

員工在職服務證明書 Employment Certificate			
公司／行號名稱 Name of Company/Enterprise			
統一編號 Unified Business No.			
撥薪分行 Payroll Service Branch		撥薪代號 Code for Payroll Service	【註】如無撥薪代號，本欄位無需填寫 【Note】If the code is not available, the field is not required to be filled in.
員工姓名 Name of Employee		身分證字號 ID No.	
出生地(籍貫) Place of Birth (Native Place)		出生年月日 Date of Birth	
目前擔任職務 Current Position			
證 明 Certification		<p>一、查該員自民國 年 月 日起在本公司服務，因辦理薪資轉帳需要，請准予開戶。 1.The Employee has been hired by the Company/Enterprise since _____(YYYY)/_____(MM)/_____(DD), and for the needs of the payroll service, please accept and process the account opening for this Employee.</p> <p>二、該員係未成年人，與本公司之雇傭關係，業經其法定代理人同意，特此證明。 2.The Employee is a minor and the Company/Enterprise hereby certifies that his/her legal representatives have given their consent to his/her employment relationship with the Company/Enterprise.</p> <p>三、本文件以中文、英文二種語言做成，英文版本僅供參考，如中、英文內容有歧異時，應以中文版本為準。 3.This document is made in both Chinese and English versions. English version is provided for reference only. Should there be any discrepancy or inconsistency between those two versions, the Chinese version shall prevail.</p>	
<p>_____ (請蓋公司印鑑)(Please affix the company seal)</p> <p>年(YYYY) 月(MM) 日(DD)</p>			