勞動部勞動力發展署

Workforce Development Agency, Ministry of Labor

外國專業人員工作許可申辦網

Website of EZ Work Permit

第八章

繳費方式介紹與案件送審

Introduction to payment methods and case submission

網站操作手冊

Website User Manual

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目錄 Table of Contents

1. 繳費方式介紹與案件送審 INTRODUCTION TO PAYMENT METHODS AND CASE SUBMISSION 1
1.1. 郵局繳費 PAYMENT BY POST OFFICE 2
1.2. ATM 繳費 PAYMENT BY ATM 6
1.2.1. ATM 繳費 Payment by ATM 6
1.2.2. 中華郵政 WebATM 繳費 Chunghwa Post WebATM Payment 9
1.3. 台灣 PAY 繳費 PAYMENT BY TAIWAN PAY 12
1.4. 不需繳費流程 THERE IS NO PAYMENT PROCESS 16

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1. 繳費方式介紹與案件送審 Introduction to payment methods and case submission

繳費方式	繳費方式說明	系統需填寫欄位
郵局繳費	案件送審**前**，請至臨櫃繳費，索取相關收據，將繳費資訊填寫至系統。	繳費方式、郵局繳費日期、郵局劃撥收據碼、郵局局號
ATM 繳費	案件送審**後**，系統會提供**銷帳編號**，請利用**網路銀行**或**實體 ATM** 繳費。	繳費方式
台灣 PAY	案件送審**後**，系統會導引至台灣 PAY QR-Code 畫面，請以**手機台灣 PAY-APP** 掃描。	繳費方式
不需繳納	不需要繳費。	-

Payment method	Explanation of payment method	The required field
payment by post office	Before the case is sent for trial, please pay the fee at the counter, ask for the relevant receipt, and fill in the payment information into the system.	payment method, payment date,branch code and receipt number
payment by ATM	After the case is sent for review, the system will provide the write-off number, Pay the application fee according to the number by ATM. Or connect the online post office to pay the application fee.	payment method
payment by Taiwan Pay	After the case is sent for review, the system will be directed to the Taiwan PAY QR-Code screen, please scan it with the Taiwan PAY-APP.	payment method

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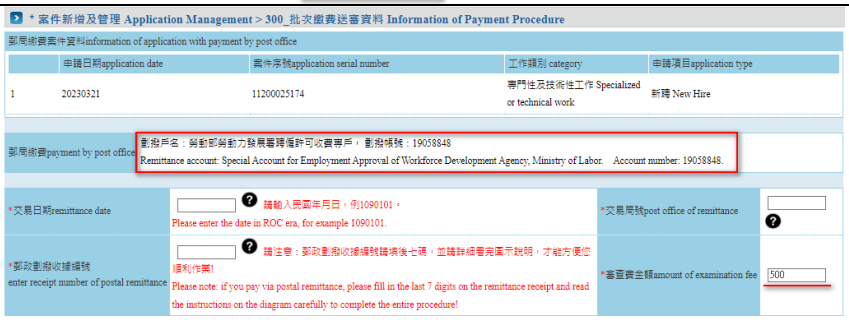
1.1. 郵局繳費 Payment by post office

功能名稱 Function	郵局繳費 Payment by post office
功能說明 Description	郵局繳費流程 Post office payment process

操作步驟 Step	操作畫面 Operation Screen
選擇【郵局繳費】， 點選【**繳費**】。 Select [Payment by post office], click [Payment]	
根據**系統顯示金額**，並依畫面記錄劃撥戶名和劃撥帳號，先至**郵局臨櫃繳費**後，索取收據證明。 According to the application fee , Postal account and the number show on the system, please go to the post office to pay the application fee. Please request proof of receipt to the post officer	

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收據內容填寫參考請點選 ❓ 圖示，輸入交易日期、交易局號、郵政劃撥收據編號、審查費金額。
（或請撥打 02-89956000 詢問）。

Please click on the question mark for more information of how to fill in the form. For the payment via post office, please enter the "transaction date", "office code" and "receipt number"

