

Appendix 1: Directions of Application for Subsidizing Employees to Attend Vocational Training Programs

Applicant	Employees stipulated in Paragraph 1 of Article 3 of the Regulations
Application Conditions	<ol style="list-style-type: none"> 1. The insured person is of employment insurance, labor insurance or farmer health insurance. 2. Applied for vocational training, entered into a training agreement with training organizations and made payment for the charges. 3. The absent hours do not exceed one-fifth of the total training course, and obtained a certificate of completion.
Handling Facilities	The regional branches of the Workforce Development Agency of the Ministry of Labor (hereinafter referred as “the Branches”).
Required Documents	<ol style="list-style-type: none"> 1. Application form. 2. Personal information form. 3. National I.D. card or copies of other identification. 4. A front cover copy of the applicant's domestic banking institution account book. 5. A copy of a certificate of training completion or documentary evidence of degrees. 6. The receipt of the charges. 7. Related documentary evidence of the laborers defined in Paragraph 1 of Article 3 of the Regulations. (Information that can be cross-checked in administrative systems is exempt)
Application Procedure	The applicant may apply directly to the Branches or apply with required documents via training organizations to the Divisions.
Payment	The Branches will transfer the subsidization of vocational training programs in a lump sum payment to the applicant's account after the application is approved.
Subsidization	All charges of vocational training programs.
Additional	1. Any individual that concurrently qualified in Industrial Human

Directions	<p>Resource Investment Program and qualified subject to Paragraph 1 of Article 3 of the Regulations shall be given precedence in their application.</p> <p>2. The aggregate amount of this subsidization of vocational training programs and the subsidization of Industrial Human Resource Investment Program shall not exceed seventy thousand (70,000) New Taiwanese Dollars every three (3) years.</p> <p>3. In the case that the applicant has any of the following circumstances in participating in the vocational training program, the subsidization shall be suspended for one (1) year from the date of an administrative order conducted by the Branches, or a judgment or decision to defer the prosecution is made by judicial authority.</p> <p>(1) Forgery or providing false information to attend the training.</p> <p>(2) The actual attendance does not conform to the signatures, signing for other attendees or asking others to sign on behalf of you.</p> <p>4. The Branches shall be suspended for two (2) years if the attendee does not conform to the registered identification information.</p> <p>5. During the training or after completion of the training, the applicant shall cooperate with the authority for an inspection without prior notice, assessment of the outcome of training and other follow-up items.</p>
Remarks	<p>1. In preparation of the summary reports of the subsidization budget, the attached expenditure voucher shall be prepared in accordance with the Management Guidelines for The Disposal of Expenditure Voucher and shall provide the detailed objects of expenditure and the total amount of actual expenditure.</p> <p>2. The subsidization budget involving procurement matters shall be conducted in accordance with the Government Procurement Act. Any balance, interest or other derivative income from the subsidization budget shall be returned at the ratio of subsidization.</p>

