the store have escaped fled, and the iron gate pulled down the next day.
- 外國人朋友，千萬不要為節省那一點點匯款手續費而冒險，若被查獲，錢就沒有了，是得不償失的，國內印尼外國人多達 20 多萬人，每年自國內匯回印尼的薪資所得高達數十億元；目前人力仲介業協助外國人到銀行合法辦理薪資匯兌，或是銀行等合法管道可供匯款。

Foreign worker companions, do not be risky saving the little transfer fee, if has seized, the money will gone, it is not worth the candle, in Taiwan there are more than 200 thousand Indonesian workers remit their income up to several billion NT dollars every year; currently Manpower agency assisting foreign workers to legally handle payroll bank remittance, or banks and other legal ways for remittance.

- 若有匯款需求，務必要尋求合法且可查證的正當管道，才能確保匯款安全。天下沒有白吃的午餐，切勿因小失大，造成被騙求償無門的下場！
  If you need to remit money, be sure to seek proper legal and verifiable ways, to ensure your remittances are safe. You cannot make bricks without straw, do not lose the greater, result in being cheated and nowhere to claim in the end.

非法地下通匯行為涉及銀行法相關條文
Illegal underground remittance involving the relevant provisions of the Banking Act of The Republic of China

銀行法 The Banking Act of The Republic of China

第 29 條　除法律另有規定者外，非銀行不得經營收受存款、受託經理信託資金、公眾財產或辦理國內外匯兌業務。
違反前項規定者，由主管機關或目的事業主管機關會同司法警察機關取締，並移送法辦；如屬法人組織，其負責人對有關債務，應負連帶清償責任。
執行前項任務時，得依法搜索扣押被取締者之會計帳簿及文件，並得拆除其標誌等設施或為其他必要之處置。

artikulo 29　Unless otherwise provided by law, any organization other than a Bank shall not Accept Deposits, manage Trust Funds or public property under mandate or handle domestic or foreign remittances.
Upon a violation of Paragraph 1 of this Article, remedial action shall be taken by the Competent Authority or the competent authority in charge of the particular enterprise, together with the juridical police authority, and the case shall be referred to the court for action.
If the organization concerned is a juristic person, the responsible person shall be jointly and severally liable for repayment of the relevant obligations. In performing the duties stipulated above, a suspected party's accounting books and documents may be searched and detained in accordance with the law, facilities including signs may be torn down and/or other necessary actions may be taken.

第 125 條　違反第二十九條第一項規定者，處三年以上十年以下有期徒刑，得併科新臺幣一千萬元以上二億元以下罰金。其犯罪所得達新臺幣一億元以上者，處七年以上有期徒刑，得併科新臺幣二千五百萬元以上五億元以下罰金。
經營銀行間資金移轉帳務清算之金融資訊服務事業，未經主管機關許可，而擅自營業者，依前項規定處罰。
法人犯前二項之罪者，處罰其行為負責人。

article 125　Those who violate Article 29, Paragraph 1, of this Act shall be punished by imprisonment for not less than three (3) years and not more than ten (10) years, and may be fined a criminal fine of not less than Ten Million New Taiwan Dollars (NT$10,000,000) and not more than Two Hundred Million New Taiwan Dollars (NT$200,000,000). Those who thereby obtain criminal income of One Hundred Million New Taiwan Dollars (NT$100,000,000) or more shall be punished by imprisonment for more than seven (7) years, and may also be fined a criminal fine of not less than Twenty Five Million New Taiwan Dollars (NT$25,000,000) and not more than Five Hundred Million New Taiwan Dollars (NT$500,000,000).
A financial information service business which operates inter-bank funds transfer and account clearing without obtaining the approval of the Competent Authority shall be punished in accordance with the preceding Paragraph.
Should a juristic person commit the offenses prescribed in the preceding two paragraphs, its responsible person shall be punished.

第 125-4 條 犯第一百二十五條、第一百二十五條之二或第一百二十五條之三之罪，於犯罪後自首，如有犯罪所得並自動繳交全部所得財物者，減輕或免除其刑；並因而查獲其他正犯或共犯者，免除其刑。
犯第一百二十五條、第一百二十五條之二或第一百二十五條之三之罪，在偵查中自白，如有犯罪所得並自動繳交全部所得財物者，減輕其刑；並因而查獲其他正犯或共犯者，減輕其刑至二分之一。
犯第一百二十五條第一項、第一百二十五條之二第一項及第一百二十五條之三第一項、第二項之罪，其犯罪所得利益超過罰金最高額時，得於所得利益之範圍內加重罰金；如損及金融市場穩定者，加重其刑至二分之一。

Article 125-4 Artikulo For those who have turned themselves in after committing crimes stipulated in Article 125, Article 125-2 or Article 125-3, if there are gains from such crimes and they have delivered all gains out at their free will, their sentences can be reduced or exempted. If their acts of turning themselves in have led to the capture of other principal criminals or accomplices, their sentences shall be exempted.
For those who have committed crimes stipulated in Article 125, Article 125-2 or Article 125-3 and confessed during investigation, if there are gains from such crimes and they have delivered all gains out at their free will, their sentences can be reduced. If their acts of confession have led to the capture of other principal criminals or accomplices, their sentences shall be reduced by one-half.
For those who have committed crimes stipulated in Paragraph 1 of Article 125-1, Paragraph 1 of Article 125-2 or Paragraphs 1 and 2 of Article 125-3, if their gains from such crimes is exceeded the highest level of fines, more fines can be added within the range of their illegal gains. Should their criminal acts have jeopardized the stability of the financial market, their sentences shall be increased by one-half.

國際金融業務條例 Offshore Banking Act

第 七 條 國際金融業務分行，辦理外匯存款，不得有左列行為：
一、收受外幣現金。
二、准許以外匯存款兌換為新臺幣提取。

artikulo 7 An offshore banking branch accepting foreign currency deposits shall not:
1.accept foreign currency in cash ; and
2.allow the withdrawal of foreign currency deposits in New Taiwan Dollars.

第 八 條 國際金融業務分行，非經中央銀行核准，不得辦理外幣與新臺幣間之交易及匯兌業務。

artikulo 8 Unless approved by the CBC, an offshore banking branch shall not conduct exchanges or other transactions between foreign currencies and New Taiwan Dollars.

毒品危害防治宣導

Drugs harm prevention advocacy

您需告知所聘僱之外籍工作者，在臺工作期間，不得吸食或持有雅片、嗎啡、古柯鹼、大麻、安非他命等毒品，一經查獲將受刑事起訴。

You need to inform your foreign employee, during the work in Taiwan, shall not smoke or hold opium, morphine, cocaine, marijuana, amphetamines and other drugs, once discovered will be subject to criminal prosecution.