審查費收據填寫圖例 Example of Filling out Examination Fee Receipt

審查費收據 Examination Fee Receipt：
分為電腦收據(白色(500/100 元))及臨櫃繳款收據(粉紅色 500 元及綠色 100 元)2 種，填寫如下：
There are two receipts including computer receipt (white, NT$500/NT$100) and counter receipt (pink, NT$500 and green NT$100) with filling-out examples shown below :

(1) 電腦收據(各郵局開具之白色收據) Computer receipt (white receipt issued by post offices)：
範例 Example

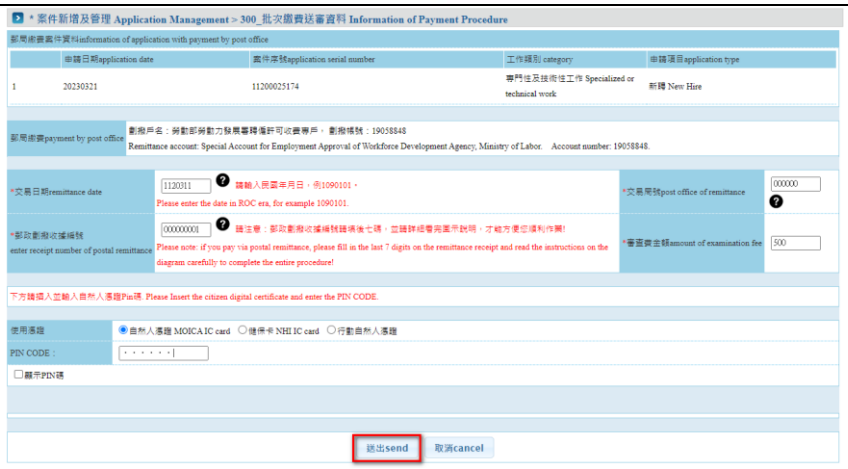
填寫方式 To fill out		
	交易日期 remittance date	1080611
	交易局號 post office of remittance	003110
	輸入郵政劃撥收據編號 enter receipt number of postal remittance	0002660 (後 7 碼 the last 7 digits)

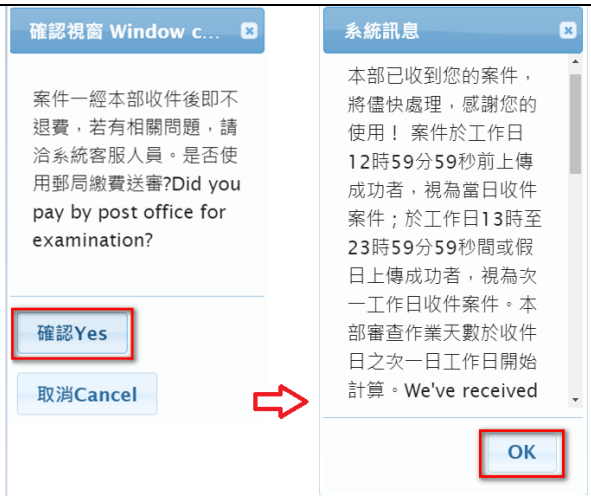
(2) 臨櫃繳款收據(郵局派本機關駐點開具之粉紅色 500 元及綠色 100 元收據) Counter receipt (pink, NT$500 and green NT$100)：
範例 Example

填寫方式 To fill out		
	交易日期 remittance date	1080701
	交易局號 post office of remittance	000100
	輸入郵政劃撥收據編號 enter receipt number of postal remittance	E08103097 (9碼 9 digits)

填寫完資料，選擇認證方式，系統目前提供自然人憑證卡及健保卡認證方式，並輸入驗證資訊，點選【送出】。

After filling in the information, select the authentication method(the system currently provides the authentication method



of Citizen Digital Certificate and the National Health Insurance Card) and enter the PIN CODE and click [Send].	
系統出現：案件一經本部收件後即不退費，若有相關問題，請洽系統客服人員。是否使用郵局繳費送審?， 點選**確認**按鈕。 系統出現：本部已收到您的案件，將儘快處理，感謝您的使用！ 案件於工作日 12 時 59 分 59 秒前上傳成功者，視為當日收件案件；於工作日 13 時至 23 時 59 分 59 秒間或假日上傳成功者，視為次一工作日收件案件。本部審查作業天數於收件日之次一日工作日開始計算。， 點選 OK 按鈕。 The application fee is non-refundable once the case is received by the Ministry of Labor. Should you have any questions, please contact the system service. Payment by ATM for review? , click [Yes] We’ve received your application and will handle it soon. Thank you very much for your using. Cases that are successfully uploaded before 12:59:59 on a business day are deemed to be received on the same	

