

# 需求書 DEMAND LETTER

日期： \_\_\_\_\_ Date : \_\_\_\_\_

收文者： \_\_\_\_\_ To : \_\_\_\_\_

地址 \_\_\_\_\_

Located At : \_\_\_\_\_

本公司： \_\_\_\_\_ 行業別 \_\_\_\_\_

依本公司： \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日授權書，委託 貴公司依據下列條件甄選與招募泰國勞工：

WE \_\_\_\_\_ Type of Industry : \_\_\_\_\_

As per our power of attorney date : \_\_\_\_\_ Do place an order to recruit Thai worker to work for our Company under the following conditions.

| <u>1. 工作職務</u> | <u>需求人數</u> |          | <u>月薪</u> | <u>1. Position</u> | <u>Number required</u> |             |               | <u>Monthly salary</u> |
|----------------|-------------|----------|-----------|--------------------|------------------------|-------------|---------------|-----------------------|
|                | <u>總人數</u>  | <u>男</u> | <u>女</u>  |                    | <u>Total</u>           | <u>Male</u> | <u>Female</u> | <u>(NT Dollars)</u>   |

## 2. 僱用期限及工作條件

2.1 僱用期限： \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日

2.2 工作時間：勞工每日正常工作時間依雇主規定，但不得超過八小時，每週工作總時數不得超過 40 小時。

### 2.3 住宿及伙食：

甲方應於契約期間提供乙方一天三餐包含國定假日，例假日及病假日之膳食，以及提供乙方安全及衛生之宿舍不得外宿，惟甲方得從乙方每月薪資中扣除膳食及住宿費(\_\_\_\_\_元整)。

2.4 旅行費用： 雇主負擔來回機票。

2.5 醫療費用： 依中華民國法規辦理。

3. 加班費： 依當地勞工法規辦理。

4. 支薪年假： 依當地勞工法規辦理。

5. 保險項目： 依當地勞工保險條例。

6. 稅 金： 依中華民國法規辦理。

本公司授權簽名與印章

公 司 名 稱： \_\_\_\_\_

代表人及職務： \_\_\_\_\_/負責人

見 證 人(仲介公司稱)： \_\_\_\_\_

## 2. Terms and Conditions

2.1. Period of Employment : \_\_\_\_\_year(s)\_\_\_\_\_month(s)\_\_\_\_\_day(s)

2.2. Working hours : Regular working hours depend on the condition of the EMPLOYER but should not more than 8 hours per day and 40 hours per weeks.

### 2.3. Accommodation Food :

The Employer shall provide the Employee at least three meals per day, including public holidays, national holidays and sick leave period, and shall provide the Employee safe and hygienic accommodation during the term of contract. The Employee shall live at assigned housing .He shall not live outside, but the Employer can deduct salary\_\_\_\_\_NT\$ from the Employee per monthly salary.

2.4. Passage facilities : Roundtrip plane tickets provided by Employer.

2.5. Medical facilities : As per the R.O.C. Labor Standards Laws.

3. Overtime payment : As per the R.O.C. Labor Standards Laws.

4. Annual paid leave : As per the R.O.C. Labor Standards Laws.

5. Insurance coverage : As per the R.O.C. Labor Insurance Laws.

6. Tax : As per the R.O.C. Income Tax Laws.

Authorized signature and company seal

Name : \_\_\_\_\_

Title : \_\_\_\_\_/ Manager Director

Witnessed By (Employment agency) : \_\_\_\_\_

代表人與職務： \_\_\_\_\_ Authorized signature and company seal : \_\_\_\_\_/ Manager Director