

## Appendix 5: Directions of Application for Subsidization of Occupation Redesign

Applicant	Enterprises that the employees are currently serving as stipulated in paragraph 1 of Article 3 of the Regulations
Application Conditions	Applicants that require the reducing of obstacles of employment for its employees
Handling Facilities	Public employment service institutions
Required Documents	<ol style="list-style-type: none"> <li>1. Application form.</li> <li>2. Personal information form of the subject.</li> <li>3. Registration documents of the enterprise.</li> <li>4. Copies of certificates of participation in labor insurance and employment insurance of the employees applicable to this application as well as proof of employment. The enterprise shall submit the copies of certificate of participation of occupational accidents insurance if the employees have received old-age benefits of labor insurance and are re-employed in the insured enterprise of labor insurance.</li> <li>5. Related documentary evidence of the enterprises defined in Paragraph 1 of Article 3 of the Regulations. (information that can be cross-checked in administrative systems is exempt)</li> <li>6. Any other required documents announced by the Ministry of Labor.</li> </ol>
Application Procedure	<ol style="list-style-type: none"> <li>1. The applicants shall submit their application to the public employment service institutions with required documents for subsidization.</li> <li>2. Upon receiving the applications, the regional branches of the Workforce Development Agency of the Ministry of Labor (hereinafter referred as “the Branches”) may, at its discretion on a case by case basis, appoint experts or scholars to serve as the review committee. After a site visit, the assessment on the necessity,</li> </ol>

	<p>feasibility, integrity, estimated efficacy, capacity of implementation and operational requirement of expenditures shall be made. The examination shall be completed within thirty (30) days from the application date, and the applicant shall be notified of the result of the examination in writing.</p>
P a y m e n t	<p>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.</p>
Subsidization	<ol style="list-style-type: none"> <li>1. The maximum subsidy for each employee is one hundred thousand (100,000) New Taiwanese Dollars. Such a limitation is not applicable to special circumstances in which the subjects have obtained approval from the public employment service institutions through exceptional evaluation.</li> <li>2. The subsidization shall include the necessary cost of the following improvement projects or measures except the employer's responsibility according to the Occupational Safety and Health Act. <ol style="list-style-type: none"> <li>(1) Improvement of occupational environment: occupational-environment related improvement to stabilize employment.</li> <li>(2) Improvement of equipment or tools: equipment or tools related improvement to promote the adaptive employment or increase production.</li> <li>(3) Provide auxiliary appliances for employment: auxiliary appliances that increase, maintain or improve the job skills of the employees.</li> <li>(4) Improvement of occupational conditions: to improve the occupational safety and health and occupational conditions.</li> <li>(5) Adjustment on ways of working and operation procedures: assigning missions to employees depending on the character of the employees.</li> </ol> </li> </ol>
Additional Directions	<ol style="list-style-type: none"> <li>1. A subject cannot not apply for this subsidy if they have previously applied for a disability occupation redesign subsidy, or a program identical to the senior and middle-aged occupation redesign subsidies</li> </ol>

	<p>conducted by other agencies</p> <ol style="list-style-type: none"> <li>2. Any change to the approved content of the application shall be re-submitted to the public employment service institutions for re-examination</li> <li>3. Enterprises shall apply for a subsidy from the original public employment service institutions and submit a summary report within thirty (30) days upon the subsidized items being fully executed.</li> <li>4. Copies of the approval notification, original copy of receipts, original copy of result report, original copy of accounting report or balance sheets and the original copy of original vouchers shall be submitted in application.</li> </ol>
R e m a r k s	<ol style="list-style-type: none"> <li>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.</li> <li>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.</li> </ol>