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day;cases that are successfully uploaded between 13:00 and 23:59:59 on a business day or on a holiday are deemed to be received on the next business day.The operation days of examination will be started to count from next day of the application received date. , click [OK]	

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1.2. ATM 繳費 Payment by ATM

1.2.1. ATM 繳費 Payment by ATM

功能名稱 Function	ATM 繳費 Payment by ATM
功能說明 Description	ATM 繳費流程 ATM payment process

操作步驟 Step	操作畫面 Operation Screen
選擇【ATM 繳費】， 點選【**繳費**】。 Select [Payment by ATM], click [Payment]	
填寫完資料，選擇認證方式，系統目前提供**自然人憑證卡**及**健保卡**認證方式，並輸入驗證資訊， 點選【**送出審查並取得繳費序號**】。 After filling in the information, select the authentication method(the system currently provides the authentication method of Citizen Digital Certificate and the National Health Insurance Card) and enter the PIN CODE and click [Send the application and acquire the	

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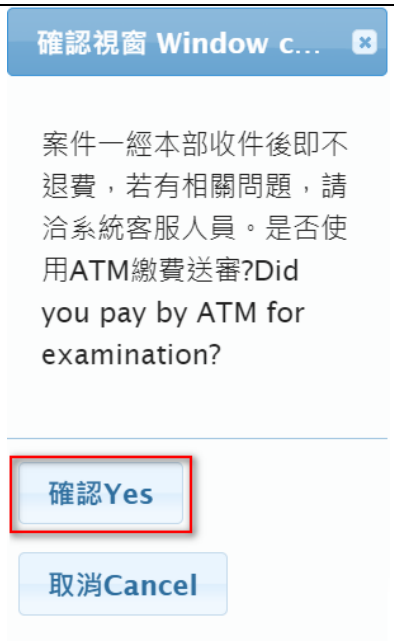
serial number of payment.].

系統出現：案件一經本部收件後即不退費，若有相關問題，請洽系統客服人員。是否使用 ATM 繳費送審?
點選**確認**按鈕。

The application fee is non-refundable once the case is received by the Ministry of Labor. Should you have any questions, please contact the system service. Payment by ATM for review?
, click [Yes]

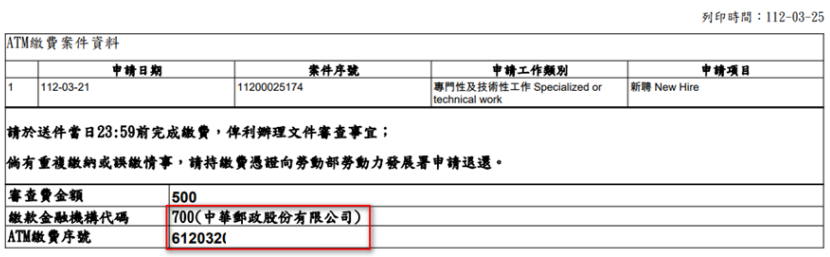


ATM 繳費案件資料，
點選【列印繳費序號】。
根據**銷帳編號**至實體 ATM 或是連接網路郵局進行繳費。

備註：
1. 需透過郵局網路繳費者，點選【中華郵政 WebATM 繳費】，請繼續參閱本手冊下一章節。

2. 若為其他銀行 ATM 使用者，請用轉帳方式付款。

"ATM Payment Number Information" click [Print The Payment Number].
Pay the application fee according to the number by



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ATM. Or connect the online post office to pay the application fee. 1. If you need to pay through the post office network, click [Chunghwa Post WebATM Payment], please continue to the next chapter of this manual. 2. If you are an ATM user of another bank, please pay the application fee by bank transfer	

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1.2.2. 中華郵政 WebATM 繳費 Chunghwa Post WebATM Payment

功能名稱 Function	中華郵政 WebATM Chunghwa Post WebATM Payment
功能說明 Description	中華郵政 WebATM 繳費 Chunghwa Post WebATM Payment

