

Guide to Taiwan Employment Services License

According to the definition as “Employment Service Act” and “Regulations for Permission and Supervision of Private Employment Services Institution”, Employment Services is an institution to search the suitable jobs for seekers and collect the labor force for requesters, which services include recruitment, introduction, alteration of jobs and the physical check-up and entry or exit of employees, etc. from the request of employers. Any of individual or incorporation who intends to offer the abovementioned services shall apply for Employment Services License at Ministry of Labor in Taiwan. Ministry of Labor is the authority responsible for the issue and supervision of Employment Services License.

To apply for Employment Services License in Taiwan, the applicants have to meet the requirements that the applicants’ employees shall hold the professional Employment services licenses. In the circumstance of a company which total number of employees is less than 5 persons, one of the employees shall hold the said license, a company which total number of employees is between 6-10 persons, two of the employees should hold the license and a company which total number of employees is more than 10 persons, three of the employees shall hold the license.

The service fees for application of Taiwan Employment Services License are USD 2,000, which includes the application fees and other fees incurred from miscellaneous items. The service fees and other fees paid to related authority will be charged in advance.

In general, if the submitted documents and information are correct., the license will be issued within 4-6 weeks by Ministry of Labor in Taiwan.

The expiry date of the said license is 2 years from the date of issue. If the holder plans to continue to run the related businesses, the license shall be renewed one month before the date of expiry.

HONG KONG 香港

Rooms 2101-05, 21/F.
Futura Plaza, 111 How Ming Street
Kwun Tong, Hong Kong
香港觀塘巧明街111號
富利廣場21樓2101-05室
T: +852 2341 1444

SHENZHEN 深圳

Rooms 1203-06, 12/F.
Di Wang Commercial Centre
5002 Shennan Road East
Luohu District, Shenzhen, China
中國深圳市羅湖區深南東路5002號
地王商業中心12樓1203-06室
T: +86 755 8268 4480

SHANGHAI 上海

Room 603, 6/F., Tower B
Guangqi Culture Plaza
2899A Xietu Road, Xuhui District
Shanghai, China
中國上海市徐匯區斜土路2899甲號
光啓文化廣場B座6樓603室
T: +86 21 6439 4114

BEIJING 北京

Room 303, 3/F.
Interchina Commercial Building
33 Dengshikou Street
Dongcheng District, Beijing, China
中國北京市東城區燈市口大街33號
國中商業大廈3樓303室
T: +86 10 6210 1890

SINGAPORE 新加坡

138 Cecil Street, #13-02 Cecil Court
Singapore 069538
新加坡絲絲街138號
絲絲閣13樓1302室
郵政編碼: 069538
T: +65 6438 0116

NEW YORK 紐約

202 Canal Street, Suite 303, 3/F.
New York, NY 10013, USA
美國紐約州紐約市
堅尼路202號3樓303室
郵政編碼: 10013
T: +1 646 850 5888

LONDON 倫敦

Room 319, 3/F., One Elmfield Park
Bromley, Greater London
BR1 1LU, UK
英國倫敦布羅姆利
雅茅菲爾德公園一號3樓319室
郵政編碼: BR1 1LU
T: +44 20 8176 3860

1. Application Fees of Taiwan Employment Services License

The service fees for application of Taiwan Employment Services License are USD 2,000. The services are included as following:

- (1) Guide clients of how to apply for Taiwan Employment Services License and provide clients with the suggestions and advises.
- (2) Prepare the required documents and information for clients.
- (2) Submit the required documents to Employment Agencies Administration affiliated with Ministry of Labor.
- (4) Liaise between clients and Ministry of Labor about the affairs in the whole course of application.
- (5) Settle the payment of application for clients.
- (6) Receive the license for clients.

The aforementioned service fees include the application fees and the fees of delivery of documents to related authority.