向毒品說不
Say No to Drugs

1. 毒品濫用不僅有違法之虞，還會傷害身心健康，危害工作和生活，而且戒治不易，容易陷於精神恍惚、嚴重危急的境地，並且潛藏致命性，最後常以死亡收場，絕不可貪一時快持有或吸食毒品，或對新興毒品之第三級毒品 K 他命(Ketamine)、FM2、一粒眠(Nimetazepam)或第四級毒品安定(Diazepam)、蝴蝶片(Alprazolam)及其他鎮靜安眠劑掉以輕心。

   Drug abuse is not only illegal in danger, but also harm the health hazards of work and life, and physical therapy is not easy, easy to fall into a trance, a serious crisis situation, and the potential fatal, often finally ended with death, never be greedy vivre hold or take drugs, or emerging, taken lightly of the third stage drugs Ketamine, FM2, Nimetazepam, forth stage drugs Diazepam, Alprazolam, and other phenobarbital.

2. 預防毒害六招 Six strokes of drugs prevention:

   (一)生活作息要正常。Normal lifestyle

   (二)絕對不好奇試用毒品。Absolutely not curious to try drugs

   (三)有正確情緒紓解方法。Have the correct method to relieve emotional

(四)不靠藥物提神與減肥。Not rely on drugs to lose weight and refreshing

(五)遠離是非場所。Away from unnecessary places

(六)不接受陌生人的糖果、飲 料、香菸。

Do not accept candy, beverages, tobacco from strangers

3. 衛生福利部食品藥物管理署網站(https://consumer.fda.gov.tw/)已公告符合指定藥癮戒治機構醫療院所名單，提供個案門診、急診、住院與出院後之追蹤與轉介等服務，另民戒癮輔導團體或機構亦有提供戒毒諮詢、安置輔導及追蹤輔導。若需要專人服務，請撥打免費諮詢專線 0800-770-885

Health and Welfare Ministry of Food and Drug Administration website (https://consumer.fda.gov.tw/) has been announced that meet the specified list of medical institutions drug addiction Rehabilitation Institution agency, to provide case-patient, emergency, hospitalization and after discharge of the track and turn referral services, and the other people addiction counseling groups or agencies also provide drug counseling, placement counseling and tracking counseling. If you need personalized service, call toll-free advice line 0800-770-885

戒毒成功專線

0800-770-885

http://refrain.moj.gov.tw



Rehabilitation success Line

0800-770-885

http://refrain.moj.gov.tw



在臺灣持有毒品是非法的
In possession of drugs is illegal in Taiwan

在臺工作期間，不得製造、運輸、販賣、持有及吸食下列分級毒品，一經查獲將受刑事起訴，經起訴或判決確定者，勞動部將止您的工作許可，並限令出國，不得再於臺灣境內工作。

During the work in Taiwan, not be manufacture, transportation, sale, possession and taking the following classification of drugs, once discovered will be subject to criminal prosecution, the prosecution or judgment by the Ministry of Labor will stop your work permit and restrictions abroad, no further in domestic work in Taiwan

分級 Classification	第一級毒品 The first-stage drugs	第二級毒品 The second-stage drugs	第三級毒品 The third-stage drugs	第四級毒品 The forth-stage drugs
常見濫用藥物 Common drug abuse	1.海洛因(Heroin) 2.嗎啡(Morphine) 3.鴉片(Opium) 4.古柯鹼(Cocaine) 及其相類製品 And it's similar products	1.罌粟(Opium poppy) 2.古柯(Coca) 3.大麻(Cannabis、Marijuana、Marihuana) 4.安非他命(Amphetamine) 5.配西汀(Pethidine、Meperidine、Demerol) 6.潘他唑新(Pentazocine) 及其相類製品 And it's similar products	1.西可巴比妥(Secobarbital) 2.異戊巴比妥(Amobarbital) 3.納洛芬(Nalorphine) 及其相類製品 And it's similar products	1.二丙烯基巴比妥(Allobarbital) 2.阿普唑他(Alprazolam) 及其相類製品 And it's similar products
違法行為 Violations	相　關　罰　則 Related penalties			
製造、運輸、販賣 manufacture, transportation, sale	處死刑或無期徒刑，無期徒刑者得併科新臺幣2,000萬元以下罰金。 Death sentence or life time imprisonment, life time imprisonment may additionally fine of NT $20 million below	處無期徒刑或七年以上有期徒刑，得併科新臺幣1,000萬元以下罰金。 Life time imprisonment or more than seven years in prison, may additionally fine of NT$10 million below.	處七年以上有期徒刑，得併科新臺幣700萬元以下罰金。 More than seven years in prison, may additionally fine of NT$7 million below	處五年以上十二年以下有期徒刑，得併科新臺幣300萬元以下罰金。 More than five years less than 12 years in prison, may additionally fine of NT$ 3 million below.
	製造、運輸、販賣專供製造或施用毒品之器具處一年以上七年以下有期徒刑，得併科新臺幣100萬元以下罰金。 Manufacturing, transportation, selling appliances designed for the manufacture of the drug or administration of more than one year to seven years imprisonment and may additionally fine of NT $ 1 million below.			
意圖販賣而持有 With intent to sell and hold	處無期徒刑或十年以上有期徒刑，得併科新臺幣700元以下罰金。 Life time imprisonment or imprisonment for more than ten years, may additionally fine of NT$7 million below	處五年以上有期徒刑，得併科新臺幣500萬元以下罰金。 More than 5 years imprisonment, may additionally fine of NT$ 5 million below	處三年以上十年以下有期徒刑，得併科新臺幣300萬元以下罰金。 More than 3 year to 10 years imprisonment, may additionally fine of NT$ 3 million below.	處一年以上七年以下有期徒刑，得併科新臺幣100萬元以下罰金。 More than 1 year to 7 years imprisonment, may additionally fine of NT$ 1 million below.
以強暴、脅迫、欺瞞或其他非法之方法使人施用 In rape, coercion, deception or other unlawful methods make administering	處死刑、無期徒刑或十年以上有期徒刑；處無期徒刑或十年以上有期徒刑者，得併科新臺幣1,000萬元以下罰金。 Death sentence, life time imprisonment or more than 10 years imprisonment; life time imprisonment or 10years imprisonment may additionally fine of NT$ 10 million below.	處無期徒刑或七年以上有期徒刑，得併科新臺幣700萬元以下罰金。 More than seven years in prison, may additionally fine of NT$7 million below	處五年以上有期徒刑，得併科新臺幣500萬元以下罰金。 More than 5 years imprisonment, may additionally fine of NT$ 5 million below	處三年以上十年以下有期徒刑，得併科新臺幣300萬元以下罰金。 More than 3 year to 10 years imprisonment, may additionally fine of NT$ 3 million below.

