



數位發展部數位產業署
Administration for Digital Industries, moda

數位經濟國際人才來臺參與產業交流申請須知
**Guidelines of Incentive Measures for International
Digital Economy Talents Applying for Industry
Exchanges in Taiwan**

主辦單位： 數位發展部數位產業署

Organizer: Administration for Digital Industries, moda

執行單位： 台北市電腦商業同業公會

Implementer: Taipei Computer Association

中華民國 112 年 10 月

August, 2023

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一、說明 Introduction

為延攬國際數位人才，加速國內產業與社會數位轉型進程，數位發展部已於 112 年 5 月 5 日公告訂定「外國特定專業人才具有數位領域特殊專長」，期吸引更多外國數位人才來臺，投入我國數位經濟產業發展。為強化促進國際數位人才來臺交流、工作或創業，數位發展部數位產業署邀請數位經濟國際人才來臺參與產業交流，強化國內數位經濟產業競逐國際數位人才，蓬勃數位經濟產業發展。

To recruit international digital talents and accelerate the progress of domestic, industrial, and social digital transformation, the Ministry of Digital Affairs (moda) formulated and promulgated the “Foreign Special Professionals with Specialized Knowledge/Skills in the Digital Field” on May 5, 2023. This new category is designed to attract more foreign digital talents to participate in the development of digital economy industries in Taiwan. Furthermore, to encourage international digital talents to exchange, work, and start businesses in Taiwan, the Administration for Digital Industries, moda (hereinafter referred to as the Administration) invites international digital economy talents to participate in industry exchanges within Taiwan, and actively seeks more international digital talents to serve Taiwan’s digital economy industries, thereby facilitating the industries’ prosperous development.

二、數位經濟（Digital Economy）定義 Definition of Digital Economy

本須知所稱數位經濟，泛指透過數位產業帶動的經濟活動，加上非數位產業透過數位科技之創新活動（依 OECD 與英國數位經濟之定義），其領域類別包含但不限於：

The “digital economy” mentioned in these Guidelines refers to economic activities driven by digital industries, along with innovation activities of non-digital industries through digital technology (in accordance with the OECD [Organization for Economic Cooperation and Development] and British

definitions of “digital economy”). Its fields and categories include but are not limited to the following:

- (一) 創新科技應用：人工智慧，如機器學習、深度學習、影像辨識、語意分析；資料科學，如資料處理、資料分析、資料視覺化、網路爬蟲；智慧聯網，如物聯網、5G 通訊、雲端運算、通訊科技等。

Application of Innovation Technology: Including artificial intelligence such as machine learning, deep learning, image recognition, and semantic analysis; data sciences such as data processing, data analysis, data visualization, and web scraping; smart networking such as Internet of Things (IoT), 5G communications, cloud computing, and communications technology.

- (二) 數位經濟發展：數位行銷、金融科技、電子商務、共享經濟、數位內容(如：AR/VR、3D 設計、UI/UX 設計等)、數位經濟政策研究分析、國際市場投資分析等。

Development of the Digital Economy: Including digital marketing, financial technology (FinTech), e-commerce, sharing economy, digital content (such as AR/VR, 3D design, UI/UX design, etc.), research and analysis of digital economy policies, and investment analysis for international markets.

三、申請資格 Qualifications

符合身分資格並達成義務事項者，方具申請資格。每人限以申請 1 次為原則。

Applicants must meet the eligibility requirements and fulfill all obligations to qualify. Additionally, each person may only apply once.

- (一) 身分資格 Eligibility

從事數位經濟相關業務之就業金卡持有人或正在申辦者(後續申請仍以獲得金卡審查通過者為限)，並以數位領域就業金卡持有人為優先申請對象。

Holders of the Employment Gold Card who are engaged in businesses related to the digital economy or employed in digital fields are given priority.

(二) 義務事項 Obligations

來臺參與數位經濟相關活動(含洽商、展覽、論壇、競賽、研討會、策略會議、工作坊、媒合交流活動等)，並執行與國內數位經濟產業深度連結之業務，包括但不限於：

Obligations include but are not limited to participating in activities related to the digital economy in Taiwan (including conducting business activities, attending exhibitions, forums, competitions, symposiums, strategy meetings, workshops, matchmaking and exchange events, etc.), and executing business fully connected to Taiwan's digital economy industries such as:

1. 獲國內企業聘僱。

Employed by the company registered in Taiwan.

2. 提供國內企業業務執行、顧問諮詢服務。

Providing consultation services for companies registered in Taiwan in executing business.

3. 與國內產業進行商業、技術等合作。

Having business and technological cooperation with industries in Taiwan.

4. 進駐國內新創、產業等相關園區。

Establishing the business entity in Taiwanese startup companies and industrial parks.

5. 擔任競賽、工作坊指導講師或競賽評審。

Serving as an instructor for contests, workshops or as a contest judge.

6. 擔任論壇主持、講者或與談人。

Serving as a forum host, lecturer or speaker.