2. Payment

After taking the case from client officially, Kaizen will issue and provide clients with the invoice and guideline of payment via e-mail. While proceeding the payment, please leave our invoice reference or document number on the remark of your proof of remittance. After settling the payment, please send over the proof to our e-mail, so as to track your amount of payment more smoothly. Based on the policy, the service fees shall be charge fully in advance. Except for the special conditions, the request of refund is not accepted from the start of service.

The payment is accepted in the format of cash, bank transfer, remittance and Paypal (credit card). In the condition of payment proceed in Paypal, the extra 5% processing fees will be incurred.

3. Businesses Requires Employment Service License

According to the definition as “Employment Service Act” and “Regulations for Permission and Supervision of Private Employment Services Institution” Employment Services is an institution to search the suitable jobs for seekers and collect the labor force for requesters. “Employment Service Act” is applicable for the following human resources Employments:

- (1) Business established under the Taiwan “Company Act” and “Business Registration Act”, engaging in employment services.
- (2) Non-profit organizations engaging in employment services with the purpose of public welfare or others.

In brief, any individual or company who/which plans to engage in Employment services shall apply for the license at Ministry of Labor in Taiwan.

4. Application Requirements

Before submitting an application of Employment Services License to Ministry of Labor, the applicant shall meet the following requirements:

(1) Employment Services Professionals License

Companies in Taiwan intends to apply for Employment Service License, which total number of employees is less than 5 persons, one of the employees shall hold the said license, a company which total number of employees is between 6-10 persons, two of the employees should hold the license and a company which total number of employees is more than 10 persons, three of the employees shall hold the license.

Employment Services Professionals are referring to the following certificate holders:

- a) Certificate of passing the test conducted by the authority and obtain the Employment Services Professionals Certificate.
- b) Passed the skills employment service examination, obtaining the Technician Certificate issued by the authority and the Employment Services Professionals Certificate.

(2) The minimum requirement of capital

Companies in Taiwan intends to apply for Employment Service License, which shall meet the minimum requirement of capital as following:

- a) The Taiwanese agent works at Taiwan locally; the minimum requirement of capital is TWD 500,000.
- b) The foreign agent works in Taiwan or Taiwanese agent works abroad; the minimum requirement of capital is TWD 5 million.

5. Application Procedures and Estimated Time

The license application has been divided into 2 phases: the first phase is the pre-screening, second phase is the license issuance after the company is registered. If the required documents and materials are well prepared, it will take 4-6 weeks for approval at the earliest.

Steps	Description	Working Days
1	Client confirms the service. Kaizen issue the service invoice.	1
2	Client provides required materials and settle payment.	Client's Schedule
3	Kaizen prepare the application documents for client's signature. (Kaizen will share the documents with client through email.)	1
4	Client mails the original signed copies to Kaizen.	Client's Schedule
5	Kaizen submits the documents to the Taiwan Ministry of Labor for pre-screening after receiving the documents.	7-14
6	Kaizen applies for license to the Taiwan Ministry of Labor for approval after the company is registered.	7-14
7	Kaizen pays and collects the license.	1

6. Materials for Application

The following documents required to be prepared in advance before submitting an application of Employment Services License:

- (1) The application and supplementary form filled out and signed
- (2) Business plan, charging fees and names for each item
- (3) Proof of capital
- (4) Roster of employees.
- (5) Certificate of employment services professionals and a copy of front and backside of Taiwan ID of the said professional.
- (6) A copy of Certificate of business registration, articles of incorporation and agreement of shareholders.

7. Renewal

The expiry date of Employment Services License is two years from the date of issue. The said license is able to be renewed by the date of expiry. Provided that the holder intends to run the related business continuously, the license should be renewed by 2 months from the date of expiry.

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

Email: info@kaizencpa.com, enquiries@kaizencpa.com

Tel: +852 2341 1444

Mobile : +852 5616 4140, +86 152 1943 4614

WhatsApp/ Line/ Wechat: +852 5616 4140

Skype: kaizencpa