



## HOW TO HIRE MY FIRST EMPLOYEE IN TAIWAN

### MAIN LEGAL STEPS TO FOLLOW TO HIRE A FIRST EMPLOYEE

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The company should enter into the employment contract with the employee. Thereafter, the company should enroll the Health Insurance, Labor Insurance and Pension schemes and pay the premiums in accordance with relevant laws.

If the company is to hire foreign workers, it shall have the minimum capital as required by law in order to proceed. The company should then apply for the Work Permit in advance.

### DESIGN AND CONTENTS OF AN EMPLOYMENT CONTRACT

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An employment contract can be entered into when both parties agree the contents which should include but not limited to the following information:

1. Job description
2. Salary amount
3. Employment period

### CAN SOMEBODY DO BUSINESS FOR ME AND NOT BE AN EMPLOYEE?

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A person who does business for the company but is not be treated as an employee would become a consultant to the company and the company should pay the person the consulting fee and subject to a 10% withholding tax.