

What Foreign Workers in Taiwan Need to Know

- ◆ To protect your working rights in Taiwan, please take note of the following details, and remind your employer to undertake the following processes seriously: Schedule your medical examination; Report the results of your medical examination. Notify authorities of your arrival; Apply for the Employment Permit and its extension; and other related matters. After the employer has completed each process, you should personally list down in this handbook the actual date of your medical examination, and the related recruitment permit; and, the date and document number of the approved medical examination. You are also to keep this handbook properly.

Basic Personal Information:

Name

Nationality : Gender : Date of Birth : Month Day Year

Passport Number Date of Entry : Month Day Year

Please take note of the following details, and persuade your employer to process the application according to prescribed deadlines:

Post-Arrival Application for Employment Permit

1. If you passed your medical examination, you should apply for the Alien Resident Certificate and Employment Permit within 15 days from the date of entry.
(Approved recruitment period: Month Day Year until Month Date Year;
Employment Permit Number: Month Day Year; Document No.)
2. If you are engaged in an important and special project, your employer can apply additional extension of permit within 60 days prior to the expiration of your current extended permit. The longest allowable extension of work permit is up to six months. (Approved Employment Permit Extension Period: Month Day Year to Month Day Year,
Extension of Employment Permit Document Number Month Day Year No:)
3. If you are transferred to a new employer, please remind your new employer to apply for a continuation of the Employment Permit.
(Approved Continuation period: Month Date Year until Month Date Year;
Continuation document no.: Month Date Year No.)

Post-Arrival Medical Examination and Notification

(Complete arrival within the 6th、18th、30th、42nd、54th months... followed by 12 months for regular medical examination)

1. You have to undergo a medical examination within 3 days from the date of arrival
Month Day Year)
2. You have to undergo a medical examination within 30 days before or after your 6th month of employment, and report the results: Month Day Year
3. You have to undergo a medical examination within 30 days before or after your 18th month of employment, and report the results: Month Day Year
4. You have to undergo a medical examination within 30 days before or after your 30th month of employment, and report the results: Month Day Year
5. You have to undergo a medical examination within 30 days before or after your 42nd month of employment, and report the results: Month Day Year

Important Details

1. Within 30 days before or after you have completed working for 6 months, 18 months, 30 months, 42

- months and 54 months (every 12 months hereafter) your employer should arrange the schedule for your medical examination; and report its results to the local health authorities within 15 days after you receive the medical certificate issued by the hospital.
2. Your employer cannot infringe upon or withhold your passport, alien resident certificate or properties.
 3. Please remind your employer to apply for the extension of your Alien Resident Certificate within 30 days before it expires.
 4. If you are under validity residence period, and need to go home for emergency or vacation. A day before, need to apply for re-entry permit at your local county immigration service center before going abroad. Basically the re-entry permit is issue for one month only. For special case, if there's a need to prolonged or shorten the period, you should submit in writing form which is verify by both employer and employee, to begin on lengthening or shortening the period. And asked to return the country before the permit expired.
 5. If you have not violated any laws and regulations during your employment period but have been terminated with your employment relationship early due to other reasons; or leave the country upon expiration of your Employment Permit period; or failed your medical examination and returned to your native country for treatment, followed by passing your physical examination; you may re-enter the country to work. You may apply a visa to work in Taiwan after you have left the country for at least one day. In the events that you obtain a qualified certification of medical examination issued by a designated hospital in Taiwan country within in 3 months prior to entering Taiwan, you don't need to take medical examination in your home country or be examined within three (3) days upon your entrance to Taiwan. However your cumulative employment period in Taiwan may not exceed 12years. However, foreign domestic workers who meet a certain qualification and condition shall extend employment period to 14 years.
 6. After you enter Taiwan, and you do not report to your legal employer for 3 consecutive days, or has lost contact, or has been found to work for an illegal employer, you shall also be compelled to leave the country in a set time, and shall not be allowed to work in Taiwan again.
 7. If your passport WAS renewed during your employment period in Taiwan, please ask your employer to update your information to the Ministry of Labor, Executive Yuan, and at National Immigration Agency, Ministry of the Interior as soon as possible.
 8. During your employment period in Taiwan, if you were diagnosed with pulmonary tuberculosis, tuberculous pleurisy, human immunodeficiency virus , or leprosy, your Employment Permit will be revoked. However, when you have other infectious diseases, you can continue to work in Taiwan if you accept treatment. A Part of foreign worker with tuberculosis individual case, thru the local department of health agreed, to be treated in Taiwan, refer to no.9 below: Foreign workers who was diagnosed of amebic dysentery within 3 days upon entering to Taiwan is regarded as failed medical examination and may not be able to get an Employment Permit., the foreign workers should be re-examined within 65 days.

Services provided by Direct Hiring Service Center

- ◆ Direct Hiring Service Center founded by Workforce development agency (WDA), Ministry of labor (MOL)-will provide a one stop service in order to assist employers of various industries to hire Foreign workers. The advantages of Direct Hiring Service Center for Employers are as Follows:

1. Efficient:

The Employer need to process document on his own , for re employment of her present foreign worker, also, prior to the worker's return to his or her home country (The employer may not have authorized an agency for such entry permit), the employer , must apply a visa at "direct hiring center" in behalf of foreign worker sending the application for a visa to various processing overseas offices. Foreign workers may return to the country after one day upon receiving his or her employment visa

2.Economize:

The employer and foreign workers may appoint the "Direct hiring service center" for the transferring and sending of documents in order to save on Domestic Agency fees.

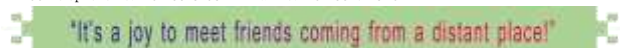
3.Effortless:

The employers and foreign workers will receive efficient and satisfying services that include verification of foreign documents and processing of entry visas, etc. This services is applicable for re-hiring foreign workers by the same employer via direct hiring.

◆(Starting from 2012, the employers of domestic caretaker, domestic helper, manufacturing industry, construction industry, and institutional caregiver will receive the help from the center, in hiring or rehiring new foreign workers with the Employment Permit, and elect workers directly or via International Direct e-Recruitment System (IDeS).)

◆Direct Hiring Joint Service Center Website : <http://dhsc.wda.gov.tw>

◆Taipei Service Center : 11th Floor No. 39 Zhonghua Road, Section 1 Zhongzheng District Taipei City
100 Telephone no. : 02-6613-0811 • Fax no. : 02-6617-1320



◆Dear foreign friends, we welcome you here in Taiwan to help us with our various projects in national constructions, industrial production and related social welfare services. In order to thank you, and make your employment in Taiwan as pleasant as possible. Some information is provided to remind you.

I. Comply with the following related regulations

1. Undergo medical examination at specified periods:

You have to undergo medical examinations on the following periods: within 30 days after your arrival in China for 6 months, 18 months, and 30 months. In addition, if you are employed or expired at the expiration of your employment, From the effective date of the license, the same.

2. Apply for an Alien Resident Certificate (ARC) within a specified period:

Within 15 days of your entry to Taiwan, you should be accompanied by an employer or members of a private employment services institution to apply for an Alien Resident Certificate with enclosure of relevant documents to the nearest National Immigration Agency of your residence (as shown in enclosed Table 8) and file fingerprinting.

3. Your employer has to notify the authorities of your arrival and apply for an Employment Permit and extension at specified periods:

Upon initial entry to Taiwan, and passing of the medical examination, your employer is required to fill out the "Arrival Notification of Foreign Worker" and submit within 3 days to the local labor bureau in accordance with the Disciplinary Life Plan of employed Class B foreign workers, and obtain from the same bureau the "Certificate of Arrival Notification of Foreign Worker. Must submit it within 15 days of your entry to Taiwan With the issued certificate and other related documents submit it to the Workforce Development Agency, Ministry of labor Executive Yuan (hereinafter referred to as Council of Labor Affairs before), and apply for the Employment Permit in behalf of the employer. (Please note that according to the regulations, application of Employment Permit is still required for employers whose foreign worker entered Taiwan more than 3 days and leave within 15 days) The local labor bureau will monitor your application in accordance with the Disciplinary Life Plan of employed Class B foreign workers within 3 months from day after receipt of the Certificate of Arrival Notification of Foreign Worker. If you worker for an important and a special project, before your Employment Permit expires, you need to extend your working period. Your employer must apply for the employment

extension permit through the Workforce Development Agency, Ministry of labor within 60 days before expiration.

4. Your actual employer must be the one indicated in the Employment Permit.

You cannot transfer and work for another employer without approval from the Workforce Development Agency, Ministry of labor

5. The work that you do and the workplace must be the same as indicated in the Employment Permit.

You cannot engage in any other job, or in another place other than permitted.

6. Before your contract expires, you must discuss with your original employer whether you will be rehired, please be reminded:

1.If you don't plan to continue your employment contract with the original employer and wish to go home, you must process the termination verification 14 days before your employment contract expires and the employer must assist you with the process of going home.