<table>
<tr><td>引誘他人施用
Tempted others administering</td><td>處三年以上十年以下有期徒刑，得併科新臺幣 300 萬元以下罰金。
More than 3 year to 10 years imprisonment, may additionally fine of NT$ 3 million below.</td><td>處一年以上七年以下有期徒刑，得併科新臺幣 100 萬元以下罰金。
More than 1 year to 7 years imprisonment, may additionally fine of NT$ 1 million below.</td><td>處六月以上五年以下有期徒刑，得併科新臺幣 70 萬元以下罰金。
More than 6 months to 5 years imprisonment, may additionally fine of NT$ 700 thousand below.</td><td>處三年以下有期徒刑，得併科新臺幣 50 萬元以下罰金。
Below 3 years imprisonment, may additionally fine of NT$ 500 thousand below</td></tr>
<tr><td rowspan="2">轉讓
Transfer</td><td>處一年以上七年以下有期徒刑，得併科新臺幣 100 萬元以下罰金。
More than 1 year to 7 years imprisonment, may additionally fine of NT$ 1 million below.</td><td>處六月以上五年以下有期徒刑，得併科新臺幣 70 萬元以下罰金。
More than 6 months to 5 years imprisonment, may additionally fine of NT$ 700 thousand below.</td><td>處三年以下有期徒刑，得併科新臺幣 30 萬元以下罰金。
Below 3 years imprisonment, may additionally fine of NT$ 300 thousand below</td><td>處一年以下有期徒刑，得併科新臺幣 10 萬元以下罰金。
Below 1 years imprisonment, may additionally fine of NT$ 100 thousand below</td></tr>
<tr><td colspan="4">轉讓毒品達一定數量者，加重其刑至二分之一，其標準由行政院定之。
Transfer of drugs up to a certain number of persons, adding one sentence to two of its points, the standard prescribed by the Executive Affair</td></tr>
<tr><td>加重其刑 Aggravate punishment</td><td colspan="4">成年人對未成年人犯前三條之罪者，依各該條項規定加重其刑至二分之一。
Adults crimes the above 3 articles against minors, aggravate punishment may by one-half in accordance with the provisions of each article item.
明知為懷胎婦女而對之犯前三條之罪者，亦同。
The same with, crimes the above 3 articles against knowingly pregnant women</td></tr>
<tr><td>施用 Administering</td><td>處六月以上五年以下有期徒刑。
More than 6 months to 5 years imprisonment</td><td>處三年以下有期徒刑。
Below 3 years imprisonment</td><td></td><td></td></tr>
<tr><td rowspan="3">持有 Holding</td><td>處三年以下有期徒刑、拘役或新臺幣 5 萬元以下罰金。
Below 3 years imprisonment, detention or fine NT $ 50 thousand below</td><td>處二年以下有期徒刑、拘役或新臺幣 3 萬元以下罰金。
Below 2 years imprisonment, detention or fine NT $ 30 thousand below</td><td>純質淨重二十公克以上者，處三年以下有期徒刑，得併科新臺幣 30 萬元以下罰金。
Pure net twenty grams or more, Below 3 years imprisonment, may additionally fine of NT $300 thousand below</td><td>純質淨重二十公克以上者，處一年以下有期徒刑，得併科新臺幣 10 萬元以下罰金。
Pure net twenty grams or more, Below 1 years imprisonment, may additionally fine of NT $ 100 thousand below</td></tr>
<tr><td>純質淨重十公克以上者，處一年以上七年以下有期徒刑，得併科新臺幣 100 萬元以下罰金。
Pure net 10 grams or more, more 1 year to 7 years imprisonment, may additionally fine of NT $ 1million below</td><td>純質淨重二十公克以上者，處六月以上五年以下有期徒刑，得併科新臺幣 70 萬元以下罰金。
Pure net 10 grams or more, more 6 months to 5 years imprisonment, may additionally fine of NT $ 700 thousand below</td><td colspan="2">第三級、第四級毒品及製造或施用毒品之器具，無正當理由，不得擅自持有。
Third, fourth stage drugs and manufacturing or drug administering appliances, without justification, will be not allowed to hold.
無正當理由持有或施用第三級或第四級毒品者，處新臺幣一萬元以上五萬元以下罰鍰，並應限期令其接受四小時以上八小時以下之毒品危害講習。
Unjustified holding or administering third stage or fourth stage drug users, fine 10 thousand to 50 thousand, and should make the deadline to accept the harm of drugs more than four hours to eight hours of workshop
少年施用第三級或第四級毒品者，應依少年事件處理法處理，不適用前項規定。
Juvenile third stage or fourth stage administering drugs should be treated according to the treatment of juvenile incident, do not apply the provisions of the preceding paragraph.</td></tr>
<tr><td colspan="2">專供製造或施用第一級、第二級毒品之器具者，處一年以下有期徒刑、拘役或新臺幣一萬元以下罰金。
Designed for the manufacture or administration of a first stage, second stage drugs appliance, Below 1 years imprisonment, detention or fine NT $ 100 thousand below</td><td></td><td></td></tr>
</table>

其 他 違 法 行 為 other illegal behavior		
意圖供製造毒品之用，而栽種 Intent for the manufacture of drugs use, and planting	罌粟或古柯 Poppy or coca	處無期徒刑或七年以上有期徒刑，得併科新臺幣七百萬元以下罰金。 Life time imprisonment or imprisonment for more than7 years, may additionally fine of NT$7 million below
	大麻 Marijuana	處五年以上有期徒刑，得併科新臺幣五百萬元以下罰金。 More than 5 years imprisonment, may additionally fine of NT$ 5 million below
意圖供栽種之用，而運輸或販賣 Intentions for planting purposes, transporting or trafficking	罌粟種子或古柯種子 Poppy seed or coca seed	處五年以下有期徒刑，得併科新臺幣五十萬元以下罰金。 Below 5 years imprisonment, may additionally fine of NT$ 500 thousand below
	大麻種子 Marijuana seed	處二年以下有期徒刑，得併科新臺幣二十萬元以下罰金。 Below 2 years imprisonment, may additionally fine of NT$ 200 thousand below
持有或轉讓 Hold or transfer	罌粟種子、古柯種子 Poppy seed or coca seed	處三年以下有期徒刑。 Below 3 years imprisonment
	大麻種子 Marijuana seed	處二年以下有期徒刑。 Below 3 years imprisonment
	持有罌粟種子、古柯種子 Hold Poppy seed or coca seed	處二年以下有期徒刑、拘役或新臺幣三萬元以下罰金。 Below 2 years imprisonment, detention or fine NT $ 30 thousand below
	持有大麻種子 Hold marijuana seed	處一年以下有期徒刑、拘役或新臺幣一萬元以下罰金。 Below 1 years imprisonment, detention or fine NT $ 10 thousand below

備註：依據民國 104 年 02 月 4 日總統公布修正毒品危害防制條例修訂。

Remark: According to February 4th, 2015 president's drug prevention act amendments.