7. 參與黑客松、Demo Pitch 等競賽、路演活動。

Participating in the Hackathon, Demo Pitch, and other contests or roadshows.

8. 以參展商身分來臺參與數位經濟、新創相關展會。

Participating as an exhibitor in exhibitions and meetings related to the digital economy and startups in Taiwan.

四、申請期間 Duration of Application

自本須知公告日起至 113 年 10 月 31 日間。

Those who fulfill obligations in Taiwan during the period between the announcement of the Guidelines and October 31, 2024.

五、申請額度與項目 Coverage Items and Limits

- (一) 採實報實支，申請額度上限以來臺機票之啟程城市所在地區認定，申請可核銷項目包含：機票、住宿費、網路費與來臺期間商務相關支出。

Reimbursement of actual expenditures. The incentive amount is based on the designated maximum cap for each region, in accordance with the city of departure as shown below on the airplane ticket to Taiwan. Reimbursable items include airplane tickets, accommodation fees, Internet fees, and business related expenditures in Taiwan.

地區 Region	上限金額(USD) Maximum Cap (USD)
亞洲 Asia	1,300
歐洲、北美 Europe; North America	1,800

地區 Region	上限金額(USD) Maximum Cap (USD)
南美 South America	2,750
其他 Others	1,500

- (二) 金額核定匯率，以持卡人來臺機票當天之臺灣銀行現金賣出匯率認定，如遇假日則以前一天之銀行匯率為主。

The exchange rate for the incentive is based on the cash selling rate published by the Bank of Taiwan on the cardholder's day of arrival, as shown on the airplane ticket. If the cardholder arrives on a holiday, the exchange rate is based on that of the previous day.

六、申請方式 Application Process

- (一) 受理個人申請或國內單位代理申請。代理申請單位限為國內數位經濟相關活動之主辦單位，可為產業、學界、研究機構、公協會、聯盟與產業社群等單位。

Individual applications and proxy applications from Taiwan domestic units are accepted. The units eligible to submit proxy applications are limited to organizers in Taiwan conducting events related to the digital economy, and they can be industries, academic circles, research institutions, associations, alliances, industrial communities, etc.

- (二) 採事前申請，申請人以來臺前至少 15 個工作天前提出申請為原則；申請單位以活動辦理前至少 30 個工作天前提出申請為原則。

All applications must be submitted in advance. The applicant shall apply for the industry exchange at least 15 working days prior to their arrival in Taiwan. The applying unit shall apply for the industry exchange at least 30 working days before the event is held.

(三) 申請人/單位於本方案申請系統填寫並上傳申請資料，經受理申請後，即可啟動來臺洽商行程。

The applicant/applying unit shall complete and upload the application via the Program's application system. They may proceed with their business trip to Taiwan once their application has been processed.

(四) 若申請資料或上傳之應備資料有缺漏或錯誤，將請申請人/單位依通知於限期內補齊或修正，逾期未補正視同放棄。

If there are any omissions or errors in the application or uploaded documents, the applicant/applying unit shall provide additional information or make corrections within the prescribed time. Failure to do so will invalidate the application.

(五) 申請文件檢附說明如下 The following documents are required

申請對象 Applicant	申請文件 Documents Required
個人申請 Individual Applicant	<ol style="list-style-type: none"> 1. 就業金卡持卡或辦卡證明。 Proof of Employment Gold Card ownership or application. 2. 個人基本資料。 Basic personal information. 3. 來臺洽商行程規劃。 Business trip agenda in Taiwan. 4. 預計達成義務事項說明。 Description of the obligations planned to be fulfilled.
國內單位 代理申請 Proxy Application from Taiwan Domestic Unit	<ol style="list-style-type: none"> 1. 所主辦之數位經濟相關活動規劃資料(含時間、地點、議程、邀約對象、預計創造之國內數位經濟產業發展效益說明等)。 Information regarding the planning of activities related to the digital economy (including time, location, agenda,

	<p>invited guests, and explanation of the anticipated developmental benefits for digital economy industries in Taiwan).</p> <p>2. 預計邀請之就業金卡持卡人之名單、經歷簡介、預計達成義務事項說明、就業金卡持卡或辦卡證明、代理申請同意書(附件二)。</p> <p>List of invited Employment Gold Card holders, along with an explanation of the holders' experience and obligations planned to be fulfilled, proof of Employment Gold Card ownership or application, and proxy application consent form(s)(Attachment 2).</p> <p>3. 權利義務聲明書(附件三)。</p> <p>Statement of Liabilities and Obligations(Attachment 3).</p>
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七、審核流程與標準 Review Procedure and Standards

本申請將以兩階段審核方式進行，審查階段、流程與審查標準如下：

The incentive will be reviewed in two stages. The review stages, procedure, and standards are as follows:

階段 Stage	流程 Procedure	審查標準 Review Standards
<p>第一階段 Stage I</p>	<p>由數位領域就業金卡推廣小組，就申請人/申請單位所提出之申請文件進行審核，核可後啟動來臺行程。</p> <p>The convener of the Team of Employment Gold Card Digital Field(DIGI Gold Card) reviews the application of the</p>	<p>1. 就業金卡持卡或申辦情形。</p> <p>Status of Employment Gold Card ownership or application.</p> <p>2. 活動規劃、行程安排、預計義務事項達成情形與相關產出對臺灣數位經濟產業之貢獻與助益、及經費申請合理性。</p>