2.if you plan to continue your employment contract with the original employer, the original employer must process the reappointment papers 2- 4 months before your employment contract expires.

3.if you don't plan to continue your employment contract with the original employer but plan to change employer upon expiration of your employment contract, the original employer must process the transfer papers 2 to 4 months before your employment contract expires.

7. If you come to Taiwan to carry out the following work description, please be reminded :

1. If you are engaged in a household care giving job and the person you look after dies, you should remind and urge your employer to apply for your transfer to a new employer at the Workforce Development Agency, Ministry of labor as soon as possible and within 30 days. The new employer or the qualified relative will continue your approved employment period.

2. Engage in fishing or ocean work, Upon coming to Taiwan, the employer shall apply for foreign nationality crew card, After end of contract or repatriated for any reason, you should surrender your foreign nationality crew card to employer.

8. If you derive an income from working in Taiwan, you are required to file an income tax return. (Please refer to IV of this booklet).

Foreign workers working in Taiwan are subject to the taxation laws in Taiwan.

9. While working in Taiwan, you are prohibited to smoke, or possess illegal narcotics such as opium, morphine, cocaine, marijuana, amphetamine and etc. Once seized will be subjected to criminal prosecution. The MOL will revoke your employment permit if prosecuted or convicted and will be deported from Taiwan in a certain time. Moreover you will not be able to work in Taiwan again.

10.Upon arrival, make sure that the person (employer, broker or agent) picking you up at the airport is authorized to do so, to avoid being cheated. The

Workforce Development Agency, Ministry of labor has set up Foreign Workers Service Centers at Taiwan international airports (Taoyuan International Airport and Kaohsiung International Airport - see attached table 5) to provide arriving foreign workers with appropriate services for pick-up and departure.

- ◆ To our foreign friends, to ensure your rights and interests while working in Taiwan, please obey the above-mentioned regulations. If you find out that your employer is not following the above-mentioned required procedures, please request your employer to do so as soon as possible. If despite your effort, your employer refuses or you discover violations are being practiced, please contact the following.
- ◎ The 24-hour toll-free hotline 1955 that was launched on July 1st, 2009. Employers, foreign workers or the public may also seek assistance via landline, cell phone, or public phones when you call toll free number [1955]. This Private Line is a 24-Hour national wide center for complainants and inquiry, which include the following service: bilingual (Mandarin, Thai, Indonesian, Vietnamese, English) consultations about laws and decrees, acceptance of a complaint, offer legal advice, protective shelter referral or referral to all other departments. (see attached table 2)
- ◎ For counseling and assistance, you may also contact the Taiwan international airports (Taoyuan International Airport and Kaohsiung International Airport) (see attached table 5).
- ◎ Dial the Workforce development agency (WDA) address: : 4F., South Tower., No.439, Zhongping Rd., Xinzhuang Dist., New Taipei City.
- ◎ Directly contact the Foreign Workers Consultation Service Centers (FWCSC) in your city or municipality (see attached table 1)

II. Your rights while working in Taiwan

1. Wages

Your wages are negotiated between you and your employer. However, if you are employed by a business unit which is covered by the Taiwan Labor Standards Act, your pay must not be lower than the minimum wage.

2. Working time and rest period:

1. Your working time and rest periods are in accordance with the employment contract agreed between the employer and the employee. However, if you are employed by a business unit which is covered by the Taiwan Labor Standards Act, your working hours shall be 8 hours per day, not exceeding 40 hours per 1 weeks. Overtime pay shall be in accordance with the law.
2. When working continuously for 4 hours, the worker should be given at least 30 minutes rest. However, flexibility may be exercised in cases of work shifts or non-stop production situations or during an emergency.

3. Legal holidays, rest days and leave applications

Your holidays and leaves are in accordance with the employment contract agreed upon by both the employer and employee. However, if you are employed by a business unit which is covered by the Taiwan Labor Standards Act, you are entitled to a one day rest within 7 days. The decision on legal holidays like, commemoration day, Labor Day, etc., will rest on the central competent authority. However, flexibility on offsetting these days to rest days may still be exercised according to the agreement of between employer and employee. Under the same business unit, and you have worked continuously for a year, you will be entitled to a special leave in accordance with Article 38 of the Labor Standards Act. The employer should pay your usual wage on the above-mentioned leaves and holidays. Other personal leaves like marriage, death in the family, personal reasons, sick and injury leaves, shall be requested from the employer according to leave applications.

Moreover, pursuant to Article 15 of the Gender Equality in Employment Act, employers shall stop

female employees from working and grant them a maternity leave before and after childbirth for a combined period of eight weeks. In the case of a miscarriage after being pregnant for more than three months, the female employee shall be permitted to discontinue work and shall be granted a maternity leave for four weeks. In the case of a miscarriage after being pregnant for over two months and less than three months, the female employee shall be permitted to discontinue work and shall be granted a maternity leave for one week. In the case of a miscarriage after being pregnant for less than two months, the female employee shall be permitted to discontinue work and shall be granted a maternity leave for five days. The computation of wage during maternity period shall be made pursuant to the related statutes and administrative regulations. Should the employee be applicable to the Labor Standards Act, pursuant to Article 50 of the Act, if the female employee granted a four-week maternity leave or eight-week maternity leave has been employed for more than six months, she shall be paid regular wages during the maternity leave; if her period of service is less than six months, she shall be paid wages at half of the regular payment.

4. Health insurance:

All foreign workers who have Alien Resident Certificate in Taiwan region should join the national health insurance policy. This membership is applied and handled by the employer starting from your date of employment. By paying the national health insurance fee every month, you will be covered by the national health insurance and be entitled to medical benefits. (The addresses of the central National Health Insurance and its regional divisions are shown in the attached Schedule 6)

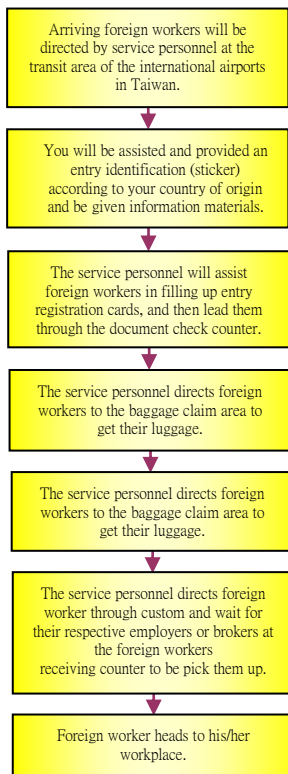
5. Labor Insurance

If you are employed at business unit with more than five workers or a laborer in fisheries, your employer should submit your work permit approved by the central labor authority or related business authority to the Workforce Development Agency, Ministry of Labor to be declared or to be covered of labor Insurance on the day you report for work. (The addresses of the Bureau of Labor Insurance, Ministry of Labor and its branch offices are shown in the attached table7.)

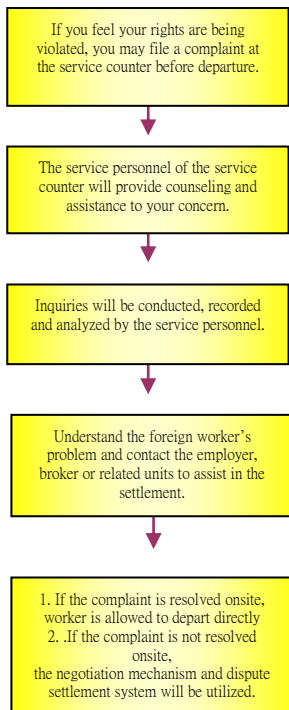
6. Arrival/departure services

Workforce Development Agency, Ministry of Labor has set up Foreign Workers Service Centers at Taiwan international airports – Taoyuan International Airport and Kaohsiung International Airport (see attached table 5) to provide directions on guidance for arrival foreign workers, laws and regulations propaganda seminars, pick-up services for arriving foreign workers, overseas foreign worker wage disputes and compliant services as well as providing foreign workers with temporary shelter services (please refer to the following Direction Flowchart). Moreover, The Bureau of Employment and Vocational Training has uploaded the propaganda seminar film online (website <http://www.fw.org.tw>). Foreign workers who could not attend the propaganda seminar may view the propaganda through the help of employers or brokers, or simply watch the film online.

◎Pickup service workflow for arriving foreign workers



◎Counseling service workflow for departure of foreign workers



7.Labor Dispute Settlement

While working in Taiwan, if you have grievances about your labor rights or encounter a labor dispute, you can call 1955 Consultation hotline for workers, Ministry of Labor (See attached table 2), you can

also consult or request for mediation of labor dispute through the labor bureau of the city or municipality where you work. You may likewise opt to file an appeal at the Foreign Workers Service Center (attached table 5) at Taiwan international airports -Taoyuan International Airport and Kaohsiung International Airport.

