

MANILA ECONOMIC AND CULTURAL OFFICE – LABOR CENTER
MLC Information Sheet
 菲勞中心資料表

DATE FILED 送件日期	Official Receipt Number# 收據號碼#
Issued by: 發文單位 _____ Approval Letter Number: 發文字號 _____ Date Issued: 發文日期 _____	Number of Employees 人數:
TYPE OF APPROVAL LETTER 核准函之類別: <input type="checkbox"/> New Quota 第一次招募 <input type="checkbox"/> Old Quota 重新招募 <input type="checkbox"/> Replacement 遞補可展延 <input type="checkbox"/> Replacement with Extension 遞補不可展延 <input type="checkbox"/> Others: (Pls. specify) _____	WORK CATEGORY 工作職稱: <input type="checkbox"/> Domestic Helper 家庭幫傭 <input type="checkbox"/> Caregiver 家庭看護工 <input type="checkbox"/> Others: (Pls. specify)其他 _____
EMPLOYER'S NAME 雇主姓名	Name and ID No. (or Passport No., if foreigner) 身分證或護照號碼
WARD'S NAME 被看護者姓名	Name and ID No. (or Passport No., if foreigner) 身分證或護照號碼
WORKSITE ADDRESS 外勞工作地點 Telephone/Fax 電話號碼或傳真號碼	
<p>該外勞申請作業不透過<input type="checkbox"/>台灣<input type="checkbox"/>菲律賓之仲介公司，故於僱用菲勞期間，不得向其收取仲介費、服務費、手續費、.....等等不符相關法規規定之費用。</p> <p>SINCE THE EMPLOYER DID NOT AVAIL OF THE SERVICES OF:</p> <input type="checkbox"/> Taiwan Manpower Agency (TMA) <input type="checkbox"/> Philippine Recruitment Agency (PRA) <p>NO ON-SITE FEES (PLACEMENT, HANDLING, SERVICE FEES, ETC.) WILL BE COLLECTED FROM THE WORKER DURING THE EMPLOYMENT PERIOD.</p>	
REMARKS: Please accomplish both in English and Chinese	