階段 Stage	流程 Procedure	審查標準 Review Standards
	applicant/applying unit. The applicant may proceed with their trip to Taiwan after the application is approved.	Rationality of event planning, trip and agenda arrangement, obligations planned to be fulfilled, relevant output for Taiwan's digital economy industries, and rationality of event and funds.
第二階段 Stage II	<p>申請人/申請單位於完成義務事項後提出核銷檢附文件，由數位領域就業金卡推廣小組，通過本階段審核方予核銷。</p> <p>The applicant/applying unit presents documents for reimbursement upon the fulfillment of obligations. The documents are reviewed by the Team of Employment Gold Card Digital Field(DIGI Gold Card). Incentives are granted to those who pass the second stage.</p>	<p>1. 就業金卡持卡身分資格屬實。</p> <p>Verification of eligibility for Employment Gold Card ownership.</p> <p>2. 第一階段審核通過規劃之達成情形。</p> <p>Review of Form of Fulfilled Obligations approved in the first stage.</p>

八、核銷方式 Reimbursement Process

申請人/單位須於核銷期限內備齊資料提出核銷申請，若申請資料或上傳之應備資料有缺漏或錯誤，將請申請人/單位依通知於限期內補齊或修正，逾期未提出核銷或進行補正視同放棄。

The applicant/applying unit shall apply for reimbursement by presenting the required documents before the reimbursement deadline. If there are any

omissions or errors in the application or uploaded documents, the applicant/applying unit shall provide additional information or make corrections within the prescribed time. Failure to do so will invalidate the application.

(一) 核銷期限與檢附文件 Reimbursement Deadline and Required Documents

申請對象 Applicant	核銷期限 Reimbursement Deadline	核銷檢附文件 Documents Required for Reimbursement
個人申請 Individual Applicant	抵臺當日起 20 個 日曆天內 Within 20 calendar days from the date of arrival in Taiwan	<p>1. 就業金卡持有證明：就業金卡影本或核卡通知信。</p> <p>Proof of Employment Gold Card Ownership: Photocopy of Employment Gold Card or notice of approval for Employment Gold Card application.</p> <p>2. 義務事項達成情形說明表：含行程資訊、來臺接洽窗口資訊、義務事項成果說明、活動出席/洽商佐證資料(如聘僱/合作/進駐合約、活動議程、簽到表、活動照片、參展證明、會議通知信及新聞稿等)。</p> <p>Form of Fulfilled Obligations: Including trip and agenda information, information about the point of contact in Taiwan, description of fulfilled obligations, and proof of having attended an event or engaged in business (such as a labor/cooperation/residency agreement, event agenda, attendance sheet, event photos, exhibition attendance</p>

申請對象 Applicant	核銷期限 Reimbursement Deadline	核銷檢附文件 Documents Required for Reimbursement
		<p>certificate, meeting notice, press release, etc.).</p> <p>3. 回饋問卷：活動成果、建議事項回饋等。 Feedback Questionnaire: Event results, suggestions, feedback, etc.</p> <p>4. 核銷單據：含機票、住宿及來臺商務開銷單據等。 Reimbursement Vouchers and Receipts: Including airplane tickets and vouchers or receipts for accommodation and other business expenditures in Taiwan.</p> <p>5. 收款帳號：持卡人本人之匯款帳戶資訊。 Recipient's Account: Cardholder's account information.</p>
國內單位 代理申請 Proxy Applications from Taiwan Domestic Units	活動結束後 20 個 日曆天內 Within 20 calendar days after the event ends	<p>1. 活動成果報告：含時間、地點、議程、活動成果、活動照片、新聞稿、活動對國內數位經濟產業發展創造之效益說明、持卡人名單與達成義務事項說明等。 Report of Event Results: Including time, location, agenda, event results, event photos, press releases, benefits for the development of Taiwanese digital economy</p>

申請對象 Applicant	核銷期限 Reimbursement Deadline	核銷檢附文件 Documents Required for Reimbursement
		<p>industries brought by event, list of cardholders, and their fulfilled obligations.</p> <p>2. 就業金卡持卡人相關資料：含就業金卡影本或核卡通知信、回饋問卷等。</p> <p>Information on Employment Gold Cardholder: Including photocopy of Employment Gold Card or notice of approval for Employment Gold Card application, feedback questionnaire, etc.</p> <p>3. 核銷單據：含就業金卡持卡人機票、住宿及來臺商務開銷單據等。</p> <p>Reimbursement Vouchers and Receipts: Including Employment Gold Cardholder's airplane tickets and vouchers or receipts for accommodation and other business expenditures in Taiwan.</p> <p>4. 收款帳號：持卡人本人之匯款帳戶資訊或代理申請單位帳戶。</p> <p>Recipient's Account: Cardholder's account information or the account of the Entrusted Unit.</p>

(二) 核銷單據說明 Explanations for Reimbursement Vouchers and Receipts

1. 機票(必備項目) Airplane ticket (required):

- (1) 購票證明：Invoice、Receipt 或臺灣旅行社開立之代收轉付收據。

Proof of Ticket Purchase: Invoice, receipt, or collection and payment transfer receipt issued by a Taiwanese travel agency.