※如果您有發現上述事項需要通報，可撥打警政機關 110 報案專線。

If you have found out the above behavior needs to inform, please call 110 report line.



定期健檢 勞雇都安心

Regular Health Examinations Safeguard Employers and Employees

為確保外籍勞工朋友的健康及公共衛生防疫，新北市政府勞工局提醒您，外籍勞工應入境後3日內及工作滿6個月、18個月、30個月之日前後30日內，由雇主安排其至行政院衛生福利部指定之醫院接受定期健康檢查，逾期健檢或逾期未報備健檢結果，將被處6萬元以上30萬元以下之罰鍰。

另外，外籍勞工若有逾期健康檢查的情況，不只雇主會被處罰鍰，仲介公司也會因未善盡受任事務提醒雇主，致雇主違反法令，而遭6萬元以上30萬元以下之罰鍰。

In order to protect the health of foreign workers as well as to safeguard the public health, the employer should arrange his foreign workers to have regular health examinations in designated hospitals. The health examination should be done within 3 days upon the worker's arrival, and also in 30 days before or after the worker works for 6, 18, and 30 months. The employer would be fined NTD60,000 to NTD300,000 if he fails to arrange the above examinations or fails to submit the examination report within 15 days.

In addition, if the agency fails to assist the employer with the above duty and therefore causing the employer's violation, there would also be a penalty from NTD60,000 to NTD300,000.

15天報備外勞健檢結果期限

提醒您：不管是直聘或委由仲介聘僱外勞，均需依規定辦理健康檢查。此外，外籍勞工進行健康檢查後，雇主應於收受指定醫院核發健康檢查證明之日起15日內，檢具相關證明文件向工作所在地衛生局報備。逾期報備，雇主會被罰6萬元以上30萬元以下罰鍰。

Submit the Report of the Foreign Worker's Health Examination within 15 Days

The foreign workers are required to undergo the health examinations as regulated in the law. Meanwhile, the employer should submit the examination report to the local health authorities within 15 days upon receiving the report. If an employer fails to do so, he will be subjected to a fine between NTD60,000 and NTD300,000.

06

罹患傳染病 小心被遣返

為杜絕傳染病由境外移入或國內擴散，新北市勞工局呼籲外勞朋友應做好健康管理，雇主也應定期為外勞安排健康檢查，以免因外勞罹患特定傳染病而遭廢止聘僱許可。

新北市勞工局指出，外籍勞工罹患傳染病個案的通報、治療、隔離與追蹤，比照國人相關規定辦理。外勞在受聘僱期間如罹患肺結核、結核性肋膜炎及漢生病個案，經初步服藥後、再遣送出國。如罹患痰陽性肺結核，會先給予DOT投藥14天、再遣送出國。

在醫療費用方面，合法外籍勞工享有全民健保，其疾病治療費用依健保規定給付。非法外勞罹患傳染病的治療費用，除結核病及強制隔離的治療費用由公務預算支應外，必須自費負擔。

勞工局表示，外勞患有肺結核、結核性肋膜炎、漢生病、人類免疫缺乏病毒感染或未配合治療之阿米巴性痢疾時，雇主會被廢止聘僱許可。如罹患其他傳染病，且配合接受治療，就可留在臺灣工作。但若是外勞進入我國3日內健檢發現之阿米巴性痢疾個案，將視同為健檢不合格、無法取得聘僱許可。

You May be Repatriated if You Contact a Contagious Disease

In order to prevent contagious diseases from being carried into Taiwan, the Affairs Department of New Taipei City Government reminds foreign friends to take care of their health. Employers should arrange for regular health check-ups for their foreign workers, too.

According to the Labor Affairs Department, if a migrant worker catches tuberculosis, TB pleurisy, or Hansen's disease while being employed, he will be put on medication and then repatriated. If a migrant worker catches sputum-positive pulmonary tuberculosis, he will be given DOT for fourteen days and then repatriated.

If a foreign worker catches TB, TB pleurisy, or Hansen's disease, the employment permit issued to his employer will be revoked. Any foreign worker who catches amebiasis and fails to cooperate with treatment will have his employment permit revoked. If a foreign worker catches any other contagious disease and is required to take the necessary treatment, he or she may be allowed to stay and continue to work in Taiwan.

In terms of medical bills, legitimate foreign workers are entitled to health insurance. Therefore, any medical bills will be covered according to the regulations of the health insurance. An illegitimate foreign worker will have to pay his own medical bills for treating a contagious disease, except treatments for TB. Compulsory quarantine will be covered by public budgets.

04



小心夏日傳染病！

Be Mindful of Summer Contagious Diseases.

夏季天氣炎熱，各種病毒、傳染病伺機而動。尤其是年初以來台灣發生的諾羅病毒、中國大陸的禽流感等疫情拉警報，而最近東南亞登革熱的疫情也較以往嚴重，新北市政府勞工局呼籲外勞朋友務必特別注意夏季個人保健及居家環境的衛生。

年初以來，台灣流行諾羅病毒的腸胃型感冒，患者有嚴重的上吐下瀉症狀。疾管局防治資料顯示，諾羅病毒全年均有可能發生，諾羅病毒傳染力也很驚人，民眾要勤用肥皂洗手，特別是在上廁所後、換尿布、飯前和烹煮食品前。

另外，中國大陸發生H7N9疫情舉世關注，台灣連帶出現首例境外移入H7N9流感確定病例。隨著積極防疫措施及天氣逐漸變熱，民眾仍要避免接觸鳥禽，肉品和蛋類必須完全煮熟再食用、並做好勤洗手等個人防護措施。

此外，東南亞向來是台灣登革熱境外移入病例主要國家，今年登革熱疫情更甚於往年。因此前往東南亞等登革熱流行地區時務必做好防蚊措施。如有發燒、頭痛、出疹、肌肉或關節痠痛等症狀，應儘速就醫。居家環境要清除積水容器，消除蚊蟲孳生場所，杜絕病媒蚊孳生，才是防治登熱的根本方法。

Due to the hot weather in summer, various viruses and contagious diseases are widespread. Norovirus in Taiwan and the bird flu in China have been serious. The outbreak of diseases in Southeast Asia has been serious in recent years as well. The Labor Affairs Department would like to remind our foreign friends to be mindful of their personal hygiene and of the importance of a clean house.

