**REQUIREMENTS FOR NEW OR RENEWAL OF ACCREDITATION**

**第一次 / 更新登記認證的必備文件**

1. New Job Order/Manpower Request 工作需求書
2. Original Copy of Memorandum of Agreement [互貿協議書](https://meco-labor.org.tw/Forms/07B_onlineapplication_2%20-2.doc) (正本)

**UPDATE: Copy of VERIFIED MEMORANDUM OF AGREEMENT will also be accepted (Should present original upon submission) 更新：互貿協議書影本也可以受理 （需提交正本文件參考）**

1. SPA for TMA and SPA for PRA 臺灣及菲律賓人力仲介公司特別授權書
2. Master Employment Contract 聘僱契約書
3. Trade License of Employer/Company 雇主/ 公司執照 (中英文)
4. License of TMA 臺灣人力仲介公司執照
5. Employer’s Company Profile 雇主公司簡介 (中英文)
6. Contingency Plan (Form No. LBR 19) 緊急應變計畫書 (可由網站下載)
7. ID/Passport/Visa Copy of Authorized Signatory/General Manager of the Company公司負責人/ 被授權人的身分證/ 護照/ 簽證影本
8. Ministry of Labor (MOL) Approval Letter 勞動部核准函 (中英文)
9. Service Agreement as applicable 服務同意書 (如適用時)
10. Original Copy of Recruitment Agreement (NO TMA) as applicable (Form No. LBR 20) 招募同意書 (沒有臺灣人力仲介) 如適用時

**REQUIREMENTS FOR DIRECT HIRING OF FILIPINO WORKERS**

**直接聘僱菲律賓移工登記認證的必備文件**

1. Employment Contract with Company Stamp 聘僱契約書加蓋公司印章
2. Trade License of Employer/Company 雇主/ 公司執照 (中英文)
3. Employer’s Company Profile 雇主公司簡介 (中英文)
4. ID/Passport/Visa Copy of Authorized Signatory/General Manager of the Company 公司負責人/ 被授權人的身分證/ 護照/ 簽證影本
5. Passport copy of the worker 移工的護照影本
6. Ministry of Labor (MOL) Approval Letter 勞動部核准函 (中英文)

**REQUIREMENTS FOR NEW OR RENEWAL OF ACCREDITATION080**

**(CARETAKER and HOUSEHOLD SERVICE WORKER)**

**第一次 / 更新登記認證的必備文件（看護工及家庭服務類移工）**

1. New Job Order/Manpower Request 工作需求書
2. Original Copy of Memorandum of Agreement [互貿協議書](https://meco-labor.org.tw/Forms/07B_onlineapplication_2%20-2.doc) (正本)

**UPDATE: Copy of VERIFIED MEMORANDUM OF AGREEMENT will also be accepted (Should present original upon submission) 更新：互貿協議書影本也可以受理 （需提交正本文件參考）**

1. SPA for TMA and SPA for PRA 臺灣及菲律賓人力仲介公司特別授權書
2. Master Employment Contract 聘僱契約書
3. Undertaking of Employer (Form No. LBR 18-A) 雇主承諾書 (可由網站下載)
4. Undertaking of TMA (Form No. LBR 18-B)

臺灣人力仲介公司承諾書 (可由網站下載)

1. ID/Passport/Visa Copy of Employer 雇主的身分證/ 護照/ 簽證影本
2. Trade License of TMA 臺灣人力仲介公司執照
3. Ministry of Labor (MOL) Approval Letter 勞動部核准函 (中英文)
4. Original Copy of Recruitment Agreement (NO TMA) as applicable

招募同意書 (沒有臺灣人力仲介) 如適用時

**REQUIREMENTS FOR ADDITIONAL JOB ORDER**

**額外工作需求的必備文件**

1. Job Order/Manpower Request 工作需求書
2. Master Employment Contract 聘僱契約書
3. Ministry of Labor (MOL) Approval Letter 勞動部核准函 (中英文)
4. Trade License of Company as applicable 公司執照 (如適用時)
5. Trade License of TMA as applicable 臺灣人力仲介公司執照 (如適用時)