(2) 電子機票或其他行程證明文件，如機票票根。

Electronic airplane ticket or other itinerary documents such as the airplane ticket stub.

(3) 登機證(含電子登機證)。

Boarding pass (including electronic boarding pass).

2. 住宿：可為臺灣飯店、旅行社或國外旅行社所開立之單據。**恕無法受理境外電商平台單據核銷。**

Accommodation: Including vouchers and receipts issued by Taiwanese hotels, travel agencies and by domestic or foreign travel agencies. **Vouchers and receipts issued by foreign e-commerce platforms are not accepted.**

3. 商務開銷單據可包含但不限於

Business expenditure vouchers and receipts include but are not limited to the following

序 No.	項目 Item	說明 Explanation
1	國內網卡或網路申辦、工作空間使用之發票或收據。 Invoices and receipts from SIM card purchase in Taiwan, Internet service application, and working space rental.	網卡或網路申辦以在臺申購之產品與服務方予認列。 Only SIM cards and Internet products/services purchased in Taiwan are eligible for reimbursement.
2	展覽門票、大眾交通運輸工具票根等。 Ticket stubs from exhibition entry, public transportation, etc.	展覽門票以規劃行程資料中提出之相關展會為申請標的，票面須呈現票價金額。 Only exhibition tickets for relevant exhibitions proposed in the

序 No.	項目 Item	說明 Explanation
		planned trip agenda shall be eligible for reimbursement. The price of the ticket must be displayed on the ticket.
3	其他在臺洽商相關開銷單據。 Other vouchers or receipts for business related expenditures in Taiwan.	

4. (1)匯入個人帳戶：在臺取得之發票或收據，需開立執行單位之抬頭與統編，海外單據如 Invoice 或 Receipt 則需開立執行單位英文抬頭或申請人姓名。

(1) Deposit into personal account: Invoices and receipts obtained in Taiwan must be issued with the title and tax ID number of the Implementer. Invoices and receipts issued overseas must contain the English title of the Implementer or the name of the applicant.

(2)匯入代理申請單位帳戶：單位於核算國際人士來臺總費用後，以單位名義開立具執行單位抬頭與統編之發票或收據請款。

(2) Deposit into the Entrusted Unit's account: Upon the calculation of the total expenses for the international applicant coming to Taiwan, the Entrusted Unit shall, in its name, issue invoices or receipts with the Implementer's title and tax ID number.

- 抬頭—台北市電腦商業同業公會

Title—Taipei Computer Association

- 統編—04170821

Tax ID Number—04170821

九、注意事項 Notes

- (一) 因本案經費有限，將依申請順序核定，至經費用罄為止。惟若本案經費動用額度達總經費之八成，將優先以個人申請為優先核定對象。

Incentives will be granted based on the order of applications received until the quota is exhausted. When 80% of the incentive quota has been distributed, individual applicants will be prioritized for approval.

- (二) 受理申請階段將僅就申請資格進行初步判定，實際撥付經費之核定，仍需申請審核結果為準。

Acceptance of the application represents a preliminary judgement of applicant eligibility. The approval of actual incentives is based on the results of the incentive review.

- (三) 考量申辦就業金卡與正式核卡之時間差，開放已提出就業金卡辦卡申請但未獲核卡者提出申請，但仍需於實際來臺前核卡通過，方具申請資格。惟若因就業金卡核卡程序超出原訂核卡需求日數(60 個工作天)，導致於在臺期間始獲核卡者，將再斟酌進行個案評估。

There is time gap between application for the Employment Gold Card and official approval of the card. In view of this, an applicant who has applied for the Employment Gold Card but whose application has not yet been approved may still apply for this incentive. However, the card application must be approved prior to their arrival in Taiwan to retain eligibility for the incentive. Should the Employment Gold Card approval process exceed the designated time (30 working days), causing the applicant to be unable to receive the card prior to their arrival in Taiwan, such cases will be evaluated by the Administration on an individual basis.

- (四) 申請人/申請單位如未依規劃或約定內容達成義務事項或產出合宜效益，將無法取得申請資格。

If the applicant/applying unit cannot fulfill their obligations or generate appropriate benefits as planned or agreed upon, they will not receive the incentive.

- (五) 機票或商務相關單據如有跨年核銷之情況者，執行單位得要求申請者/申請單位於需求期限內提前提出核銷申請，逾期未行提出者，其單據將無法回溯認列，將視同放棄。

If the airplane tickets or business-related vouchers and receipts span two years, the implementer may ask the applicant/applying unit to apply for reimbursement in advance, within a prescribed time. If they fail to do so, their vouchers and receipts will not be traced back and recognized, and will be deemed ineligible.

