

Taiwan – Work Permit Application Procedures and Fees (For Foreign, Hong Kong and Macau as the Person in Charge or Managers in Taiwan)

This package is suitable for any “person in charge” or “manager” from Hong Kong, Macau or a foreign country (other than Mainland China) who intends to apply for a Taiwan work permit, entry visa (known as the “resident visa”), and an Alien Resident Certificate (ARC).

1. Service Fees

Our service fees to apply for a Taiwan work permit is USD800 per person. If the principal applicant, and any dependent where applicable, is currently located in Hong Kong or in Mainland China, the application must be processed in Hong Kong, and our handling fees are USD680 per person for the resident visa, and USD250 per person for the Alien Resident Certificate. In particular, our fees cover the following services:

- (1) Provide consultation for the application of Taiwan work permit and Alien Resident Certificate;
- (2) Review documents provided by the client;
- (3) Assist client in garnering and preparing the supporting documents;
- (4) Filling out the application form(s) and drafting of supporting letters or statements where necessary;
- (5) Submit the application for work visa to the Workforce Development Agency and National Immigration Agency;
- (6) Communicate with Workforce Development Agency and National Immigration Agency pertaining to the application status;
- (7) Submit the visa application fee and obtain the permit, visa and/or Certificate;
- (8) Arrange the delivery of the permit, visa and/or Certificate to the client.

Notes:

- (1) The fees quoted above are exclusive of the government fees, document translation fees, notarial fees and mailing fees.
- (2) If the principal applicant or dependent(s) are located outside Hong Kong or Mainland China, the processing fee for the resident visa is subject to change depending on where the applicant is located.

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2. Payment Term and Method

We currently only accept check, cash or TT and credit card payment through PayPal. If invoice is settled by PayPal, an extra 5% service fee will be charged.

Upon receipt of confirmation of engagement, we will issue an invoice and email it together with detailed wire instructions to you. Because of the nature of services, we require full payment in advance. In addition, once service is commenced, no service fees will be refunded.

If Taiwan uniform invoice is required, a Business Tax at 5% of the invoiced amount will be charged and collected.

3. Eligible Criteria for Applicant

Foreigners who meet the following requirements may receive the work permit issued by the Taiwan government.

- (1) The applicant holds a bachelor's degree related to the scope of work, but under special circumstances, possession of good technical qualifications, qualified professional ability or related experience and achievement could be accepted;
- (2) The applicant's professional skill or educational background match the requirements of the vacant position;
- (3) Foreigner holds one of the following positions:
 - (a) The foreigner has acted as a manager of a company invested in by Overseas Chinese or foreigners, pursuant to the Statute for Investment by Overseas Chinese, or Statute for Investment by Foreign Nationals, whereas the amount of shares held or the capital contributed by the Overseas Chinese or foreigners exceeds one-thirds of the total amount of shares, or the total capital of the business;
 - (b) The foreigner who has ever acted as a manager of a foreign branch company should be noted on the Taiwan company registration and changes form;
 - (c) The foreigner has acted as a representative of a representative office;
 - (d) The foreigner has acted as a departmental deputy manager (equivalent or above) of a company recognized as startup by the Taiwan government in consultation with the relevant competent authority.

4. Eligible Criteria for Taiwan Employer

The employer must meet at least one of the following requirements:

- (1) Company that has established for less than one year: paid-up capital or working capital in Taiwan has reached TWD 500,000 and above, or average turnover has reached TWD 3,000,000, actual import and export revenue has reached USD 500,000 and above, or commission has reached USD 200,000 and above;
- (2) Company established for more than one year: the most recent year or for the past three years its average turnover has reached no less than TWD 3,000,000, actual import and export revenue has reached no less than USD 500,000, or commission has reached no less than USD 200,000;
- (3) The employer is a representative office of a foreign company, whose establishment has been approved by the Taiwan government with actual performance records. For company which has established less than one year, provision of such performance records shall be exempted. (Performance record: relevant technical documents such as

technical cooperation, contracting or trading cooperation, contracting or trading contract with clients).

5. Estimated Time Frame

The processing time for each step – the Taiwan working visa , Resident Visa and Alien Resident Certificate – is approximately 2 to 3 weeks, but subject to change without prior notice.

6. Validity Period

The validity of a Taiwan work permit can be given for a maximum period of three (3) years. The Taiwan government has the discretion to determine its validity period. Validity period of the dependent visa is based on the principal applicant's visa validity period. The extension could be applied before the expiration date and the extension period is up to three (3) years.

7. Required Documents and Materials

- (1) The identity card or passports copy of the person in charge of the Taiwan company;
- (2) Photocopy of employer's company registration or business registration, proof of company turnover document, representative office should provide the actual performance record;
- (3) Photocopy of the employment contract (Should state the foreigner's name, nationality, job title, job description, salary, employment period and signed by both parties);
- (4) The original and copy of the foreigner employee's passport;
- (5) Photocopies of foreigner's diploma;
- (6) The employment verification document for the foreigner employee;
- (7) Proof of residential address in Taiwan;
- (8) Passport photo taken within the last 6 months (3 pieces).

8. Important Note

Please take note that this quotation does not provide a complete list of documents required. The Immigration Department might request additional information or documents based on the materials submitted. If the foreigner holds the specific nationality announced by the Taiwan government, pertinent documents should first be examined by the Representative Office of Taiwan. Client should provide the original verified documents to Kaizen.

If you wish to obtain more information or assistance, please visit the official website of Kaizen Immigration Services Limited at www.kaizenvis.com or contact us through the following and talk to our professionals:

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