8.Consumer Dispute Settlement

If you encounter a consumer dispute with a commodity purchase or service with business owner, you may directly file a written complaints against the concerned business enterprise, contact the Consumer Service Center of your city or municipality, or the Consumer Protection Group, or simply call consumer service line "1950" or the consumer Protection consumer Center hotline at (02) 3356-7706-08 for consultation. Alternatively, you may also go to the website of the Consumer Protection Commission, Executive Yuan (www.cpc.gov.tw) and find out the latest consumer protection related information on the "Consumer Protection" page under "Information and Service" and "consumerism, whereas you can select the "Online Filing and Mediation " for complaints.

9.Your Right to Join a Labor Union

All employees are entitled to the right to join a labor union pursuant to the Labor Union Law. Should there be a labor union in your workplace, you can submit your membership application, and upon approved and subsequent submission of required fees become a member of the labor union. You can protect your employment rights through the assistance of labor negotiations and information provided by the labor union. Once you become a labor union member, you can register as a candidate to its staff election, and have a chance to become its director, supervisor, and provide your service to the members. Should there be no labor union in your workplace, and the employees think their employment rights are infringed and need a labor union for their protection, with the cosigned petition of thirty people and above, and through preparatory procedures, they can apply for the certificate of registration of labor union from the competent authority local to your workplace. The preparatory procedures and establishment of the labor union are protected by law.

III. Sensible choice: Legal or Illegal?

1.What are the advantages of working legally in Taiwan?

Foreign workers who work legally in Taiwan are assured of a proper wage as well as reasonable protection for labor related rights. If you have not violated any laws and regulations during your employment period but has to terminate your employment relationship earlier due to some reasons; or leave the country upon completion of your Employment Permit period; or failed your medical examination and returned to your native country for treatment followed by passing your physical examination; you must apply for re entry permit before working in Taiwan . You may apply for a visa to work in Taiwan after you have left the country for at least one day. However your cumulative working period in Taiwan may not exceed 12 years.

2.What consequences do you face for running-away from your legal employment?

According to Articles 73 and 74 of the Employment Services Act, a foreign worker who failed to report to his/her legal employer for 3 consecutive days, or has lost contact, or has been found to work for an illegal employer, will be fined with no less than NT\$30,000 but no more than \$150,000. You shall also be compelled to leave the country in a set time, and shall not be allowed to work in Taiwan again.

3.What will you do if you have been reported as missing?

1.While working in Taiwan, and you feel that your rights and interests have been violated, please make good use of the channels provided by the Workforce Development Agency, Ministry of Labor to seek

for assistance. If you opt to run-away and work illegally, you will be vulnerable to exploitation, human injustice and maltreatment by your illegal employer or broker. It's also difficult to protect your rights for medical benefits and service in the event of an injury or sickness; you will be deprived of a labor health protection, and cannot see a doctor through the normal channel; you will lose your basic human rights and encounter difficulty. If you are considered an undocumented foreign worker, the Workforce Development Agency, Ministry of Labor urges you to voluntarily report to the authorities, and contact the following

government units:

- ◎The 24-hour toll-free hotline 1955 (See attached Annex 2)
 - ◎Special Task Force of the Regional National Immigration Agency (See attached Annex 9)
 - ◎Regional Police Administration
 - ◎Overseas Office of Your Respective Originating Country (See attached Annex 3)
 - ◎Foreign Workers Consultation Service Centers of each city or municipality(See attached Annex 1).
 - ◎Taiwan international airports' (Taoyuan International Airport and Kaohsiung International Airport) foreign workers counseling and assistance service (see attached table 5)
- 2.In order to eliminate illegal employment that would create social problems; and in order to safeguard the rights and interests of legitimate foreign workers, employers that hire runaway foreign workers will be heavily fined of up to NT\$750,000. In addition, there is a reward of \$70,000 for each reported case of runaway foreign worker. To report, please call Workforce Development Agency,Ministry of Labor toll free hotline to report illegal foreign workers at 0800-000-978, or call 1955 Consultation hotline for workers (See attached Annex 2).

IV Other matters and related regulations that need your attention:

1.Foreign Brokerage Fee and Taiwan Service Charges:

- 1.To standardize each of the broker charge items paid by the foreign workers,Ministry of Labor has suggested each labor-sending country not only to limit the placement fee to no more than the amount of one month salary regulated by Taiwan' s Labor Standard Law, but to set up the criteria,including the allowable charge amount for broker fees, regulation fees and other related fees incurred in Taiwan that apply to the foreign workers.
- 2.According to "Fee Collection Criteria for Private Employment Services Institutions", Taiwan's brokers may only charge "service fee" to foreign workers, and collect from the foreign worker a maximum amount of NT\$1,800 per month for the first year; NT\$1,700 per month for the second year; and NT\$1,500 per month for the third year. Further, the above mentioned fees may only be collected from the foreign worker after the rendering of the services, and the fees may not be collected in advance.
- 3.Expenses incurred by the foreign worker prior to his/her arrival in R.O.C. shall be specified in the "Foreign Worker's Affidavit Regarding Expenses Incurred For Entry Into The Republic of China To Work And The Wage/Salary" After the Affidavit has been verified by the labor-sending country, the foreign worker shall pay the expenses in accordance with the corresponding amount specified in the Affidavit, Taiwan brokerage firms may not collect overseas loans in Taiwan on behalf of the request and authorization of foreign creditors.
- 4.Under the law, the Taiwan manpower agencies are required to submit up to NT\$1,000,000 to NT\$3,000,000 as a guarantee bond in escrow in a bank for any civil liability to the Ministry of Labor. If a foreign worker encounters a performance dispute over the commissioned contract with the Taiwan manpower agency, he/she can file a civil suit for compensation and request the bank issuing guarantee bond in escrow to perform guarantee liability on behalf of the manpower agency, after acquiring the

executing rights of civil liabilities.

2. Wages and Accommodation Expenses of Foreign Workers:

1. According to the Labor Standards Act, the salary is based on what is specified in the labor contract, and may be paid in kind. To ensure fairness and reasonableness; and in consideration with the business climate, living standards, and rights of the foreign workers, the Ministry of Labor has suggested that food and accommodation deductions from the worker's salary not to exceed NT\$5,000. The actual amount of deduction shall be negotiable between the employee and the employer and indicated on the contract.
2. Foreign workers engaged in household services are not subject to the above-mentioned regulations because they are not covered by the Labor Standards Act. However, agreements between the employee and the employer should be specified in the contract.
3. Employers should not unilaterally change the terms and conditions of labor during the validity of contract, particularly for those foreign workers who are already working in Taiwan. Shall a change be regarded necessary, it should be agreed by with content of both parties while the changes of the amount shall not transgress (exceed) that which was specified in the "Foreign Worker's Affidavit Regarding Expenses Incurred for Entry into the ROC to Work and the Wage/Salary," attested by the competent authority of the Taiwan. After the attestation is completed, any changes on the contents of said affidavit held unfavorable to foreign workers shall not be acknowledged.

3. Pregnancy and medical examination:

1. Pregnancy test has been abolished as part of the medication examination of foreign workers.
2. Upon entry, the foreign workers should undergo a medical examination within 3 days of arrival; to be followed with the same medical examinations within 30 days before or after the completion of the 6th month, 18th month, 30th month, 42nd month and 54th month of work. Since September 1st, 2009, the number of examinations for antibodies of measles and rubella and the administering of its vaccinations were increased. A list of such is as follows:

Examination time	Measles and Rubella (Ig G) Antibodies and Vaccinations
Prior to entry (entry visa)	<input checked="" type="checkbox"/>
Within 3 days after entry	<input checked="" type="checkbox"/>
Completion of 6 th 、18 th 、30 th	<input checked="" type="checkbox"/>

3. On November 9, 2002, Taiwan government abolished the pregnancy test requirement for foreign workers already working in Taiwan. If you get pregnant, your employer cannot unilaterally terminate your contract, and force you to leave the country. But if you get pregnant and is not able to perform your job responsibilities, the employer may terminate your contract. Under the Labor Standards Act (covering the manufacturing industry, construction industry), the employer should give advance notice of termination and provide severance pay in accordance with the law. If you are not covered by the Labor Standards Act (like domestic helper, caregiver), the termination of employment contract should be agreed upon by both the employer and the worker.
4. Remember that if you get pregnant, your body will undergo some changes and there are no family and friends to assist you. The Ministry of Labor calls upon foreign workers to take appropriate control measures (such as the use of condom, contraceptive, etc.) when engaging in a sex act in order to protect your rights. If you are pregnant in Taiwan, you can bring National Health Insurance IC card to

accredited medical care institutions for the regular prenatal care. Prenatal institutes or local health departments provide multi-language version (English, Indonesian, Cambodian, Thai and Vietnamese) of maternal health handbook to provide the information about health care during pregnancy. In addition, according to the National Immigration Law Article 26, paragraph 3, if you're pregnant and give birth in Taiwan, please contact National Immigration Agency of Ministry of the Interior, municipalities, counties and cities service station to apply for Alien Resident Certificate within 30 days after giving birth. Please note however, when giving birth your alien resident certificate shall be valid.