- (六) 如為國內單位代理申請，應於該項活動公開刊登後，方可申請。

Taiwan Domestic units may submit proxy applications for incentives only after the public announcement of the event in question.

- (七) 申請人/單位需配合執行單位相關績效追蹤及調查研究。

The applicant/applying unit shall cooperate with the implementer in tracing, investigating, and researching relevant achievements.

- (八) 執行單位得要求申請通過者配合接受媒體採訪、參與指定之活動等。

The implementer may request incentive recipient to accept media interviews, participate in designated events, etc.

- (九) 申請單位以所提報活動執行蒐集、處理或利用就業金卡持卡人個人資料時，應遵守我國個人資料保護法之規定。

When the applying unit collects, processes, or uses the personal data of the Employment Gold Cardholder for the proposed event, it shall abide by the regulations of Taiwan's Personal Data Protection Act.

- (十) 申請單位執行所提報活動，所取得之知識、技術及各種智慧財產權等成果，歸屬申請單位所有。

All knowledge, techniques, and intellectual property rights obtained from the applying unit's proposed event belong to the applying unit.

(十一) 除本申請須知或主辦單位或執行單位另有特別約定外，申請單位不得對外使用主辦單位與執行單位名義為法律行為或其他行為。

The applying unit shall not exercise any judicial act or other act in the name of the organizer and implementer externally unless otherwise specified in the Guidelines, or by the organizer or implementer.

(十二) 執行單位保有隨時增修本申請須知相關辦法之權利。

The implementer reserves the right to expand or modify the Guidelines at any time.

十、執行單位聯絡窗口 Implementer's Contact Information

執行單位：台北市電腦商業同業公會-數位領域就業金卡推廣小組

Implementer: Taipei Computer Association-Team of Employment Gold Card Digital Field (DIGI Gold Card)

地址：105608 臺北市松山區八德路三段 2 號三樓

Address: 3F., No. 2, Sec. 3, Bade Road, Songshan District, Taipei City 105608

聯絡人：莊小姐

Liaison: Miss Chuang

諮詢電話：02-2577-4249 分機 849

Phone: 02-2577-4249 ext. 849

電子信箱：hello@digigoldcard.tw

E-mail: hello@digigoldcard.tw

十一、附件 Attachments

附件一、

數位經濟國際人才來臺參與產業交流申請須知_個人申請_作業流程

	作業流程	說明
事前申請	<pre> graph TD A([金卡持卡人線上申請 (來臺前至少 15 個工作 天前提出)]) -- 資料完備 --> B{第一階段資格 審查} B -- 未通過 --> C[補正通知 (3 個工作天內補件)] C -- 逾期 --> D([撤案]) C -- 資料完備 --> B B -- 通過 --> E[收到審核通過通 知信] </pre>	<ul style="list-style-type: none"> ■ 線上申辦 ■ 第一階段資格審查： <ol style="list-style-type: none"> (1) 審查通過者始得啟動來臺行程。 (2) 審查未通過者，申請人應依通知於期限內補正。逾期未補正者，逕予撤案。
來臺行程	<pre> graph TD F[來臺達成義務] </pre>	<ul style="list-style-type: none"> ■ 來臺達成義務： 來臺參與數位經濟相關活動(含洽商、展覽、論壇、競賽、研討會、策略會議、工作坊、媒合交流活動等)，並執行與國內數位經濟產業深度連結之業務。
事後核銷	<pre> graph TD G[繳交核銷文件 (抵臺當日起 20 個日曆天內繳交)] -- 資料完備 --> H{第二階段核銷文件 審核} H -- 未通過 --> I[補正通知 (3 個工作天內補件)] I -- 逾期 --> J([撤案]) I -- 資料完備 --> H H -- 通過 --> K[依核定金額撥款] K --> L([結案]) </pre>	<ul style="list-style-type: none"> ■ 繳交核銷文件：核銷單據、義務事項達成情形說明表及回饋問卷等。 ■ 核銷文件審核： <ol style="list-style-type: none"> (1) 經審核通過後，依核定額撥款。 (2) 審核未通過者，申請人應依通知於期限內補正。逾期未補正者，逕予撤案。

Attachment 1:

Guidelines of Incentive Measures for International Digital Economy Talents Applying for Industry Exchanges in Taiwan Individual Application Procedure