The outbreak of stomach flu caused by Norovirus started in the beginning of this year. This flu causes vomiting and diarrhea. According to the Center for Disease Control, Norovirus is present all year round and is very contagious. Wash your hands as often as possible, especially after using the bathroom, after changing diapers, and before cooking and preparing a meal.

The outbreak of H7N9 in China has drawn a lot of attention from all over the world. People are advised to stay away from birds and poultry, to eat only fully cooked meat and eggs, and to wash hands as often as possible.

To prevent dengue fever, empty and drain containers so that mosquito larvae cannot breed. If you have symptoms of fever, headache, rashes, or muscle and joint aches, please see a doctor immediately.



資料圖片來源:衛生署疾管局網站

預防H7N9流感 Yes 1 2 3

"Yes 123"-3-Step Approach to Prevent H7N9 Influenza

Cegah Virus Flu Burung H7N9 Yes 123

Phòng Chống Dịch Cúm H7N9 Yes123

การป้องกันไข้หวัดใหญ่สายพันธุ์ใหม่ H7N9 YES123

1

注意衛生：
用肥皂勤洗手
咳嗽時戴口罩
生病在家休息
打噴嚏掩口鼻

Pay attention to hygiene:
Wash hands with soap frequently.
Put on masks when coughing.
Rest at home when sick.
Cover your mouth and nose when sneezing.

Perhatikan sanitasi dan kebersihan:
Rajin cuci tangan dengan sabun.
Pakai masker saat batuk.
Istirahat di rumah jika sakit.
Tutup mulut dan hidup saat bersin.

Chú ý vệ sinh:
Thường xuyên rửa tay bằng xà phòng.
Khi ho nên đeo khẩu trang.
Khi mắc bệnh nên nghỉ ngơi tại nhà.
Che miệng mũi khi hắt hơi.

ใส่ใจระวังกับสุขภาพ:
ใช้สบู่ล้างมือให้สะอาด.
สวมหน้ากากเมื่อมีอาการไอ.
เวลามีอาการป่วยไข้ให้พักผ่อนอยู่ที่บ้าน.
ในขณะที่จามหรือไอควรจะใช้มือปิดหรือเสื้อบดบังจมูกและปาก.



2

要遠離禽鳥
Stay away from birds and poultry.
Jauhi unggas.
Nên tránh xa loài gia cầm loài chim.
ควรจะอยู่ให้ห่างจากพวกนกหรือสัตว์ปีก



3

禽肉、蛋類要完全煮熟後才吃
Eat poultry meat and eggs that are fully cooked.
Daging unggas atau telur harus dimasak matang.
Ăn những thịt gia cầm, loài trứng đã được nấu thật chín thật kỹ.
เวลาที่จะรับประทานเนื้อหรือไข่ของจำพวกสัตว์ปีกควรหุงต้มให้สุกเสียก่อนที่จะลงมือรับประทาน



從 H7N9 流感病例地區返國時，若出現發燒、咳嗽等症狀，請立即戴口罩就醫，並告知醫師旅遊史

In case of fever and coughing after returning to Taiwan from areas affected H7N9 influenza, please promptly put on a mask, seek immediate medical attention, and inform the physician of your travel history.

Segera pakai masker dan segera berobat ke dokter serta beritahu sejarah perjalanan jika anda memiliki gejala demam, batuk, dsb saat kembali dari negara tempat memiliki kasus virus Flu Burung H7N9.

Khi trở về nước từ những khu vực có ca bệnh cúm H7N9, nếu có dấu hiệu bị sốt, ho, phải đeo khẩu trang và đi thăm khám ngay ở cơ sở y tế, và cho bác sỹ biết những nơi mà bạn đã từng đi du lịch.

เมื่อกลับมาจากเขตระบาดไข้หวัดใหญ่สายพันธุ์ใหม่ H7N9 แล้ว หากพบว่ามีอาการตัว ร้อนหรือไอเป็นต้น ควรจะสวมหน้ากากหรือผ้าปิดจมูกทันทีแล้วพบแพทย์เพื่อทำการ รักษาพยาบาล ทั้งนี้โปรดเล่าประวัติการเดินทางท่องเที่ยวของท่านให้แพทย์รับทราบ.

廣告

衛生福利部疾病管制署
TAIWAN CDC
疫情通報及關懷專線：1922
http://www.cdc.gov.tw

小叮嚀：

不近禽鳥 | 要熟食 | 勤洗手 | 健康監測 | 諮詢專線 1922

勤洗手 遠離腸病毒



9月是腸病毒的高峰期。腸病毒常見的感染症狀有手足口症、皰疹型咽峽炎等。少數患者會演變為重症，出現以神經系統為主的併發症，甚至導致死亡，家中有老人及幼童的更應加強注意。

除了注意飲食衛生之外，亦應注意住家周遭環境清潔。

預防小撇步

1. 勤洗手，並牢記濕、搓、沖、捧、擦5步驟。
2. 注意均衡飲食、營養、運動及補充水分。
3. 維持住家環境的衛生清潔及通風。
4. 流行期間，儘量避免出入擁擠的公共場所。
5. 如有發燒、口腔長水泡、嗜睡、活動力減低等症狀應儘速就醫。
6. 儘量不要與疑似病患接觸。

Guard against Enterovirus by washing hands

The most common epidemics during Taiwan's summer are Dengue fever, Japanese encephalitis, skin infections, and Enterovirus. In addition to paying attention to food safety and hygiene, watch out for diseases caused by bugs, especially enterovirus. Enterovirus breeds and is transmitted in hot and humid environments. People who have children and elderly at home should take extra precautions.

■Precautions to Fight Against Enterovirus

1. Practice regular hand washing. Remember the five steps of hand washing--wet your hands, lather with soap by rubbing your hands together, thoroughly rinse your hands under running water, pour water over the faucet, and use paper towels or an air dryer to dry your hands.
2. Have a balanced diet and enough nutrition for the body. Exercise and drink more water.
3. Pay attention to hygiene and ventilation in the environment.
4. During the cold and flu season, avoid going to crowded public places.
5. Anyone who has symptoms of fever, blisters on the roof of the mouth, drowsiness, and lethargy, should see a doctor immediately.
6. Pregnant women, newborn babies, and young children should avoid contact with anyone suspected of having the disease.

Dealing with kitchen waste

廚餘處理

Leftovers that are created in our daily life are known as kitchen waste. These include leftover rice, vegetables, fruit peels, tea leaves, coffee grounds, egg shells, remains of fish, shrimp, crab and shell fish. Kitchen waste can be separated into two categories:

●Leftovers for Pigs

Edible kitchen waste such as cooked grains, canned food, seasoning, leftover candy, crackers, snacks, and expired food.

