

Application Form for Work Applicable to the Regulations Governing the
 Determination Criteria and Inspection of No Harm to Mental and Physical Health in
 Article 45 of the Labor Standards Act

* One application form per worker.

Application Number (for official use only):

A. Application Form

Basic Information of Applicant	Status	<input type="checkbox"/> Legal person or organization <input type="checkbox"/> Natural person			
	Basic information of legal person or organization	Name		Number of people insured under labor insurance	_____ people
		Tax number		Name of industry (See Note 1)	
		Name of responsible person		Contact person	
	Basic Information of natural person	Full name		National ID number	
		Name of industry (See Note 1)			
	Contact address	Please provide complete street address including postal code:			
	Contact information	Daytime phone:		Mobile phone:	
		Fax:		E-mail:	
	Full name		Sex	Male	Female

Personal Information of Worker under 15

Taiwan national	National ID number:		
Foreign national	Passport number:		
Date of birth	(MM/DD/YYYY)	Level of education (See Note 2)	<input type="checkbox"/> Preschool <input type="checkbox"/> Primary <input type="checkbox"/> Junior high <input type="checkbox"/> Dropout <input type="checkbox"/> Homeschooled
Relationship with employer or person accepting labor (See Note 3)	<input type="checkbox"/> Employment relationship <input type="checkbox"/> Directly providing labor with no employment relationship <input type="checkbox"/> Providing labor through a third party with no employment relationship		
Relationship with legal representative	<input type="checkbox"/> Child <input type="checkbox"/> Grandchild <input type="checkbox"/> Other		
Contact address	Please provide complete street address including postal code:		
Contact numbers	Daytime phone:		Mobile phone:
Place of work (By city or county) (See Note 4)			
Period of work	From (MM/DD/YYYY) to (MM/DD/YYYY) (Maximum of one year)		

<p>Number of working days during semester breaks (may choose more than one) (See Note 5)</p>	<p><input type="checkbox"/> Winter break: From (MM/DD/YYYY) to (MM/DD/YYYY) (Total days of winter break: ; total days of work:)</p> <p><input type="checkbox"/> Summer break: From (MM/DD/YYYY) to (MM/DD/YYYY) (Total days of summer break: ; total days of work:)</p> <p><input type="checkbox"/> Other (please specify): From (MM/DD/YYYY) to (MM/DD/YYYY) (Total days of break: ; total days of work:)</p>	
<p>Insurance (See Note 6)</p>	<p>Labor Insurance</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No. Other commercial insurance (please specify):</p>
	<p>National Health Insurance</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>Wages</p>	<p><input type="checkbox"/> By hour: NTD/hour <input type="checkbox"/> By day: NTD/day <input type="checkbox"/> By month: NTD/month <input type="checkbox"/> By episode: NTD/episode <input type="checkbox"/> Other (please specify):</p>	
<p>Please use Attachment 1 “Timesheet for Regulations Governing the Determination Criteria and Inspection of No Harm to Mental and Physical Health in Article 45 of the Labor Standards Act” to record working hours, break times, and regular dayoffs.</p>		

Please state clearly how the nature and environment of the work are not dangerous and do not affect the mental and physical health of the workers. (Please be as specific as possible for assessment.)

B. Letter of Consent from Legal Representative(s) (See Note 7)

I understand the content and nature of the work stated in this application and related documents. I also confirm that said work is in compliance with regulations of the Labor Standards Act and related laws and regulations. I have evaluated the content and nature of the work to be not dangerous and do not affect mental and physical health, or they do not take place after school. I agree to allow (name) (DOB inMM/DD/YYYY): to provide labor to the applicant, and I will take responsibility for supervision.

Sincerely, _____ Government

Legal Representative (signature or seal) :

Father :

Mother :

Legal Guardian:

National ID Number :

Contact Address and Phone Numbers (mobile phone included) :

Date (MM/DD/YYYY):

C. Letter of Consent from School (See Note 8)

We, at the Primary/Junior High School of County/City, have thoroughly read the content of this application and related documents, and have assessed the education rights and the mental and physical health of the student, agree to allow (name) (DOB in MM/DD/YYYY): to provide labor to the applicant while enrolling at this school.

Contact Staff (signature or seal):

Supervisor (signature or seal):

Principal (signature or seal):

Official School Seal

Date (MM/DD/YYYY):

I certify the information provided above is true.