	Procedure	Explanations
<p>Apply Beforehand</p>		<ul style="list-style-type: none"> ■ Online Application ■ First Stage Eligibility Review: <ol style="list-style-type: none"> (1) The applicant may proceed with their trip to Taiwan after their application has been reviewed and approved. (2) Should the applicant fail the review, they shall provide additional information or make corrections in accordance with the notice, within the prescribed time. Failure to do so will result in the cancellation of the application.
<p>Trip and Agenda in Taiwan</p>		<ul style="list-style-type: none"> ■ Obligations to be Fulfilled in Taiwan: Participating in activities related to the digital economy (including doing business and attending exhibitions, forums, contests, symposiums, strategy meetings, workshops, matchmaking and exchange events, etc.), and executing business fully connected with Taiwan’s digital economy industries.
<p>Reimbursement Afterward</p>		<ul style="list-style-type: none"> ■ Submitting Reimbursement Documents: Reimbursement vouchers and receipts, Form of Fulfilled Obligations, feedback questionnaire, etc. ■ Reviewing Reimbursement Documents: <ol style="list-style-type: none"> (1) The incentive will be distributed to the applicant after they pass the review. (2) Should the applicant fail the review, they shall provide additional information or make corrections in

		accordance with the notice, within the prescribed time. Failure to do so will result in the cancellation of the application.
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數位經濟國際人才來臺參與產業交流申請須知_單位申請_作業流程

	作業流程	說明
事前申請	<pre> graph TD A([國內單位線上申請 (活動辦理前至少 30 個工作天前提出)]) -- 資料完備 --> B{第一階段資格審查} B -- 未通過 --> C[補正通知 (3 個工作天內補件)] C -- 逾期 --> D([撤案]) B -- 通過 --> E[收到審核通過通知信] </pre>	<ul style="list-style-type: none"> ■ 線上申辦 ■ 第一階段資格審查： <ol style="list-style-type: none"> (1) 審查通過者始得啟動受邀人員來臺行程。 (2) 審查未通過者，申請單位應依通知於期限內補正。逾期未補正者，逕予撤案。
來臺行程	<pre> graph TD A[來臺達成義務] </pre>	<ul style="list-style-type: none"> ■ 受邀人員來臺達成義務：受邀人員來臺參與申請單位辦理之數位經濟相關活動，並執行與國內數位經濟產業深度連結之業務。
事後核銷	<pre> graph TD A[繳交核銷文件 (抵臺當日起 20 個日曆天內繳交)] -- 資料完備 --> B{第二階段核銷文件審核} B -- 未通過 --> C[補正通知 (3 個工作天內補件)] C -- 逾期 --> D([撤案]) B -- 通過 --> E[依核定金額撥款] E --> F([結案]) </pre>	<ul style="list-style-type: none"> ■ 繳交核銷文件：核銷單據、成果報告及回饋問卷等。 ■ 核銷文件審核： <ol style="list-style-type: none"> (1) 經審核通過後，依核定金額撥款至金卡持卡人本人之帳戶。 (2) 審核未通過者，申請單位應依通知於期限內補正。逾期未補正者，逕予撤案。

Guidelines of Incentive Measures for International Digital Economy Talents Applying for Industry Exchanges in Taiwan Unit Application Procedure

	Procedure	Explanations
Apply Beforehand	<pre> graph TD A([Online application for Taiwan domestic units (To be submitted at least 30 working days before organizing an event.)]) -- Complete information --> B{Stage 1: Eligibility review} B -- Fail --> C[Addition and correction notice (To be submitted within 3 working days)] C -- Complete information --> B B -- Pass --> D[Notification of approval] C -.- Overdue -.-> E([Cancellation of application]) </pre>	<ul style="list-style-type: none"> ■ Online Application ■ First Stage Eligibility Review: <ol style="list-style-type: none"> (1) The applicant may proceed with their trip to Taiwan after their application has been reviewed and approved. (2) Should the applicant fail the review, they shall provide additional information or make corrections in accordance with the notice, within the prescribed time. Failure to do so will result in the cancellation of the application.
Trip and Agenda in Taiwan	<pre> graph TD A[Fulfill obligations in Taiwan] --> B[Submitting write-off documents (To be submitted within 20 calendar days of arriving in Taiwan.)] </pre>	<ul style="list-style-type: none"> ■ Obligations to be Fulfilled by Invitees in Taiwan: Invitees shall participate in digital economy related activities organized by the application unit and execute business fully connected with Taiwan's digital economy industries.
Reimbursement Afterward	<pre> graph TD A[Submitting write-off documents (To be submitted within 20 calendar days of arriving in Taiwan.)] -- Complete information --> B{Stage 2: Review of reimbursement} B -- Fail --> C[Addition and correction notice (To be submitted within 3 working days)] C -- Complete information --> B B -- Pass --> D[Distribution of approved incentive] C -.- Overdue -.-> E([Cancellation of application]) D --> F([Case closed]) </pre>	<ul style="list-style-type: none"> ■ Submitting Reimbursement Documents: Reimbursement vouchers and receipts, result report, feedback questionnaire, etc. ■ Reviewing Reimbursement Documents: <ol style="list-style-type: none"> (1) The incentive will be distributed to the account of the Employment Gold Cardholder after they pass the review. (2) Should the applicant fail the review, they shall provide additional information or make corrections in accordance with the notice, within the prescribed time. Failure to do so will result in

		the cancellation of the application.
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附件二之一、匯入個人帳戶填寫