日常生活中所產生的剩菜、剩飯、蔬菜、菜葉殘渣、果皮、茶葉、咖啡渣、蛋殼、魚蝦蟹與貝類殘體、禽畜剩骨或廢食用油等有機廢棄物，都可稱為廚餘。廚餘分兩類：

●養豬廚餘

即人類可食用的剩餘食物。包含五穀雜糧等不要的熟食、各式罐頭或調味料、吃剩的糖果餅乾零食，及各式過期食品等。

●Leftovers for Garbage Compost

Fruit peels, leftover vegetables, tea leaves, crab shells, fish bones, bones and shells are example of foods that can be compost.

It is important to keep in mind that these leftovers for compost must be strained; kitchen waste for pigs must not contain items that pigs cannot digest, such as chopsticks, toothpicks and other sharp objects. Remove the packaging of expired food first before throwing it into the kitchen waste bin. Please comply with the regulations of the Cleaning Squadron at each district.

●堆肥廚餘

像果皮、菜葉、菜渣、茶葉渣、螃蟹殼、魚骨頭、肉骨頭、貝殼等。

回收廚餘要注意，堆肥用的廚餘要將多餘水分瀝除。養豬用的廚餘應先剔除豬隻無法消化的東西或筷子、牙籤等尖銳物質，過期食物請先撕去外包裝，再投入廚餘桶內。請依各區清潔隊的規定回收。



資料來源：
新北市環境保護局
http://envir.epd.ntpc.gov.tw/recycle1/page6-2.asp

提高警覺 預防狂犬病

■ 預防被動物咬？

1.不碰觸、逗弄野生動物
2.不撿拾生病的野生動物、屍體
並洽詢各地動物防疫機關，或電洽0800-761-590

■ 一旦被動物咬傷時，請遵循1記、2沖、3送、4觀

1.記：保持冷靜，牢記動物特徵。
2.沖：用大量肥皂、清水沖洗15分鐘，並以優碘消毒傷口
3.送：儘速送醫評估是否要接種疫苗
4.觀：儘可能將咬人動物繫留觀察10天。若動物凶性大發，不要冒險捕捉。

■ 被動物咬傷後，到那兒就醫？



1.請至全國60家疫苗儲備醫院。各縣市均有施打點，且持續擴充中。
醫院地點請洽；疾管署防疫專線1922 (或洽0800-001922)
2.於高風險被動物咬傷時，需接種疫苗5劑，且於發病前接種，防護效果近百分之百。

衛生福利部疾病管制署

To effectively prevent rabies, Taiwan CDC reminds the public to take heed of the following three preventive actions against rabies:

1.Avoid animal bite:

Avoid contact with wild animals and do not pick up sickened animals or animal carcasses and report sightings of sickened animals or animal carcasses to local animal epidemic prevention agencies or the Council of Agriculture (COA) through calling the hotline: 0800-761-590.

2.When bitten or scratched by animals, please remember to take the following 4 steps:

(1)Remember: Try to remain calm and remember the characteristics of the biting animal.

(2)Wash: Immediately wash the wound with soap and an ample amount of clean water for 15 minutes and then disinfect the wound with iodine or 70% alcohol.

(3) Seek: Seek prompt medical attention for proper evaluation and treatment to reduce the risk of infection.

(4) Observe: Try to detain the biting animal for a 10-day observation if possible. However, do not risk capturing the animal if it gets violent.



3.Seek medical attention when bitten or scratched by animals:

(1)Please seek medical assistance at one of the 60 hospitals with a stockpile or rabies vaccine, which can be found in every city and county in the nation.

※For more information on rabies prevention, please call the toll-free Communicable Disease Reporting and Care Hotline, 1922, or 0800-024-582.

(2)If bitten by an animal suspected to have Rabies , one needs to get 5 vaccination shots. The vaccination is close to 100% when induced the symptom start.

菸害防治法新制

New Rule on Prohibition for Smoking Cigarette

菸害防制法新規定：98 年 1 月 11 日起，室內工作與公共場所全面禁菸

Effective January 11, 2009 New Rules on the Cigarette Harmful Control Law.　Prohibition to smoke cigarette when working indoor and at the entire public area

壹、禁菸範圍 Range on the prohibition for smoking:

※工作：三人以上室內工作場所、政府機關、公營、金融機構、郵局、電信業。

Work：3 or more persons in an indoor working area, government institution publicly owned banking institution, post office, telecommunication industry

※食：餐飲店(如：咖啡館、速食店、中西式餐廳等）

Food：Dining Restaurant (like café shop, fast food restaurant, Chinese- Western style restaurant, etc.)

※衣：商場（如：百貨公司、便利商店、超商、大賣場等）

Clothing : Market or bazaar (like Dept. Store, Convenience store, Supermarket, Grocery, etc.)

※住：旅館、電梯、醫療機構、護理機構、其他醫事機構及社會福利機構。

Lodging: Hotel or Inn, elevator, medical institution, nursing institution, and Other medical and society and welfare institution

※行：大眾運輸工具、計程車、遊覽車、捷運系統、車站及旅客等候室等。

Business: Transportation institution where there's a mass crowd of people, taxi, tourist bus, MRT, bus station, and passengers waiting station

※育：各級學校、圖書館、實驗室、表演廳、禮堂、展覽室、會議廳、博物館、美術館、其他文化或社會教育機構，及其他供兒童及少年教育或活動場所。

Education : every school unit, library, laboratory, exhibition hall, auditorium, showroom, conference hall, museum, Art Museum, other cultural or social educating institution, and other children and youth public education or activity area.

※樂：歌劇院、電影院、視聽歌唱業（如：KTV、MTV、卡拉 OK）、資訊休閒業（如：網咖）、體育、運動或健身場所，及其他供公眾休閒娛樂場所。

Amusement : opera house, movie house, video singing business (like KTV, MTV, karaoke), information leisure business (like internet café), gym, exercise / work-out or fitness center, and other public amusement area.

※室內全面禁菸除設有吸菸室：旅館、商場、餐飲店、老人福利機構等。

The entire indoor institution has a smoking room like : hotel or inn, market or bazaar, dining restaurant, welfare institution for the olds, etc.

※室外全面禁菸除設有吸菸區：大專院校、圖書館、博物館、美術館、社教機構、體育場、游泳池、老人福利機構等。

The entire outdoor institution has a smoking area: university/college schools, libraries, museum, art museum, social teaching institution, gym, swimming pool, senior welfare institution etc.

貳、罰則 PENALTY

※負責人：應於所有入口處及適當地點設置明顯禁菸標示，且不得供應與吸菸有關之器物，違者罰 1 萬至 5 萬元罰鍰，並令限期改正者，得按次連續處罰。

In-charge personnel：should have a clear signs of No Smoking on all the entrance area and appropriate establishment places and can’t supply the implements related with smoking, the violator will be penalize NT$ 5,000 up to NT$10,000.

