# National Taiwan Normal University

| Unit: |
|---|
| Date: |

## Labor Insurance / Pension Application (Joint Application)

| Insured | | | | | | Eligibility | |
|---|---|---|---|---|---|---|---|
| Name | National ID No. | Date of Birth | Monthly Salary | Employer Withholding 6% | Individual Withholding (between 0 to 6%) | Reason | Date of initial employment (insurance enrollment date) |
| | | | | | | Employment | (YYYY/MM/DD) |
| | | | | | | | (YYYY/MM/DD) |
| | | | | | | | (YYYY/MM/DD) |

| Unit | | | | General Services Division, Office of General Affairs | | | |
|---|---|---|---|---|---|---|---|
| Processing Clerk | Contact No. | Director | | Processing Clerk | Self: NT$_____<br>Monthly labor insurance since _____ (MM): NT$_____<br>Employer: NT$_____ self: NT$_____<br>Monthly pension since _____ (MM): NT$_____<br>Employer: NT$_____<br>Monthly labor insurance: self NT$ _____ employer NT$_____<br>Monthly pension: self NT$ _____ employer NT$_____ | Director | |

Matters of Attention:

1. To protect the rights and interests of the insured, please fill out this form and submit it to the General Services Division, Office of General Affairs on the employment starting date; otherwise labor insurance will become effective on the date of receipt (non-retroactive as per the *Labor Insurance Act*). The hiring unit shall be held liable for any harm to personal rights and interests incurred from incompliance.
2. Please deduct labor insurance and pension premiums from the payroll in accordance with the amount stipulated by the General Services Division, Office of General Affairs.
3. Those who resign prior to the end of a semester must **apply for withdrawal at the General Services Division, Office of General Affairs one week before resignation. The insured and unit of employment will be held jointly and severally liable for any additional premiums caused by delays resulting from incompliance.**
4. General Services Division, Office of General Affairs Contact No.: 02-77491919 (processing clerk Mei-Chih Lin); Fax: 02-23626341