



**Manila Economic
and Cultural Office**

菲律賓駐台辦事處

Migrant Workers Office-Taipei

移工事務-台北

ADVISORY NO. 6

Series of 2023

**FOR : TAIWAN MANPOWER AGENCIES
FOREIGN PRINCIPALS/EMPLOYERS**
臺灣人力仲介公司負責人/ 僱主

SUBJECT : MWO-Taipei, Verification of Employment Documents
移工事務-臺北，勞動契約認證

To ensure the prompt processing of the verification and authentication of employment contracts, the following are required procedures:

為了確保能順利認證勞動契約，請遵照以下程序：

1. Old but still valid and existing contracts for verification and authentication should be filed separately from new ones;
請將續聘及新聘的勞動契約分類處理
2. Brokers/TMAs submitting more than 50 employment documents for verification and authentication are requested to secure a special appointment directly from MWO-Taipei, Verification Section.
人力仲介若要送超過 50 件勞動契約，請直接與移工事務-臺北辦公室聯繫。

The clients are advised to come at their scheduled time of appointment.

建議請依照預約的時間抵達。

For your information and guidance.

請依規定辦理

ATTY. CESAR L. CHAVEZ, JR.
Director of Migrant Workers Services
Manila Economic and Cultural Office-Taipei
Coordinator, MWOs in Taiwan

15 May 2023