Signature and seal of applicant (If the applicant is a legal person or an organization, the signature and seal of the responsible person, and the seal of the organization):

Note:

1. For legal persons or organizations, list the type of industry by class according to the Standard Industrial Classification System of the Republic of China; for natural persons, list the type of industry by division. Please refer to the Standard Industrial Classification at the Directorate-General of Budget, Accounting and Statistics' website under National Statistics at <http://eng.stat.gov.tw/ct.asp?xItem=5008&ctNode=1528> for proper listings.
- 2-1. For the summer between the time the worker has graduated from kindergarten but has yet to begin compulsory primary education, please check "primary". For the summer between the time the worker has graduated from compulsory primary education but has yet to begin compulsory junior high education, please check "junior high".
- 2-2. Homeschooling is experimental education in the form of non-school in compliance with Article 4 Paragraph 4 of the Primary and Junior High School Act.
- 3-1. "Employment relationship" refers to workers under the age of fifteen that have not graduated from junior high school and who are directly hired by the employer.
- 3-2. "Directly providing labor with no employment relationship" refers to workers under the age of fifteen who directly provide labor and receive payments but do not have employment relationship, i.e., advertisement companies hiring child actors for the filming of commercial and pay such actors for their performances.
- 3-3. "Providing labor through a third party with no employment relationship" refers to workers under the age of fifteen who provide labor through a third party but do not have employment relationship, i.e., child actors performing in television programs through the arrangement of their agents.
4. If the place of work is in more than one county or city, please list all workplace locations.
5. In accordance with Article 4 of the Regulations Governing the Determination Criteria and Inspection of No Harm to Mental and Physical Health in Article 45 of the Labor Standards Act (hereinafter referred to as "the Regulations"), the number of working days during semester breaks should not be more than 2/3 of the total days of the break. Articles 47 and 48 of the Act apply to the number of working hours. Work is not allowed within seven days from start of the semester. The total number of working days during semester means the vacation time between semesters, e.g., summer vacation, winter vacation, etc.
6. According to Article 6 of the Regulations, employers or those accepting labor must provide insurance for the workers according to the Labor Insurance Act or National Health Insurance Act. If insurance cannot be provided according to these laws, then commercial insurance must be provided.
7. The letter of consent from legal representative(s) must be signed by the legal representative(s) of the worker under the age of fifteen (in accordance with the Civil Codes).
 - a. If the parents are the legal representatives of the underage child, both parents must sign the letter of consent and share equal responsibility.
 - b. If the parents are divorced or only one party is the legal guardian, then a photocopy of the household register indicating such must be submitted before such parent can act as the sole legal representative.

- c. Underage workers with no parents, or whose parents cannot take legal action or be responsible for the rights of the underage children, shall have the consent of the legal guardian. Proof of legal guardianship should be submitted.
8. The letter of consent from the school should be signed by the school where the worker under the age of fifteen enrolled for their compulsory education.
- a. The letter of consent must contain the school's official seal.
 - b. A copy of the academic calendar for the applied period of work.
 - c. If the student transferred school, apply for permit change in accordance with Article 9 of the Regulations.
 - d. Foreign students who do not enroll in schools in Taiwan do not need to include a letter of consent from the school.
 - e. Dropouts must submit a letter of consent from the school of their school district.
 - f. A letter of consent from the school of the worker's school district is still needed for the summer between the time the worker has graduated from kindergarten but has yet to begin compulsory primary education, and the summer between the time the worker has graduated from compulsory primary education but has yet to begin compulsory junior high education.
9. One application form per worker.
10. After the permit is approved by the regional competent authority, changes made to the documents submitted according to Article 7 Paragraph 1 must be submitted with the original documents by the employers or those accepting labor and request for change of permit in accordance with the provisions of Article 7; the period of validity terminates at the time the original permit terminates.
11. In accordance with Article 12 of the Regulations, the competent authority must register each of the information listed in Article 7 Paragraph 1 at the data system designated by the central competent authority. The competent authority may use the registered information for research and statistical use.
12. Please include the following documents at the time of application:
- a. Photocopies of proof of identity, proof of company registration or business registration, proof of factory registration and license for specially permitted businesses of the employers or those accepting labor.
 - b. Photocopies of household register or passport of the worker.
 - c. Attachments to Regulations Governing the Determination Criteria and Inspection of No Harm to Mental and Physical Health in Article 45 of the Labor Standards Act.
 - d. Photocopies of labor insurance or commercial insurance plans and national health insurance card. Employers or those accepting labor who have obtained the permit must submit proofs of insurance to the regional competent authority for reference within ten days from the day the labor services are provided by the workers.

**Attachment 1: Timesheet for Regulations Governing the
Determination Criteria and Inspection of No Harm to
Mental and Physical Health in Article 45 of the Labor
Standards Act**

Applicant:

Week

○(MM)○(DD)○
(YYYY) to ○(MM)○
(DD)○(YYYY)

○(MM)○(DD) ○(MM)○(DD) ○(MM)○(DD) ○(MM)○(DD) ○(MM)○(DD) ○(MM)○(DD) ○(MM)○(DD)

Time	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
06:00							
07:00							
08:00							
09:00							
10:00							
11:00							
12:00							
13:00							
14:00							
15:00							
16:00							
17:00							
18:00							
19:00							
20:00							

Note 1: Please indicate the time worked using this form. Replicate if more spaces are needed.

Note 2: Please indicate the working hours and rest breaks. Choose a Saturday or Sunday each week as a full regular off day.