5. Recently, foreign workers working in Taiwan fall in love with Taiwan people or other foreigners to be pregnant and have a baby; however, the man's side or he/she has own marital status, or both sides are not legal residents (unknown whereabouts or overdue residence), so their new born baby can not obtain the situation of legal status (R.O.C. nationality, foreign nationality or right of residence), which will influence new born baby's rights and welfare very big, and cause difficult family reunion; therefore, please call on you to take account of the above problem during working period in Taiwan.
6. If you're diagnosed tuberculosis and Hansen's disease during your employment in Taiwan, your employer fails to send the following documents (certificate of diagnosis, letter of intent from the employer who agrees in assisting the employee, letter of consent which the employee accepts the treatment arranged by department of health units) to public health bureau for future reference, your Employment Permit will be revoked. After returning to your home country, you must continue treatment until fully recovered (tuberculosis requires approximately six (6) to nine (9) months of medication, and Hansen's disease 6~12 months), and obtain a "Pulmonary Tuberculosis (Hansen's disease) Management and Treatment Completion Certificate" issued by the Department of Health of your home country or case abstract (including medicine description, treatment schedule, chest-X ray inspection result and sputum inspection result) issued by the hospital. These documents shall be verified by the embassy or consulate of the Republic of China before subsequent submission to the Taiwan National Immigration Agency, Ministry of the Interior of Taiwan, for the lifting of your entry prohibition, so as to apply for a visa to Taiwan.

4. Income Tax Regulation

1. When your employer pays your salary, it should be accompanied by a salary slip written in both Chinese and your native language. It should also clearly reflect the items of wage computation, total amount, items of deductions and other fees or charges, which please be well kept for easy check in the future after signing for the receipt.
2. Taxable income from your employer will differ according to your status as a [resident] or [nonresident]:
 - 1) Taxations for resident
 - ◎ You are a resident if you have resided in Taiwan in the aggregate of One Hundred Eighty Three days (183) or more within a taxable year; you will need to file for income tax in accordance with the applicable tax rate between five percent (5%) to forty percent (40%). If your employer is a withholding agent under the income tax law, and you may request reduction of five percent (5%) from the total full-month income payment or the deduction in accordance with the appropriate income tax withholding law. Foreign workers choosing five percent (5%) deduction from the full-month salary with less than Two Thousand New Taiwan Dollars (NT\$2,000) (or an annual salary not exceeding Forty Thousand New Taiwan Dollars (NT\$40,000)), are exempt from such withholding. Foreign workers request withholding income will be exempt from such withholding if his or her monthly income in a taxable year does not exceed Seventy Three Thousand New Taiwan Dollars (NT\$73,000).
 - ◎ You should apply the previous year's consolidated income tax returns from the following year May 1 till May 31. ; If you will leave the country before applied tax return period (next year May 1), you should apply the tax return in a week before departure.

©When you leave before the assessment end of year, after tax Bureau accepts your case and verify the tax application, the tax refund checked will be issued no later than the end of April of the following year.

2) Taxations for non-resident

©You are a non-resident If your residency in Taiwan in the aggregate within a taxable year does not exceed one Hundred Eighty three days (183), your employer is tax withholder and your individual income tax will be withheld at its source. If your monthly income is below one and a half (1.5) times the minimum wage of approved by the Executive Yuan, six percent (6%) of the total amount paid to you will be withheld for income tax purposes. If your monthly income exceeds one and a half (1.5) times the minimum wage of approved by the Executive Yuan, eighteen percent (18%) of the total amount paid to you will be withheld for income tax purposes. There is no requirements for annual tax reporting.

©If you are in Taiwan employed as a domestic helper or caregiver, due to the fact that your employer is not a withholding agent under the income tax law, whether or not you are a [resident] or a [non-resident], your employer does not withheld your wages. You still need to file your individual income tax return accordingly to the time limit prescribed for filing income tax returns or before leaving the country.

3.If you are already working legally in Taiwan but lose touch, meaning your whereabouts is unknown upon your employer's notice, for 3 consecutive days, or have been proven to work illegally upon discovery and seizure, for another employer without permission from the competent authorities, you will still be taxed based on your income.

4.To avoid being deceived of your tax refund, we suggest you choose carefully the person you authorize to handle the collection of your tax refund when signing the "Proxy Statement", an authorization form that assigns this person to pick-up your tax refund in your behalf. You may also contact your representative office in Taiwan for assistance (see attached table 3).

5. Should you need clarification on your tax payments and tax refunds, you may call up the National Tax Administration at regional areas (see attached table 4).

6. If you declare your income less than the actual amount, you will be fined no more than twice of your income tax shortage. If you do not file your income tax according to the law, you will be fined no more than three times of your tax shortage.

5.Occupational Safety, Health Standards Procedures and Employment Code:

When at the workplace, your employer should, according to labor safety and health regulations, provide you with tools and facilities to safeguard your health and ensure your safety. Aside from this, your employer should also provide you knowledge on safety and sanitation in the workplace, and educational training on disaster prevention. This includes occupational safety precautions, possible dangers, and matters needing attention while at work or seeking refuge during emergency situation and fire prevention, etc. In order to ensure workers'occupational safety, physical and moral integrity, we remind you not to consume alcoholic beverages before or after work.

6.During your employment period and you need to terminate your contract earlier for some reasons, and in order to prevent labor disputes, you must go to the labor bureau in your area of jurisdiction to process termination of employment relationship and verification process.

V. Seeking legal aid channels

- ◆ If you or your friend encounter labor disputes, sexual assaults or traffic incidents for compensation as well as other legal aid issues, you may consult the Foreign Worker 24HR Counseling Protection Hotline

(dial 1955 directly for landline and mobiles) to request for assistance and referral for your case to the Legal Aid Foundation. In case the case application passes the review, the Legal Aid Foundation shall assign you with an attorney for professional legal assistances. The Legal Assistance Foundation aims to protect the disadvantaged personnel who have financial difficulties in legal fees, providing legal consultation, mediation and conciliation, legal document composition, and attorney/advocate attending the court. You will receive legal aid service without having to pay for the legal fees after passing the qualification review (under certain amount of income and asset status), case review (reasonable case without abuse of instances).

Four Steps to applying legal aid

1. Telephone Appointment : The Foundation review is appointment based. Please make appointment in advance via telephone.
2. Review of financial viability : Please bring all relevant documents and fill out the basic information.
3. Examines the committee scene : Examines committee member will be available on site to query details on the case. There will be three review commits who resolve the final decision of whether if the aids will be granted.
4. Notification results : Application results will be notified via phone or written documents.

Additionally, if you or your friends are suspected of criminal activities and if the criminal activities involved are subject to felony of imprisonment more than 3 years, being arrested or the provisional acceptance of the first investigating cases or those mental disabilities (not limited to felony), the Legal Aid Foundation will also offer free attorney accompanied interrogation for any case in the investigation. You may ask your friends to call or request the police to assist you and your friends apply for this service. During regular business hours from Monday to Friday (9:00a.m. to 5p.m.), please call (02)412-8518. For other time (including night day and holidays), please call (02)2559-2119.

In case Chinese communication is unavailable, please dial to Workforce Development Agency 1955 Hotline for assistance of referral, or, ask your friends who can communicate in Chinese to help you make call to the above number.

Foundation	Telephone	Foundation	Telephone
Keelung	(02)2423-1631	Chiayi	(05)276-3488
Taipei	(02)2322-5151	Tainan	(06)228-5550
Shilin	(02)2882-5266	Kaohsiung	(07)269-3301
Banjiao	(02)2252-7778	Penghu	(08)751-6798
Taoyuan	(03)334-6500	Ilan	(03)965-3531
Hsin Chu	(03)525-9882	Hualien	(03)822-2128
Miaoli	(037)368-001	Taitong	(089)361-363
Taichung	(04)2372-0091	Penghu	(06)927-9952
Nantou	(049)224-8110	Kinmen	(082)375-220
Chang Hwa	(04)837-5882	Matsu	(0836)26881
Yunlin	(05)636-4400		

VI Self-care and Protection

◆ Simple reminders to protect yourself when living in a foreign land and handling emergency situations.