Attachment 2-1: Deposit into personal account

代理申請同意書

Proxy Application Consent Form

本人_____茲授權_____ (下稱受託單位) 代理申請由數位發展部數位產業署所主辦，台北市電腦商業同業公會(下稱執行單位) 執行之「數位經濟國際人才來臺參與產業交流」，協助辦理包含申請、來臺行程與核銷等一切有關之手續，並同意下述事項：

I, _____, hereby authorize _____ (hereinafter referred to as the Entrusted Unit) to apply on my behalf for the “Incentive Measures for International Digital Economy Talents Applying for Industry Exchanges in Taiwan” organized by the Administration for Digital Industries, Ministry of Digital Affairs and implemented by Taipei Computer Association (hereinafter referred to as the Implementer), and to assist in applying for incentives, arranging travel to Taiwan, submitting documentation for reimbursement, and other relevant procedures; and I agree to the following matters:

一. 肖像權使用

I. Use of Portrait Rights

本人 同意 不同意 授權受託單位及執行單位不限時間、不限次數、無償使用本人肖像，於「數位經濟國際人才來臺參與產業交流」、「臺灣就業金卡」相關推廣業務、廣宣品之重製、編輯與公開播送。

I agree disagree to authorize the Entrusted Unit and Implementer to use my portrait in perpetuity, without limit, and without compensation for the promotional business of the “Incentive Measures for International Digital Economy Talents Applying for Industry Exchanges in Taiwan” and “The Taiwan Employment Gold Card”, including reproduction, editing, and public broadcast in promotional brochures.

二. 個人資料使用

II. Use of Personal Data

本人已閱讀並瞭解下述告知事項，並 同意 不同意 授權受託單位及執行單位於所列目的之必要合理範圍內，蒐集、處理及利用本人之個人資料：

I have read and understand the following notices, and agree disagree to authorize the Entrusted Unit and Implementer to collect, process, and use my personal data for the following purposes when reasonably necessary:

- (1) 受託單位及執行單位為提供各項通知服務、個人資料與行程確認、經費核發、寄送就業金卡相關活動資訊及內部管理使用之蒐集目的，而須獲取您下列個人資料類別：單位名稱、姓名、護照號碼、生日、性別、地址、E-mail、電話、銀行帳號等。

The Entrusted Unit and Implementer must obtain your personal data, including your unit's name and your name, passport number, date of birth, gender, address, e-mail, telephone number, and bank account for the purposes of providing information for any notices and services; the confirmation of personal data, trips, and agendas; the issue of incentives; the mailing of information about activities related to the Employment Gold Card; and internal management and use.

- (2) 所蒐集的個人資料將僅限於中華民國領域內使用，除涉及國際業務或活動外，將在上述蒐集目的消失後停止利用。

All personal data collected shall be used only in the area of the Republic of China. The use of such data shall cease when the aforementioned collection purposes are concluded, except for international business and activities.

- (3) 依據個人資料保護法第3條規定，您可向受託單位及執行單位請求查詢或閱覽、製給複製本、補充或更正、停止蒐集/處理/利用或刪除您的個人資料。

In accordance with Article 3 of the Personal Data Protection Act, you may make an inquiry, read, request a copy, supplement, or correct your personal data collected by the Entrusted Unit and Implementer, and you may ask the aforementioned entities to cease the collection/processing/use of your personal data or delete your personal data.

- (4) 如您不提供或未提供正確個人資料，或要求停止蒐集/處理/利用/刪除個人資料，受託單位及執行單位將無法為您提供蒐集目的之相關服務。

If you do not provide personal data or fail to provide correct personal data, or ask the Entrusted Unit and Implementer to cease the collection/processing/use of your personal data or delete your personal data, the aforementioned entities will not be able to provide services related to the collection purpose.

- (5) 各項通知服務、相關訊息之停止寄送，可於上班時間聯繫受託單位。就違反本個資聲明之行為，請與受託單位反映。

You may contact the Entrusted Unit during office hours to request the suspension of notifications, services, and mailing of relevant information. Please convey your opinion to the Entrusted Unit regarding any violation of the personal data statement.

此致 To

台北市電腦商業同業公會、_____ (受託單位名稱)

Taipei Computer Association and _____ (Name of the Entrusted Unit)

立書人(簽名): Contractor (Signature):	護照號碼: Passport No.:
地址: Address:	

日期 Date:

附件二之二、匯入代理申請單位帳戶填寫

Attachment 2-2: Deposit into the Entrusted Unit's account

代理申請同意書

Proxy Application Consent Form

本人_____茲授權_____ (下稱受託單位) 代理申請由數位發展部數位產業署所主辦，台北市電腦商業同業公會(下稱執行單位) 執行之「數位經濟國際人才來臺參與產業交流」，協助辦理包含申請、來臺行程與核銷等一切有關之手續，並同意下述事項：

I, _____, hereby authorize _____ (hereinafter referred to as the Entrusted Unit) to apply on my behalf for the “Incentive Measures for International Digital Economy Talents Applying for Industry Exchanges in Taiwan” organized by the Administration for Digital Industries, Ministry of Digital Affairs and implemented by Taipei Computer Association (hereinafter referred to as the Implementer), and to assist in applying for incentives, arranging travel to Taiwan, submitting documentation for reimbursement, and other relevant procedures; and I agree to the following matters:

一. 我確認本次受邀來台行程之費用將由代理申請單位代為支付，且 同意 不同意 將收款權利轉移給主辦單位。

I. I confirm that the expenses for my upcoming trip to Taiwan will be covered by the Entrusted Unit, and I agree disagree to transfer the rights to receive any payment to the Organizer.