※吸菸者：禁菸場所吸菸罰 2 千至 1 萬元罰鍰。

Smoker : smoking at the No Smoking Area will be fine NT$ 2,000 up to

NT$ 10,000

參、資源協助 **ASSISTANCE INFORMATION**

※戒菸專線：0800-63-63-63 To break the habit of smoking special line
※菸害申訴專線：0800-531-531 To get rid of harm petition line

※禁菸貼紙索取：請洽各縣市衛生局或上健康九九網 http://health99.doh.gov.tw

To ask for No smoking stickers：
please ask from Health Bureau of every county/city or post with the health 99 internethttp://health99.doh.gov.tw



嚴禁宰殺動物

臺灣的動物保護團體最近發現有外籍勞工擅自捕殺貓狗，並烹煮食用的情況發生。新北市勞工局呼籲，臺灣是重視動物保護權的國家，外籍勞工朋友務必尊重臺灣的國情。依臺灣法律，虐待或宰殺犬、貓，或販賣其屠體，都違反動物保護法，一旦發現，政府將處新臺幣10萬元至50萬元的罰鍰，並公布其姓名、名稱或照片。請外勞朋友不要觸法。

Butchering Animals is Prohibited

Recently, the Animal Protection Association in Taiwan discovered that some foreign laborers have captured cats and dogs and butchered them for food. The Labor Affairs Department of New Taipei City calls attention to this matter. Taiwan is a country that values animal rights. Foreign friends must respect this tradition and regulation. According to the laws of Taiwan, animal abuse or the butchering or selling of the carcasses of dogs and cats are all considered violations of the Animal Protection Act. People who violate this Act will be fined from 100,000 NT dollars to 500,000 NT dollars and will have their names and pictures publicized. Please do keep this in mind and obey the law.

第 6 條 Article 6

任何人不得騷擾、虐待或傷害動物。
No one should harass, abuse or harm animal.

第 12 條 Article 12

對動物不得任意宰殺。但有下列情事之一者，不在此限：
Animals should not be slaughtered except on the following circumstances:

一、為肉用、皮毛用，或餵飼其他動物之經濟利用目的。
For the use of meat, fur and economic purposes of feeding to other animals.

二、為科學應用目的。
For scientific purposes.

三、為控制動物群體疾病或品種改良之目的。
For the purpose of controlling animal disease or breeding improvement.

四、為控制經濟動物數量過賸，並經主管機關許可。
For the purpose of controlling the growth of animal population but with the permission of the competent authority.

五、為解除動物傷病之痛苦。
For the relieve of animals suffering from injuries.

六、為避免對人類生命、身體、健康、自由、財產或公共安全有立即危險。
In order to prevent any immediate danger to the human life, body, health, freedom, property or public safety.

七、收容於動物收容處所或直轄市、縣（市）主管機關指定之場所，經獸醫師檢查患有法定傳染病、重病無法治癒、嚴重影響環境衛生之動物或其他緊急狀況，嚴重影響人畜健康或公共安全。
Animals in the animals shelters designated or approved by local municipalities are diagnosed by the veterinarian as suffering from infectious disease, incurable disease, or gravely affecting environmental hygiene, or posing grave threat to health of human beings and other animals or public safety.

八、其他依本法規定或經中央主管機關公告之事由。
In accordance with the provisions of this law or other causes announced by competent authority of the Central Government.

中央主管機關得公告禁止宰殺前項第一款之動物。
The Central government may announce the banning of slaughtering animals as mentioned in the first paragraph of the preceeding items

任何人不得因第一項第一款所定事由，有下列行為之一：
No one should commit the following acts due to any reason indicated in Item 1, Paragraph 1:

一、宰殺犬、貓或販賣其屠體。
Killing dogs, cats, or selling the carcass

二、販賣經中央主管機關公告禁止宰殺動物之屠體。
Trafficking of the carcasses of the slaughtered animals is prohibited by the Central government.

依第十四條第二項規定准許認領、認養之動物，不包括依第八條公告禁止飼養或輸入之動物。但公告前已飼養或輸入，並依第三十六條第一項辦理登記者，准由原飼主認領。
本法中華民國一百零四年一月二十三日修正之條文施行之日起二年內，收容於動物收容處所或直轄市、縣（市）主管機關指定之場所，經通知或公告超過十二日而無人認領、認養或適當處置之動物，得予以宰殺，不適用第一項規定。
In accordance with Item 2, Article 14, some animals are permitted to be adopted. Animals as specified in Article 8 shall not be adopted or imported, but those which were adopted or imported prior to the announcement of Article 8 and subsequently registered are still permitted for adoption. Within two years after implementation of this Act revised on January 23, 2015 animals which are placed in the shelters approved by the local municipalities can be slaughtered if they are not adopted or settled properly in 12 days.

第 25 條　Article 25

有下列情事之一者，處一年以下有期徒刑或拘役，併科新臺幣十萬元以上一百萬元以下罰金：
Anyone who has committed any of the following offenses shall be sentenced to imprisonment or detention with labor of not more than 1 year plus a fine of NT$ 100,000.00 to NT$ 1,000,000.00.

一、違反第五條第二項或第六條規定，故意使動物遭受傷害，致動物肢體嚴重殘缺、重要器官功能喪失或死亡。
Deliberately inflicting injury on the animals, causing physical disability or loss of function of vital organ or death as stipulated in Item 2, Article 5 or Article 6.

二、違反第十二條第二項或第三項第一款規定，宰殺犬、貓或經中央主管機關公告禁止宰殺之動物。
Slaughtering dogs, cats or other animals prohibited as announced by authority the Central Government as stipulated in Item 2, Article 12 or Paragraph 1, Item 3.

有前項各款情事之一者，主管機關得公布其姓名、照片、違法事實。
In case of any violation or offense as described above, the Central government may publish the names and photographs of perpetrators and the illegal facts.

第 27 條　Article 27

有下列情事之一者，處新臺幣五萬元以上二十五萬元以下罰鍰，並得公布其姓名、照片及違法事實，或限期令其改善；經限期令其改善，屆期未改善者，得按次處罰之：

Anyone who has committed any of the following violations shall be subject to a fine of NT$ 50,000.00 to NT$ 250,000.00. The names and photographs of perpetrators and their illegal acts may be published or they may be given time for correction of behavior. If they fail to correct themselves, they shall face the penalty for every act of violation.

一、違反第十條第一款規定，驅使動物之間或人與動物搏鬥。
Inciting the animal-to-animal or animal-to-human fights, in violation of Paragraph 1 of Article 10.

二、違反第十條第一款規定，與動物搏鬥。
Fighting with animals, in violation of Paragraph 1 of Article 10.