1. Keep your personal credentials properly

You are reminded to keep your personal credentials properly! Do not give your personal information to strangers. Moreover, please protect your personal properties; the following are some items to be noted:

1. Do not sign any document that has no translation of your mother language or a document in which you have no full understanding of its contents (for example, a promissory note or an acknowledgement of debt).
⊗ Attention! You may be liable for any promissory note, acknowledgement of debt, or any other document once your signature is affixed on the document.
2. Do not give your bankbook, debit card, chap, passport or alien resident permit and other personal properties in other individual's possession.
⊗ Attention! You may be robbed of your personal possession if you give your passbook, stamp or debit card to someone else.
3. Do not trust anyone when being asked to go to a bank to process loans.
⊗ Attention! Once you process a bank loan you may be liable for such debt.
4. Do not allow your employer to deduct any brokerage fees from your salary.
⊗ Attention! Brokerage fees should be properly handled by yourself in order to prevent any disputes or overcharge.

2. Identify personal assault

1. What is sexual assault?
⊗ Sexual assault is not about sex but violence. It is an encroachment to your personal being, and a sex act without permission.
⊗ Simply said, any advances to achieve sex without your permission by means of violence, coercion, threat, hypnotism and other personal violations against your will are sexual assaults.
⊗ In addition, to touch or pretentiously bump into any part of your body that is considered obscene is also regarded as sexual assault.
2. What do you do if you are sexually assaulted?
⊗ Keep your calm: Do not provoke the opposite party, and do not return his physical assaults. Try to cool him/her down to avoid making the situation worse.
⊗ Protect yourself: Especially your head, face, neck, breast, abdomen and other important parts of the body.
⊗ Call for help aloud: shout "fire" (transliteration) to call other people's attention.
⊗ Leave the place fast: Leave the place and find a safe place, look for neighbors for help; and seek assistance at the regional Center for Domestic Violence and Sexual Assault Prevention.
⊗ Go to the police: Go to police station and ask for assistance and shelter; or request that you be brought to the hospital for medical attention.
⊗ Keep firmly in mind the various characteristics of the assailant.
⊗ Leave the scene as is; Do not move or touch any items in the scene.
⊗ Do not change your clothing, but you can put on a jacket or a coat.

- ◎ Do not wash your body in order to obtain the perpetrator's specimens (sperm or hair) of the assailant.
- ◎ You should get medical attention in a hospital for diagnosis and treatment of injury that will serve as evidence of the assault.

(2) Identify sexual harassment.

1. What is sexual harassment?

- ◎ Other than referring this to a sexual violation, discrimination or crime against the will of another person, the following are manifestations of a sexual harassment:

- <1> The person is asking you to do things or reject things for his own advantage so that he may advance or avoid what he dislikes in his work, education, training, service, plans or other activities.
- <2> To display or broadcast by means of messages, drawings, sounds, photographic images or other ways; to discriminate, use abusive words or other methods that would hurt other people's personal dignity, or cause other people to live in fear, a feeling of hostility or insult; or an improper act to interfere with other people's work, education, training, service, plan, activity or normal livelihood performances (see harassment prevention Article 2).

2. What is workplace sexual harassment?

- ◎ "Hostile Environment Sexual Harassment" : refers to a situation where the employee, in the course of executing his or her employment duties, anyone of his or her employer, colleagues, clients, makes a sexual request, uses verbal or physical conduct of a sexual nature or with an intent of sex discrimination, causes the employee a hostile, intimidating and offensive working environment, and infringes on or interferes with his or her personal dignity, physical liberty, or affects his or her job performance.

- ◎ "Quid Pro Quo Sexual Harassment" : refers to a situation where the employer, taking advantage of his or her position power, explicitly or implicitly makes a sexual request toward an employee or an applicant, uses verbal or physical conduct of a sexual nature or with an intent of sex discrimination as an exchange for the establishment, continuance, modification or assignment of a labor contract, or as a condition to his or her designation, remuneration, personal evaluation, promotion, demotion, reward, and punishment.

3. If you have unfortunately been sexually harassed, what should you do?

A person with a tendency to commit sexual harassment normally becomes a molester if the victim continuously ignores him or patiently deals with him without saying anything or does not pay attention (like playing deaf or does not understand) or escape (by voluntarily moving to another place), etc. If you encounter this kind of person, adopt the following actions to avoid being sexually harassed:

- ◎ If the situation permits, you may try to communicate with the one involved (perpetrator): Face to face, through correspondence, or a third person that both parties can trust, and clearly inform the person of your uneasiness and request him/her to stop his actions immediately.

- ◎ If the situation permits, you may try to communicate with the one involved (perpetrator):

- <1> Tell your relatives, friends or associates you can trust about the incident and the impact the incident has on you.

- <2> Record the sexual harassment incident: Record in detail the full incident; for example, your attempts to try to stop the sexual harassment; and what you had done to resist or to deal with it. If you have nothing to do, why? How is your feeling, and to what other extent it has affected you. List down eyewitnesses; describe the eyewitness response, record in detail each time the event occurs including date and location. Write down the incident as soon as it has occurred and keep them for record purposes.

- <3> Collect evidences (such as: sound recording of the person involved)

- <4> Seek legal relief : such as filing of criminal prosecution, civil compensation, or administrative case (file an appeal or apply for mediation)

- ◎Should you encounter sexual harassment in the workplace, report to your employer. Employers becoming aware of the occurrence of sexual harassment should take immediate and effective correctional and remedial measures. Should your employer violate the regulations, you may contact Council for Labor Affairs Hotline "1955 Consultation hotline for workers" offered by the Council of Labor Affairs or to the local county or city government of your workplace to file a complaint.

(3)Understanding Human Trafficking

i. Human Trafficking

- (1) Human trafficking is a trade of human beings for the purposes of commercial sexual exploitation, forced labor for economic exploitation, or organ harvesting. It is the recruitment, transaction, pledge, transportation, transfer, receipt, harboring, concealing, brokerage, or sheltering of persons, or commercial sexual exploitation, forced labor for economic exploitation, or organ harvesting, by means of rape, coercion, intimidation, imprisonment, monitoring, drug, hypnosis, fraud, concealment of important information, financial restriction, withholding of important document, putting others in difficult, unknowing, or helpless situation, or other forceful methods.
- (2) Human trafficking is a trade of human beings under eighteen years of age for the purposes of commercial sexual exploitation, forced labor for economic exploitation, or organ harvesting. It is the recruitment, transaction, pledge, transportation, transfer, receipt, harboring, concealing, brokerage, or sheltering, or commercial sexual exploitation, forced labor for economic exploitation, or organ harvesting of persons under the age of eighteen.

ii.Human Trafficking Prevention Hotline: (02)2388-3095, "1955 Consultation hotline for workers" and 110 report hotline.

If you have encountered the following activities, you may be subjected to human trafficking:

- ◎An unreasonable deduction of salary income due to agreed high agency fee that is agreed to be deducted from the salary.
- ◎Foreign workers reported by the employer as missing or overstaying who face with request for engagement in sexual exploitation or unreasonable deduction of salary.
- ◎In violation of Employment Services Law Section 45, the illegal brokerage of foreign nationals for others.
- ◎In violation of Employment Services Law Section 57 Article 1, the employment of a foreign national who has not been qualified to work, whose permit has expired, or who is employed by another employer.
- ◎In violation of Employment Services Law Section 57 Article 2, the petitioning of foreign nationals not for the petitioner employer but for someone else.
- ◎In violation of Employment Services Law Section 57 Article 3 and 4, the employment of foreign nationals for purposes outside the scope of the work permit or unauthorized changes to the workplace.

(4)Understanding Crime Victims Protection Act

- ◎ In order to implement and protect the human rights of foreign workers , revisions of the [Crime Victims Protection Act] in November 30, 2011 passing of amendment, during the foreign worker's stay period in Taiwan, the following are included into the scope of protection : the widow/widower of the dead victim by act of crime, severely injured victim and victim of sexual assault.

◎ According to [Crime Victims Protection Act], if the above occurred during the foreign worker's work period in Taiwan, workers themselves or their families can apply for crime victim compensation and also can receive the necessary protection services.

- ◎ The Council of Labor Affairs founded the opportunity to provide assistance to foreign workers who have been victimized along in various counties and cities. In addition to the existing shelters, medical and legal assistance and psychiatric counseling, and other protective measures provided by the Domestic Violence and Sexual Assault Prevention Committee, under the new [Crime

Victims Protection Act], the Association for victims support will assist you with the applications of crime victim compensation, judicial investigation, legal aid between and post trials and assist the credit/property investigations on criminals or the person who's legally responsible for the compensation in order to secure the rights of the crime victim.

- ◎ Free hotline for "Association for victims support" : 0800-005-850

3.Foreign Worker's Individual Rights and Interests, Safety Precautions and its Protective Mechanisms

The Ministry of Labor reminds you to increase your awareness to protect yourself. Be aware of dangerous sexual exploitation and human trafficking signs around you and learn and strengthen your ability to respond to such dangers: in the event that you are victimized, in order to protect your rights in Taiwan, we ask that you immediately contact the following organizations in order to assist you in your injury assessment or to file a police report with the Police and the National Immigration Agency. Translation services will be provided by various cities and counties where you will be arranged to stay at a safe place, your change of employer, and your labor dispute will be taken care of through appropriate mediations. Also, public individuals who report such alleged violation of the Employment Services Law will receive a finder's reward if the allegations are found to be true.