操作步驟 Step	操作畫面 Operation Screen
點選**登入** （**網路郵局操作如有異常請洽 0800-700365 或 04-23542030 詢問**）。 (Should you have any questions, please contact the system service：0800-700365 or 04-23542030)	☺ **貼心小提醒** **此操作提供給有郵局網路銀行使用者參閱**
點選**登入** （**網路郵局操作如有異常請洽 0800-700365 或 04-23542030 詢問**）。 (Should you have any questions, please contact the system service：0800-700365 or 04-23542030)	

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輸入**晶片卡密碼** **（網路郵局操作如有異常請洽 0800-700365 或 04-23542030 詢問）**。 Enter the PIN CODE (Should you have any questions, please contact the system service：0800-700365 or 04-23542030)	
選擇**一般繳費** **（網路郵局操作如有異常請洽 0800-700365 或 04-23542030 詢問）**。 Select “PAYMENTS” (Should you have any questions, please contact the system service：0800-700365 or 04-23542030)	

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輸入**銷帳編號與繳款金額**後，點選**確定**按鈕，即完成繳費

（**網路郵局操作如有異常請洽 0800-700365 或 04-23542030 詢問**）。

After entering the payment number and the amount of the application fee.
Click "Confirm"
(Should you have any questions, please contact the system service：0800-700365 or 04-23542030)

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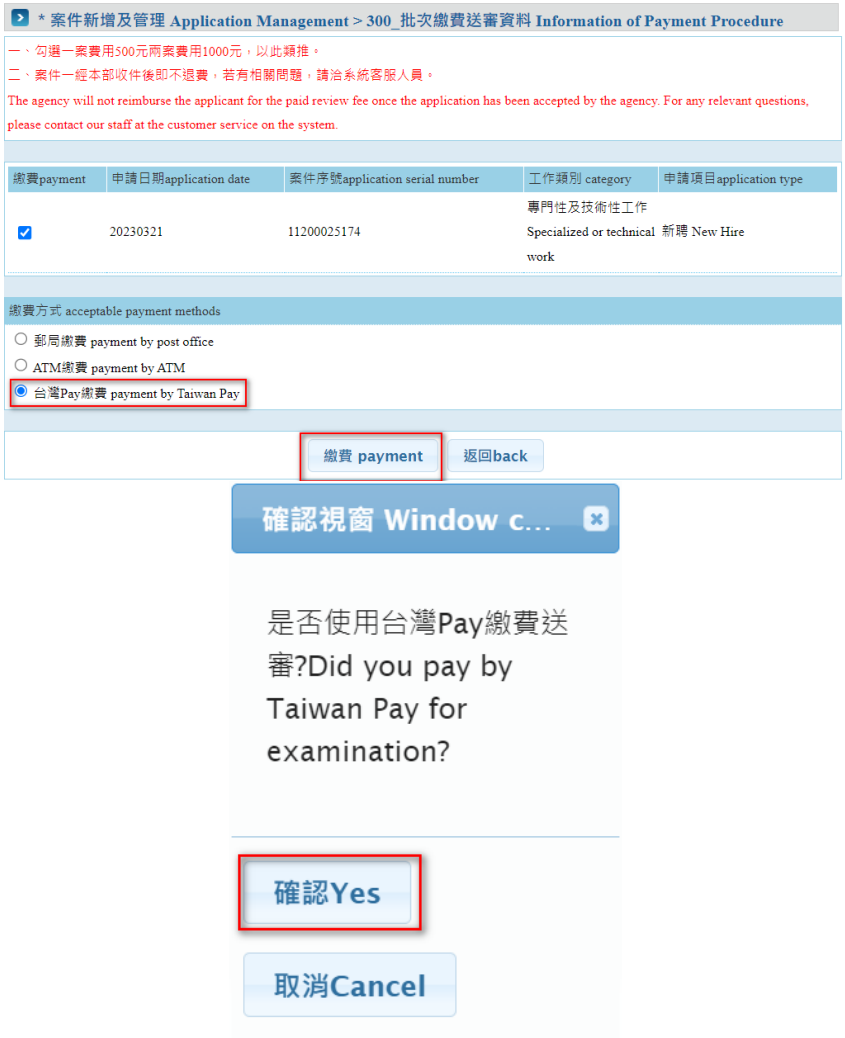
1.3. 台灣 Pay 繳費 Payment by Taiwan Pay