三、違反第十條第二款規定，以直接、間接賭博為目的，利用動物進行競技。
Engaging the animals in a fight for direct or indirect gambling, in violation of Paragraph 1 of Article 10.

四、違反第十條第三款規定，以直接、間接賭博或其他不當目的，進行動物交換與贈與。
Engaging in exchange of animals or giving as presents for the purpose of direct or indirect gambling or other illegal purposes, in violation of Paragraph 3 of Article 10.

五、違反第十條第六款規定，其他有害社會善良風俗之利用動物行為。
Manipulating the animals in other immoral activities, in violation of Paragraph 6 of Article 10.

六、違反第十二條第一項規定，宰殺動物。
Slaughtering of animals, in violation of Paragraph 1 of Article 12.

七、違反第十二條第三項第一款或第二款規定，販賣犬、貓之屠體或經中央主管機關公告禁止宰殺動物之屠體。
Selling carcasses of dogs, cats or other animals as prohibited in the provisions in Paragraph 1 & 2, Item 3, Article 12.

八、寵物繁殖業者違反中央主管機關依第二十二條第二項所定辦法中有關寵物繁殖作業之規定。
Pet breeding industry violating against the provision as stipulated in Item 2, Article 22 regulating the pet breeding.

九、違反第二十二條第三項規定，經勸導仍未改善。
Failing to correct illegal act after committing violation of Paragraph 3, Article 22.

十、製造、加工、分裝、批發、販賣、輸入、輸出、贈與或意圖販賣而公開陳列有第二十二條之四第一項第一款或第二款情形之一之寵物食品。
Manufacturing, processing, packing, wholesaling, selling, importing, exporting, donating or displaying for sale any pet food as stipulated in Paragraph 1 & 2, Item 1, Article 22.

十一、違反第二十三條之二規定，未於直轄市或縣（市）主管機關所定期限內回收、銷毀或為其他適當處置。
Failing to retrieve or destroy and prohibited pet food within given time or deliberately converting them for other purposes, in violation of Item 2, Article 23

中文翻譯

拒絕酒駕
守護自己及他人安全



年末佳節聚會多，
飲酒後不騎車不開車，以免遭罰

⚠ **3年**以下有期徒刑

⚠ 新臺幣**30萬**以下罰金

⚠ **遣返回國**，不得在臺工作



若酒駕導致他人重傷或死亡，
還會有加重處罰!

LINE 1955 | f 1955hotline

勞動部勞動力發展署 WORKFORCE DEVELOPMENT AGENCY, MINISTRY OF LABOR 廣告

英文版

Do not drink and drive
Protect yourself and others



There are many celebratory events during the year-end festive season, **do not drink and drive a scooter, motorbike or car** to avoid the legal consequences:

⚠ Up to **three years** in jail

⚠ A maximum fine of **NT$300,000**

⚠ **Deportation** and a permanent ban from working in Taiwan



If an individual causes serious injury or death as a result of drunk driving it is considered an aggravated offense

LINE 1955 | f 1955hotline

勞動部勞動力發展署 WORKFORCE DEVELOPMENT AGENCY, MINISTRY OF LABOR 廣告

中文翻譯

防杜人頭帳戶



提供詐騙匯款之帳戶，將淪爲詐欺集團幫手，觸犯刑法幫助詐欺罪及洗錢防制法幫助洗錢罪!

只要對方要求提供銀行帳戶存摺、提款卡及密碼，絕大多數是要利用來從事不法行爲

只有犯罪者爲了隱匿自己的眞實身分和資金流向，才會利用別人銀行帳戶



任意提供帳戶給他人，可能違反就業服務法規定被廢止聘僱許可之風險，更可能落得被法院判刑，亦被害人也會求償全額詐騙金額！

資料來源：法務部

1955 1955hotline 勞動部勞動力發展署 WORKFORCE DEVELOPMENT AGENCY, MINISTRY OF LABOR 廣告

菲律賓文版

Prebensyon sa mga Pekeng Account



Ang mga account na nagbibigay ng mga mapalinlang na remittance ay ituturing na kasabwat ng mga sindikato. Ito ay kikilalanin bilang krimen na panlilinlang sa ilalim ng Criminal Code at money laundering sa ilalim ng Money Laundering Prevention Act!

Hangga't humihingi ng passbook, ATM card, at password, madalas ay gagamitin ang mga ito sa iligal na pamamaraan

Mga kriminal lamang ang gagamit ng pagkakakilanlan ng iba upang itago ang sarili at ang mga pinansyal na transaksyon nito



Ang pagbigay ng sariiling account sa iba ay maaaring ituring na paglabag sa Employment Services Act at maaari itong magresulta sa pagbawi ng employment permit. Maaari ring mahatulan sa korte at habulin ng mga biktima para sa kabayaran sa anumang pinsala.

Pinanggalingan ng Impormasyon: Legal Department

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中文翻譯

提醒重要證件、帳戶
勿提供他人使用



提醒移工

在臺工作期滿要返國時，
若金融帳戶無繼續使用需求，
建議將帳戶結清

個人證件及帳戶請務必小心保管，切勿隨意借給他人使用，以免遭到有心人士變賣或利用，而成爲詐騙集團的幫兇。

一旦成爲人頭戶，除了會面臨刑事調查及民事賠償責任，亦有可能影響在臺灣工作權！



如遇疑似詐騙，可撥打「165」反詐騙專線
或「1955」專線洽詢，保障自身權益



1955 | 1955hotline | 勞動部勞動力發展署 WORKFORCE DEVELOPMENT AGENCY, MINISTRY OF LABOR | 廣告

菲律賓文版

Paalala para sa mga Importanteng Dokumento at mga Account
Huwag Ipagamit sa Iba



Munting Paalala Para sa mga Migranteng Manggagawa

Kapag babalik na ng bansa matapos magtrabaho sa Taiwan at hindi na kinakailangang gamitin ang mga bank account, inirerekomendang i-withdraw ang lahat ng nilalaman nito.

Mangyaring ingatan ang mga personal na dokumento at mga account. Siguruhing huwag basta-bastang ipagamit sa ibang tao upang maiwasan ang pagbenta o paggamit ng mga ito at maging kasabwat ng mga scammer.

Sa oras na maturing kasabwat, hindi lamang mahaharap sa mga kriminal na imbestigasyon at pananagutang sibil, ang inyong karapatang magtrabaho sa Taiwan ay maaapektuhan din!



Sa oras na maghinalang may panlolokong nagaganap, maaaring tumawag sa 165 anti-fraud hotline o kaya sa 1955 upang kumonsulta at maprotektahan ang inyong mga karapatan.



1955 | 1955hotline | 勞動部勞動力發展署 WORKFORCE DEVELOPMENT AGENCY, MINISTRY OF LABOR | 廣告