- ◎The Ministry of Labor [1955 24-hour service free hotline] (Employers, workers or the public may seek assistance via landline, cell phone, or public phones when you call toll free [1955]. The Private Line is a 24-Hour nationwide information center for complaints to inquire the following: Provides bilingual service (Mandarin, Thai, Indonesian, Vietnamese, English), consultations about laws and decrees, acceptance of a complaint, offer legal advice, protective shelter referral or referral to all other departments.
- ◎CLA's Bureau of Employment and Vocational Training Complaint Hotline (Please refer to Annex 2.)
- ◎Service Centers for Foreign Workers located in various cities and counties (Please refer to Annex 1).
- ◎Service Centers for Foreign Workers located in Tao-Yuan International Airport and Kaohsiung International Airport (Please refer to Annex 5).
- ◎National Police Agency 110 Emergency Assistance (Including Sexual Abuse and Assault and Battery).
- ◎[113] Protection Hotline (Including Sexual Assault and Harassment Prevention Consultation).

Should you be in danger of sexual abuse, please call [113 Women and Children Protective Services Hotline] (24-Hours Toll Free) Provides English, Vietnamese, Thai, Indonesian and Cambodian translation services.

113 Protection Hotline
(24-hour service)



For English, Press 1;
For Vietnamese, Press 2;
For Thai, Press 3;
For Indonesian, Press 4;
For Cambodian, Press 5;

VII. Health and Living Tips

<Health Tips >

- ◆Awareness on the prevention for common diseases that will help to avoid illness and pain. If you are health conscious, you will enjoy a good life in Taiwan.

(1) About Influenza and Avian Influenza Virus Bird flu

1. Symptoms:

The clinical symptoms of seasonal influenza and bird flu (such as H5N1 influenza virus infection or H7N9 influenza virus infection, etc.) including fever (ear temperature higher than 38°C), sore throat, coughing, muscle soreness, headache, fatigue... etc. Some patients may suffer from vomiting, diarrhea and abdominal pains. Others could experience serious complications such as difficulty in breathing and pneumonia.

2. Preventive Measures:

(1) Pay attention to personal hygiene and health:

- (a) Develop good hygienic habits by washing hands frequently.
- (b) Avoid touching your eyes, nose, and mouth to prevent the spread of bacteria from this transmission.

(2) Pay attention to any respiratory hygiene and coughing etiquette.

- (a) If you experience respiratory problems, please wear a face mask; when your mask is stained with nose and mouth secretions, please replace immediately.
- (b) When sneezing and coughing, please cover your mouth and nose with a tissue or a handkerchief. When you are done with the tissues please discard immediately.
- (c) When your hand is in contact with any respiratory secretions, please wash your hands immediately. If there is little or no water available, you may use sanitizers.
- (d) Avoid touching your eye, nose, and mouth in order to prevent the spreading of virus.
- (e) If you experience respiratory symptoms, please maintain a two (2) meter distance when talking with others.

(3) If you are ill, you should avoid going out and stay at home. If your situation is getting worse, please visit a doctor immediately.

(4) Avoid potential sources of infection:

- a. Try to avoid any intimate contact with infected patients. If your work requires you to do so, please put on a mask and pay attention to personal hygiene and health.
- b. Try to avoid visits to regions that have reported H5N1 Bird Flu infections. Avoid going to poultry slaughterhouses, poultry farms, and poultry markets unless necessary or with appropriate protection.

(5) Please pay attention to the following upon your entry and exit :

- a. Before returning to your country of origin, take note of reports of the pandemic and advise from your local Department of Health.
- b. When you return to your country of origin, it is advised that you avoid any contact with poultry and its secretions. In the event that you come in contact with poultry and its secretions, we ask that you wash your hands with soap.
- c. If you experience fever or other upper respiratory symptoms after re-entry to Taiwan, request assistance from staffs at the airport quarantine station. If you don't feel well after returning to your workplace or residence, please wear a surgical mask and seek medical attention immediately. You should inform the doctor of your traveling and contact related history, while paying attention to respiratory and coughing etiquette. Please refrain from going to public places.

(2) About [Dengue Fever]

1. Mode of Transmission: The bite of an insect vector (Aedes mosquitoes).

2. Symptoms: Severe fever (38°C and up), headache, retro-orbital pain, muscle pain,, pain or soreness of the limbs and joints, and rash, etc.

3. Preventive Measures

- (a) Remove any breeding source and indoor and outdoor water vessels around the house periodically.
- (b) Avoid being bitten by mosquitoes; put up screens and windows to your house.
- (c) If you are located in a high risk area, please wear long-sleeved shirt and long pants and put on

insect repellent approved by the Ministry of Health and Welfare on exposed areas.

- (d) If you are experiencing dengue fever symptoms, you should see a doctor as soon as possible, and inform the doctor of your travelling and contact related history.

(3) About [Typhus]

1. Method of Infection: through ingestion of food or drinking water infected with the fecal matter or urine of patients with typhus. Incubation period is eight (8) to fourteen (14) days.
2. Symptoms: Continuous fever, headache, nausea, lack of appetite, abdominal pain, constipation or diarrhea, relative slowing of cardiac rhythm, liver spleen swell, rash on various parts of the body ; these compose the mild or atypical infections.
3. Preventive Measures
 - (1) Thorough handwash before and after a meal.
 - (2) You should wash your hands with soap or liquid handwash prior to handling diapers and fecal matter of infants and the elderly, or preparing meals.
 - (3) If you experience fever, stomachache, diarrhea or other bodily discomfort, please report to your employer or broker in order to assist you in getting medical treatment in Taiwan. Please refrain from preparing meals or taking care of the elderly and infants.

(4) About [Measles]

Via air droplets or contact with infected nasal or throat secretions of patients.

Infection Symptoms: Common symptoms include fever, rash, rhinitis, conjunctivitis, cough, if it is severe, it may be complicated by otitis media, pneumonia and encephalitis.

Prevention and coping methods: before entry to Taiwan should receive measles, rubella, mumps (MMR) vaccine. Because measles is highly contagious, before and after four days of rash is the infectious period, if there is any fever, rash, and rhinitis, conjunctivitis, cough, any one of these three kinds of symptoms, it may be suspected measles cases and should take the initiative to inform the factory plant protection or health and safety personnel, and seek medical advice, wear masks, take the initiative to inform the physicians its recent condition whether they can return home or go travel to other countries.

(5) About [German measles]

Fifth, on the "German measles"

Mode of transmission: via droplets or direct contact with infected nasal or throat secretions infection.

Infection Symptoms: The main symptoms include mild fever, fatigue, nasopharyngitis, ear marked lymphadenopathy, accompanied by systemic irregularities pimples. If pregnant women infected with rubella can cause stillbirth, miscarriage or fetal major organ damage.

Prevention and coping methods: to the stage should receive measles, rubella, mumps (MMR) vaccine. Because rubella infection and strong, rash contagious both before and after seven days, and part of those infected do not clear rash, therefore, where there is a suspected German measles symptoms, should take the initiative to inform the factory plant protection or safety and health personnel and seek medical advice, full masks, take the initiative to inform physicians recent condition ever travel back to their home country or abroad history.

(6) About [AIDS] prevention

HIV is transmitted through unprotected sexual behavior, use of infected needles (such as needles and syringes), lacquer thinner or its container and vertical transmission from mother to child. For prevention, please avoid having sex on a one-night-stand, having sex in-exchange for money with someone you meet from the internet or soliciting prostitutes, or participating in 'ecstasy' parties, or sharing needles and other high risk behaviors. We urge you to use condom correctly and through the whole course of the sex act every time. It is the most economical, effective and convenient way to

prevent venereal disease and AIDS infection. You can purchase condoms at the local public health center.

R.O.C. government has amended the rules and regulations, which cancelled not only the limitation of entry, stay and residence, but also health examination item for non-nationality people with HIV. Foreign workers entering into Taiwan may go to hospital for HIV screening by themselves and understand their own infection status. Consulting telephone of infectious disease: 0800-001922

(7) About [Tuberculosis] (TB) Prevention

TB is spread through the air. The sputum smear-positive patient is the highest infectious group. In the beginning, TB has no any symptom usually and it develops slowly and it becomes worst gradually. A chronic cough, coughing up sputum, fatigue without reason, no appetite, weight loss etc. symptoms. There are other symptoms like afternoon hectic fever, sweating at night, even pain in the chest, coughing up blood etc. when TB becomes more serious. The infected people will have around 5-10% chance relapse in their whole life. Especially when one has lower immunity and very likely the TB bacteria would re-activate and attack.