功能名稱 Function	台灣 Pay 繳費 Payment by Taiwan Pay
功能說明 Description	台灣 Pay 繳費流程 Taiwan Pay payment process

操作步驟 Step	操作畫面 Operation Screen
選擇【台灣 Pay 繳費】， 點選【**繳費**】。 系統出現：是否使用台灣 Pay 繳費送審? 點選**確認**按鈕。 Select [Payment by Taiwan Pay], click [Payment] Did you pay by Taiwan Pay for examination? , click [Yes]	
點選【**送出**】。 系統出現：確定送出? 點選**確認**按鈕。 click [Send]	

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Are you sure to submit?, click [Yes]	
導至台灣 Pay QRcod 頁面，開啟手機台灣 PayApp 掃描，在 **5 分鐘**內完成繳費。 Leads to the Taiwan Pay QRcod page, open the mobile Taiwan PayApp scan, and complete the payment within 5 minutes.	

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系統出現：繳費成功!
點選 OK 按鈕。

選擇認證方式，系統目前提供自然人憑證卡及健保卡認證方式，並輸入驗證資訊，
點選【送出】。

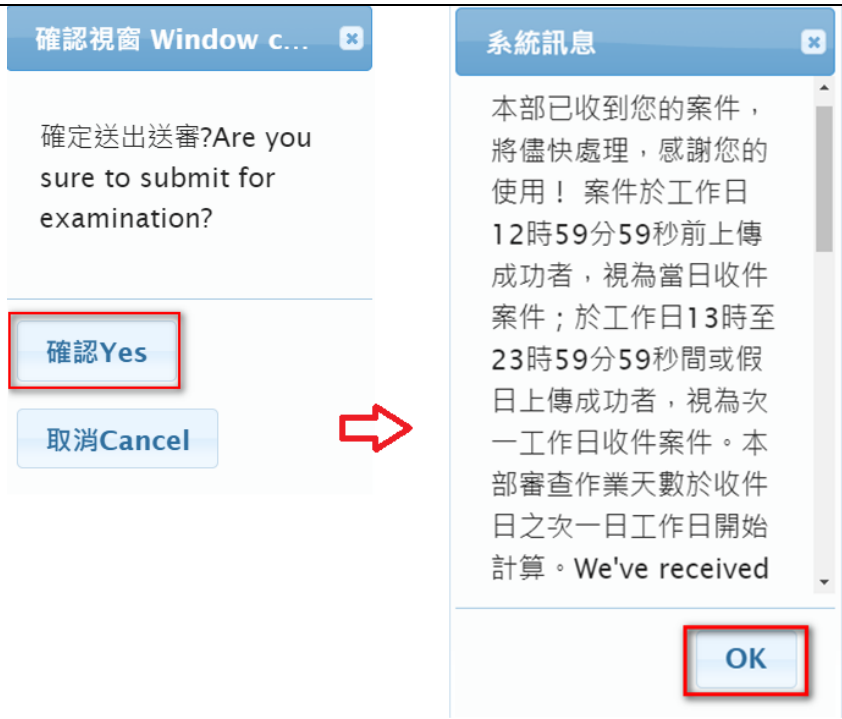
Click [OK]

Select the authentication method(the system currently provides the authentication method of Citizen Digital Certificate and the National Health Insurance Card) and enter the PIN CODE and click [Send].

系統出現：確定送出送審?
點選**確認**按鈕。

系統出現：本部已收到您的案件，將儘快處理，感謝您的使用！ 案件於工作日 12 時 59 分 59 秒前上傳成功者，視為當日收件案件；於工作日 13 時至 23 時 59 分 59 秒間或假日上傳成功者，視為次一工作日收件案件。本部審查作業天數於收件日之次一日工作日開始計算。，
點選 OK 按鈕。

Are you sure to submit for examination?
, click [Yes]



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We've received your application and will handle it soon. Thank you very much for your using. Cases that are successfully uploaded before 12:59:59 on a business day are deemed to be received on the same day;cases that are successfully uploaded between 13:00 and 23:59:59 on a business day or on a holiday are deemed to be received on the next business day.The operation days of examination will be started to count from next day of the application received date. , click [OK]	

