

Appendix 15: Directions of Application for Incentive Subsidy for Hiring Unemployed Laborers

Applicant	Enterprises hiring the unemployed laborers defined in Subparagraph 2 to 4 of Paragraph 1 of Article 3 of the Regulations referred by the public employment service institutions
Application Conditions	Enterprises shall hire the unemployed laborers, who hold the referral card for hiring incentive issued by the public employment service institutions, for thirty (30) successive days.
Handling Facilities	Public employment service institutions
Required Documents	<ol style="list-style-type: none"> 1. Application form for incentive subsidy for hiring unemployed laborers. 2. The hiring list, payroll list with working hour records and attendance records. 3. National I.D. card or copies of other identification of the unemployed laborers. 4. The insured's insurance policy data sheet of labor insurance. 5. Copies of the proof of registration of company or association. 6. Any other documents required by the Ministry of Labor.
Application Procedure	Enterprises shall submit the application with the required documents to the public employment service institution of the laborer with the referral within ninety (90) days from every three (3)-month period of employment.
Payment	The public employment service institutions shall distribute the incentive subsidy to the applicant's account.
Subsidization	<ol style="list-style-type: none"> 1. For the payment of wage on a monthly basis agreed in a labor-management meeting, the incentive subsidy shall be ten thousand (10,000) New Taiwanese Dollars on a monthly basis for each employee hired by the enterprise. For the laborer's monthly wage less than ten (10) thousand New Taiwanese Dollars owing to certain reasons, the subsidy shall be the actual amount of the wage. 2. For the payment of a wage on an hourly basis agreed in a

	<p>labor-management meeting, the incentive subsidy shall be fifty-five (55) New Taiwanese Dollars an hour for each employee hired by the enterprise, with a cap of ten thousand (10,000) New Taiwanese Dollars per month.</p> <p>3. An enterprise hiring the same employee that concurrently receives the incentive subsidy of the Regulation or other identical subsidy or allowance for employment promotion by the other agencies shall be no more than twelve (12) months.</p> <p>4. For a laborer concurrently employed by two or more employers and conforming to the conditions of item 2, each employer may apply for incentive subsidies; the public employment services institutions shall distribute the subsidies according to the sequence of the receipts of the applications submitted by the employers. The aforementioned incentive subsidies combined in calculation shall not exceed ten thousand (10,000) New Taiwanese Dollars each month.</p>
<p>Additional Directions</p>	<p>1. The employment period shall commence from the effective date the laborers are on board and participating in the employment insurance, in which thirty (30) days is counted as one month. For the employment period in the end month that is more than twenty (20) days yet less than thirty (30) days, it shall be counted as one month.</p> <p>2. The public employment service institutions shall reject the application of incentive subsidy for hiring an unemployed laborer if the employer has any of the following circumstances; the distributed subsidy shall be abolished and requested for reimbursement.</p> <p>(1) The employers failed to hire a sufficient proportion of employees or made payments of difference subsidies or substitution payments according to the People with Disabilities Rights Protection Act and the Indigenous Peoples Employment Rights Protection Act prior to the application of the incentive subsidy; or the hiring proportion of disabilities or indigenous peoples during the period of receiving the</p>

	<p>incentive subsidy was only complied with the statutory ratio of hiring proportion.</p> <p>(2) Failed to apply with participating in employment insurance for the employees that ought to be insured.</p> <p>(3) Hiring the responsible person's spouse or lineal blood relative or a collateral blood relative within a third degree of kinship.</p> <p>(4) An employer re-hires the same laborer who has resigned for no more than one (1) year.</p> <p>(5) Hiring the same laborer and concurrently receiving the other subsidy or allowance distributed by other agencies</p> <p>(6) Hiring the same laborer and concurrently receiving the other subsidy or allowance distributed by other agencies.</p> <p>(7) A sheltered workshop hires disabled laborers under sheltering employment.</p>
R e m a r k s	<ol style="list-style-type: none"> 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. 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.