"Early detection, regularly treatment" is the only one way to cure TB. If you have coughed with sputum over 2 weeks, you have to contact your doctor early. Through the chest X-ray and sputum test to make sure that you are infected or not. TB treatment must take drugs for over 6 months at least following the prescription of doctor. Meanwhile inspection periodically in the hospital, you couldn't stop taking drugs by symptoms disappearance. If you stop taking drugs by yourself, your condition will be worse even cause the resistance to the drugs. TB that is harder to treat even die in the end. Therefore, the patient should join the "DOTS" program so that they will take medication on daily basis with the assistance from the professional caregiver from the DOTS.

(8)About [Scalds and Burns]

For slight burns and scalds, flush with cold water immediately; then apply cold compress or soak the area in cold water. Remember not to break the blister. If it is a serious burn or scald, please follow the treatment procedure of "Rinse → Remove→ Soak→ Cover → Send" in order to minimize injury.

Rinse : Immediately rinse injured area with running cold water or immerse in cold water in order to rapidly lower the surface temperature of the skin.

Remove : Remove clothes after rinsing your injured area; when necessary, cut open your clothes and retain the clothes that have adhered to your skin. Be careful not to break any blisters.

Soak : Soak in cold water continuously for thirty (30) minutes to ease the pain and stabilize your emotion. If it is a large area burn or if the age of the patient is a minor, do not soak longer than necessary in order to prevent excessive lowering of body temperature or delay in seeking medical treatment.

Cover : Cover up the wound with a clean bed sheet, gauze or towel. Do not rub any external medicine or household remedies as not only are these often not helpful in the healing of injuries, they may give rise to infections or affect the medical personnel's emergency treatment.

Send : Unless the injury is a mild one that can be taken care of at home, it is best to go to the nearest hospital for medical treatment as soon as possible. If the injury is large, it is best to be transferred to a hospital with extensive burn center for medical treatment.

(9) Say no to drugs [TFDA]

1. Not only is drug abuse illegal, but it will also harm your physical and moral integrity, and endanger your work and life. Moreover, it is hard to stop and you can easily sink into a mental stupor, cause irreversible bodily harm. It is also potentially lethal; very commonly drug abuse ends in death. You must never try nor possess illegal drugs, and must refrain from third grade drugs such as Ketamine. Long-term smoking Ketamine, chronic inflammation of the urinary tract, "Nimetazepam, FM2 and cannot take new emerging drug.
2. Six ways to avoid drugs:

- (a) Have a normal life and rest.
 - (b) Never try drugs due to curiosity
 - (c) Find ways to relieve stress and develop good mood
 - (d) Do not rely on drugs to have good mood or loose weight.
 - (e) Avoid complicated places.
 - (f) Never accept any drinks and cigarette from strangers.
3. Ministry of Health and Welfare Drug Addiction Treatment Center has announced and designated agency, handling addiction outpatient, emergency and inpatient services, other civil addiction counseling groups or organizations also provide consulting and sheltering counseling drug assistance. If you have any questions, please call the toll-free Hotline 0800-770-885 (please please, help me).
4. Response to the United Nations International Anti-Drug Day, Taiwan launched Echinacea movement. Invite you to joint promote Echinacea flag.
Response to the United Nations International Anti-Drug Day, Taiwan launched Echinacea movement. Invite you to joint promote Echinacea flag.



<Living tips>

◆These informations are specially listed to provide you some simple tips to help you in your daily household chores.

(1)Removing grime with toast

When you wear your jacket every day, it tends to accumulate grime on the collar and sleeves. You can easily remove it by rubbing a thick piece of toast (bread) on the area.

(2)Removing dreg with lemon

When a teapot or drinking fountain has been used for a period of time, it tends to accumulate a thick layer of dreg. You only need to use a lemon, by cutting it into half, remove the seeds and put it in these containers and boil for 2 to 3 hours. The interior dreg will gradually become less. Try it several times to get a better result.

(3) Using salt to remove foul smell in towel

When the towel has been used for a long period of time, it tends to have a foul smell. If you use detergent to wash the towel, it may become sticky. What you need is a small amount of salt on the towel and scrub it gently in water, and the smell will fade.

(4)Using tissue paper to remove odor

The shoe cabinet is airtight and damp, but the tissue paper itself contains very small fibers that could absorb moisture effectively.

(5)Removing foul smell on telephone receiver

Take an unused tea bag (whatever flavor you like), remove the string and place it at the indent of the telephone receiver. This way, you can maintain a fresh smell on the telephone receiver!

VIII. Taiwan folk festivals, customs and recommended scenic spots

< Introduction to Festivals >

- ◆ To help you to understand Taiwan customs and tradition, and treat Taiwan as your second home, we are introducing the five great festivals.

(1) Spring Festival (Jan 1 ~ Jan 15 of lunar calendar)

Spring festival is the most respected festival in Taiwan. Every house will stick festival couplets and whole family will gather on "New Year's Eve" for a family reunion dinner, exchange red envelopes and say good blessings for good fortune in the coming year.

Symbolic food : the radish - to represent "good luck" ; fish - to represent abundant supply every year; leafy mustard - to represent longevity; glutinous cake - to represent steady progress year after year.

(2) Lantern Festival (Jan 15 of lunar calendar)

During the night of the lantern festival, you will see everybody holding lanterns everywhere and walking around. The temples will display special decorative lanterns, and every region will also hold exciting "lantern show" activity. Symbolic food: Yuanshiao (sweet glutinous dumplings)

(3) Dragon Boat Festival (May 5 of lunar calendar)

People will hang calamus and Chinese mugwort on their entrance door, and carry perfume sachet on their body to bring peace and protection. There is also a custom of setting the egg "upright" at 12 noon. Every region will hold a "dragon boat" competition which is extremely exciting.

Symbolic food: steamed rice dumplings

(4) Festival of the fifteenth day of the seventh lunar month (July 15 of lunar calendar)

Every temple will hold grand traditional memorial ceremonies. Every family will prepare sumptuous meal for offering to the ghosts and the gods, and pray for peace and safety.

(5) Mid-Fall Festival (August 15 of lunar calendar)

At night, the whole family will get together and enjoy watching the moon, while eating moon cakes and pomelos. Eating moon cakes symbolizes happy reunion; and eating pomelos symbolizes blessings from the moon.

Symbolic food: Moon cakes, Pomelos

< Recommended scenic spots >

- ◆ Taiwan is a very beautiful island and has been named "Formosa". We recommend the following scenic spots for your traveling leisure.

(1) Tamshui



There is nothing more famous, simple and plain old street with good food and beautiful sunset view than Tamshui. The "Fisherman Wharf" is the best place to watch the setting sun, and the "Fort San Domingo" is famous for its unique western-style bungalow. All these are places you cannot afford to miss.

◎ Specialty : Fish balls, Akei, sour plum drink, fish crisp, Mother-In-Law Hard Preserved Eggs
Transportation: Take the MRT Tamshui line to Tamshui station

(2)Mount Yangming in Taipei



Mount Yangming is a worth-seeing throughout the year. Among the famous sightseeing places are Yangming National Park, Tatan Shan, Chintienkang and the Bamboo Lake. Tourists like the spring's "flower season" and the winter's "hot spring" the most.

©Specialty: Edible wild herbs, farm chickens, mountain harvested products

©Transportation:

(a) Take the 260 bus at Taipei bus station

(b) Take the red 5 bus at Jiantan MRT station

(3)Taipei 101



Taipei 101 is Taipei's landmark skyscraper. The exterior resembles a stalk of bamboo as a symbolism of constant learning and growth and exhibits the rhythm of the Asian pagoda. The skyscraper provides world-class shopping boutiques, gourmet cuisine and entertainment. Visitors may also visit the Observatory at the 101 for a magnificent view of Taipei and beyond.

©Feature: Festival Fireworks, the world's fastest elevator and the world's largest tuned mass damper aimed at withstanding typhoon winds and earthquake tremors.

©Transportation: Take the MRT Xinyi Line to Taipei 101 / World Trade Center Station.

(4)Sun Moon Lake



The Sun Moon Lake, located in the middle of Taiwan, is the biggest fresh-water lake as well as the most beautiful alpine lake in Taiwan. Demarcated by the Lalu Island, the Sun Moon Lake got its name from the unique terrains that look like the sun on one side and crescent moon on the other. Its romantic and inspiring scenery has been one of the best known spots in Taiwan.

©Feature: Sun Moon Lake features the only full-range 3D tours (lake, land and sky) in Taiwan. The Shuei he Wharf where you can take boat tour to enjoy the lake view. Various hot spots on land such as Weneu Temple, Ci En Pagoda, Ita Thao (Formosan Aboriginal Cultural Village) and the 14 lake trails allow you to discover the beauty and the ecology. The cableway takes you high above for the magnificent views.