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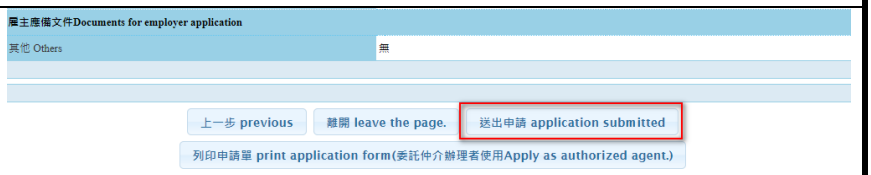
1.4. 不需繳費流程 There is no payment process

功能名稱 Function	不需繳費 There is no payment process
功能說明 Description	申請項目解聘、其他(資料備查)…等不需繳費流程 Application for dismissal, others (Application for change the document information)... There is no need to pay for the process

操作步驟 Step	操作畫面 Operation Screen
導至「申請案檢視送審」頁面，選擇認證方式，系統目前提供自然人憑證卡及健保卡認證方式，並輸入驗證資訊。 Leads to the Application review page, Select the authentication method(the system currently provides the authentication method of Citizen Digital Certificate and the National Health Insurance Card) and enter the PIN CODE	
點選【**送出申請**】。 **系統出現**：確定送出送審? 點選**確認**按鈕。 **系統出現**：本部已收到您的案件，將儘快處理，感謝您的使用！ 案件於工作日 12 時 59 分 59 秒前上傳成功者，視為當日收件案件；於工作日 13 時至 23 時 59 分 59 秒間或假日上傳成功者，視為次一工作	

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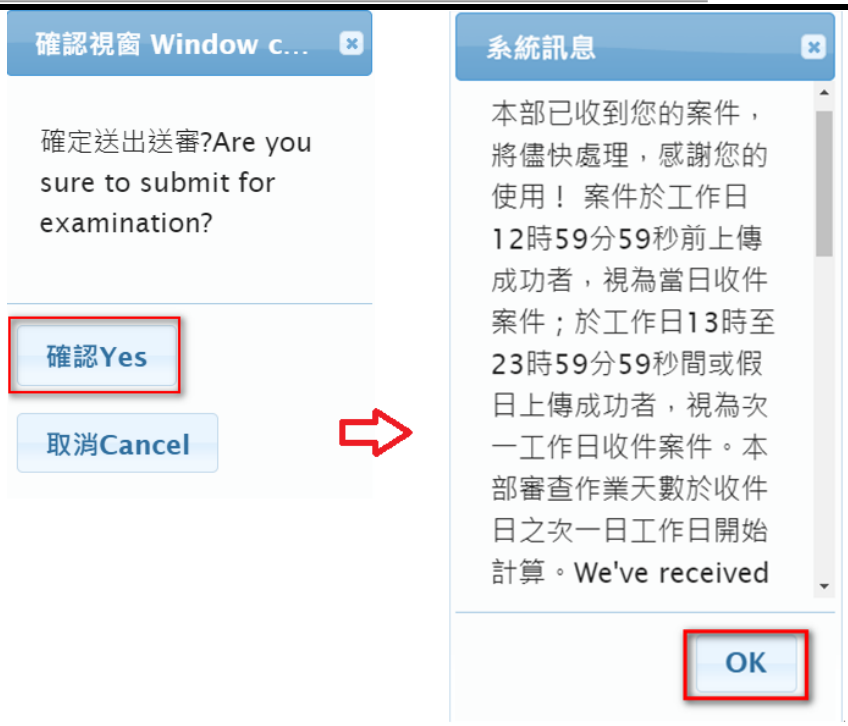
日收件案件。本部審查作業天數於收件日之次一日工作日開始計算。，
點選 OK 按鈕。

Click [application submitted]

Are you sure to submit for examination?
, click [Yes]

We’ve received your application and will handle it soon. Thank you very much for your using. Cases that are successfully uploaded before 12:59:59 on a business day are deemed to be received on the same day;cases that are successfully uploaded between 13:00 and 23:59:59 on a business day or on a holiday are deemed to be received on the next business day. The operation days of examination will be started to count from next day of the application received date.
, click [OK]



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