©Specialty : President's fish (Aruzay Fish), chili fish, Lake Shrimp, Ailanthus Prickly-ash, Assam Tea, Mushroom, Water Bamboo.

©Transportation : Take Sun Moon Lake Line of "Taiwan Tour Bus Route" at Taichung Kancheng Station, Taiwan Railway Taichung Station or Taiwan High Speed Rail Taichung Station, or Nantou Bus to Sun Moon Lake, or take "Kuo Kuang Bus" (Taipei→ Sun Moon Lake) at Taipei Train Station West wing – B block.

(5)ChiaYi Alishan

Alishan Sunrise: Tashan strange rocks, 28, giant trees, Ogasawara Hill, the water giant trees, Xianglin Arch Bridge, Ciyun View, the Shen Yi flow, the beautiful scenery of the sea, Waterfall, Alishan Shenmu relics, have been well-known, far and near, every year in March and April Alishan season is even more visitors.

© specialties: Fenqi Lake Railway lunch, love jade

© Transportation: Take the "Taiwan Good Line" Alishan Line-A Line or the Taitai Chiayi Station

Take the "Taiwan good line" Alishan line-B line

(6) Tainan Perfectural City



Tainan Perfectural City is a Taiwan's ancient capital having many state-level historical sites. Among them, the Confucian Temple, Fort Zeelandia, Eternal Fortress, Fort Provintia, etc. are the most well-known. Besides historical sites, Tainan's snacks are specially worth trying!

◎Specialty: Dan-Tsu noodles, yee mien, shrimp rolls, rice bowl glutinous cake, coffin bread, tofu pudding, ding bian cuo

◎Transportation:

1. Take the bus from Tainan Railway Station to various destinations.
2. Take 88-Anping Line of "Taiwan Tour Bus Route" at Taiwan Railway Tainan Station.

(7) Pingtung Kenting



Kenting is full of passion, having the south island characteristic and style. It is the best place to engage in aquatic activities. Many tourists come here for a visit during summers. We welcome you and your friends to come here and cool off in the waters!

◎Specialty : Carrageen, yulai mushroom, harbor tea, taro glutinous cake, green bean noodle with duck

◎Transportation:

1. Take the Pingtung public bus from Pingtung bus station
2. Take Kenting Fast Line of "Taiwan Tour Bus Route" at Taiwan High Speed Rail Tsuoying Station

(8) Taitong Chihben



Located at eastern Taiwan, Chihben is famous for its world-class hot springs. Besides enjoying the bathing, you can also watch the natural views of mountain range, canyons and waterfalls, etc.

◎Specialty: Tiger lily, custard apple, roselle, chrysanthemum tea

Transportation:

1. Take South Circle Railway to Chihben station
2. From Taitong City, take the Dintung public bus (mountain line) to Chihben

(9) Hualien Tarogo Gorge



Tarogo Gorge is famous for its breathtaking natural marvelous sight. It is located along the road of Central Horizontal Highway with graceful scenes. Among the renowned tourist spots are Yanzhikou, Jiucyudong Trail, Tiansiang, Cingshui Cliff, Chang-chun Shine, Bai-yang Trail, etc. We strongly recommend you to visit this place, because you might feel regretful if you don't.

◎Specialty: Edible wild herbs, glutinous dumplings, mountain harvested products, Sunsue tea, sweet potato with taro filling

◎Transportation:

1. From Hualien Railway Station, take Huelien public bus to Tiansiang
2. Take Tarogo Line of "Taiwan Tour Bus Route" to Tiansiang at Taiwan High Speed Rail Hualien Station

(10) For more information on other tourist sights and festive activities in Taiwan, please go to <http://taiwan.net.tw/>

IX. Other Legal Advocacy

- ◎To protect the health of our nationals and the sustainability of the livestock industry, from October 1st, 2008, the Bureau of Animal and Plant Health Inspection and Quarantine of the Council of Agriculture of the Executive Yuan requires that all passengers voluntarily report any animal and plants brought with them at the time of entry to Taiwan to the customs or apply for quarantine from the Bureau of Animal and Plant Health Inspection and Quarantine for quarantine, Council for Agriculture, Executive Yuan. Violators will be fined in excess of Three Thousand New Taiwan Dollars (NT\$3,000) and serious violators will be brought to justice (Please see annex for more details). Additionally, postal import animals and their products should meet the quarantine requirements, after passing through quarantine before claiming. The relevant quarantine regulations can call 02-23431401 for inquiry.
- ◎The Tobacco Hazard Control Act enacted by the Health Promotion Administration, Ministry of Health and Welfare on January 11th, 2009 bans smoking in a public place or at work with three (3) people or more. Violators will be fined between Two Thousand to Ten Thousand New Taiwan Dollars (\$10,000.00NT) Non-smoking venues should display no smoking signs; violators will be fined between Ten Thousand to Fifty Thousand Taiwan Dollars below. To verify if a venue is smoke-free, please call complaints Hotline 0800-531-531 for inquiry. If you need help quitting smoking, please call up 0800-636-363 Hotline for inquiry.
- ◎To respect the lives of animals and to protect them, the Animal Protection Act specified that no individual may inflict disturbance, maltreatment or harm on animals intentionally or without justification, and may not kill dogs or cats for their meat, fur or other purposes, whereas the offender is subject to a fine between NT\$100,000 up to NT\$1,000,000, and shall be penalized by imprisonment or detention up to one year.
- ◎Do not use illegal black market foreign exchange transactions and remittance. Black market banking agencies offering foreign workers with illegal exchange services are pursuant to regulations related to the prohibition of "Non-Banking Institutions may not Engage in the Domestic or Foreign Currency Exchange Services," stipulated in Paragraph 1, Article 29 of Bank Act and Paragraph 1, Article 22 of Foreign Exchange Control Act; which act could be held liable for penalties. The currency exchange service offered by such agencies often encounter consumer disputes and hence foreign workers are encouraged to use legitimate financial institutions (such as banks) for foreign remittance and foreign exchange services in order to avoid frauds or misappropriation. At present, part of financial institutions provide foreign workers with ATM cross-border remittance, allowing them to easily and safely make remittance.
- ◎When taking any public transportation in Taiwan (such as bus, MRT or train), the passengers should yield their seats to the elderly, pregnant, handicapped or person with children. Do not occupy the priority seats.
- ◎In order to protect Taiwan's precious forest resources and protect soil and water and reduce disasters, the Forest Law stipulates that no one shall steal the forest owners or by-products of state-owned forests. The violators will be sentenced to one year to seven years imprisonment and five times more Times the amount of fine; if stealing red cypress, cypress, camphor and other valuable wood, but also increase the penalty, the most important 10 years 6 months in prison and Section 10 times more than 20 times the amount of fines, Do not defy the law. If you know the case of illegal logging, please contact 0800-057-930 report, caught the highest level of 3 million people can be sent bonuses.
- ◎To ensure that you are interested in opening a financial account in Taiwan, it is recommended that you open a bank account at the financial institution to facilitate future withdrawals.

禁止旅客攜帶或郵遞入境

動物及其產品/植物及其生鮮產品

違規攜帶或郵遞入境將遭退運或沒入銷燬

旅客未主動申報將處以新台幣3000元以上罰鍰

Animals/Animal Products and Plants/Fresh Plant Products

are not allowed to be brought or mailed into Taiwan.

Those will be shipped back or destroyed.

Passenger who failed to declare will be fined NT\$3000 or more.



- ◆動物及其產品：包括新鮮、已煮熟、加工、真空包裝者及其他相關動物產品。
- ◆植物及其新鮮產品：包括活植物、新鮮蔬菜、水果、海昆蟲、土壤及其他相關植物產品。
- ◆圖示僅為少數範例；若想了解更多相關檢疫規定，歡迎上網查詢。
網址：<http://www.baphiq.gov.tw> 為民服務專線：0800-039-131



行政院農業委員會動植物防疫檢疫局
Bureau of Animal and Plant Health Inspection and Quarantine
Council of Agriculture, Executive Yuan

X. A Lesson in Easy Conversational Chinese

■你 好 How are you ; Hello

(Chinese) Ni How : Greeting words, and sending regards to other people.

■謝 謝 Thanks

(Chinese) Xie-Xie : Thanking people, a meaning of gratitude.

■對 不 起 Sorry

(Chinese) Dui Bu Chi : An expression of regret to people.

■我 愛 你 I love you

(Chinese) Wo Ai Ni : An expression of love and fondness to people.

■再 見 Goodbye.

(Chinese) Zhai Jian : Words to express while departing, and hoping to see each other again in the future.

■多 少 錢 How much

(Chinese) Duo Shao Chian : Words to use when asking the price of commodity.

■到 臺 北 車 站 怎 麼 走 How to go to Taipei Station

(Chinese) Dào táiběi chēzhàn zěnmě zǒu: Words on asking directions.