二. 肖像權使用

III. Use of Portrait Rights

本人 同意 不同意 授權受託單位及執行單位不限時間、不限次數、無償使用本人肖像，於「數位經濟國際人才來臺參與產業交流」、「臺灣就業金卡」相關推廣業務、廣宣品之重製、編輯與公開播送。

I agree disagree to authorize the Entrusted Unit and Implementer to use my

portrait in perpetuity, without limit, and without compensation for the promotional business of the “Incentive Measures for International Digital Economy Talents Applying for Industry Exchanges in Taiwan” and “The Taiwan Employment Gold Card”, including reproduction, editing, and public broadcast in promotional brochures.

三. 個人資料使用

IV. Use of Personal Data

本人已閱讀並瞭解下述告知事項，並 同意 不同意 授權受託單位及執行單位於所列目的之必要合理範圍內，蒐集、處理及利用本人之個人資料：

I have read and understand the following notices, and agree disagree to authorize the Entrusted Unit and Implementer to collect, process, and use my personal data for the following purposes when reasonably necessary:

- (6) 受託單位及執行單位為提供各項通知服務、個人資料與行程確認、經費核發、寄送就業金卡相關活動資訊及內部管理使用之蒐集目的，而須獲取您下列個人資料類別：單位名稱、姓名、護照號碼、生日、性別、地址、E-mail、電話、銀行帳號等。

The Entrusted Unit and Implementer must obtain your personal data, including your unit's name and your name, passport number, date of birth, gender, address, e-mail, telephone number, and bank account for the purposes of providing information for any notices and services; the confirmation of personal data, trips, and agendas; the issue of incentives; the mailing of information about activities related to the Employment Gold Card; and internal management and use.

- (7) 所蒐集的個人資料將僅限於中華民國領域內使用，除涉及國際業務或活動外，將在上述蒐集目的消失後停止利用。

All personal data collected shall be used only in the area of the Republic of China. The use of such data shall cease when the aforementioned collection

purposes are concluded, except for international business and activities.

- (8) 依據個人資料保護法第3條規定，您可向受託單位及執行單位請求查詢或閱覽、製給複製本、補充或更正、停止蒐集/處理/利用或刪除您的個人資料。

In accordance with Article 3 of the Personal Data Protection Act, you may make an inquiry, read, request a copy, supplement, or correct your personal data collected by the Entrusted Unit and Implementer, and you may ask the aforementioned entities to cease the collection/processing/use of your personal data or delete your personal data.

- (9) 如您不提供或未提供正確個人資料，或要求停止蒐集/處理/利用/刪除個人資料，受託單位及執行單位將無法為您提供蒐集目的之相關服務。

If you do not provide personal data or fail to provide correct personal data, or ask the Entrusted Unit and Implementer to cease the collection/processing/use of your personal data or delete your personal data, the aforementioned entities will not be able to provide services related to the collection purpose.

- (10) 各項通知服務、相關訊息之停止寄送，可於上班時間聯繫受託單位。就違反本個資聲明之行為，請與受託單位反映。

You may contact the Entrusted Unit during office hours to request the suspension of notifications, services, and mailing of relevant information. Please convey your opinion to the Entrusted Unit regarding any violation of the personal data statement.

此致 To

台北市電腦商業同業公會、_____ (受託單位名稱)

Taipei Computer Association and _____ (Name of the Entrusted Unit)

立書人(簽名): Contractor (Signature):	護照號碼: Passport No.:
地址: Address:	

日期 Date:

附件三之一、匯入個人帳戶填寫

Attachment 3-1: Deposit into personal account

代理申請數位經濟國際人才來臺參與產業交流責任義務聲明書

**Proxy Application for Incentive Measures for International Digital Economy
Talents for Industry Exchanges in Taiwan Statement of Liabilities and
Obligations**

本單位_____代理_____（委託人姓名）等
__人申請由數位發展部數位產業署所主辦，台北市電腦商業同業公會（下稱執行單位）執行之「數位經濟國際人才來臺參與產業交流」，協助辦理包含申請、來臺行程與核銷等一切有關之手續。在此聲明，將遵守以下相關責任義務：

The Unit, _____, acts as agent for _____ (client name) and ___ other person(s) to apply for the “Incentive Measures for International Digital Economy Talents Applying for Industry Exchanges in Taiwan” organized by the Administration for Digital Industries, Ministry of Digital Affairs and implemented by Taipei Computer Association (hereinafter referred to as the Implementer), and to assist in applying for incentives, arranging travel to Taiwan, submitting documentation for reimbursement, and other relevant procedures. The Unit hereby declares that it will abide by the following liabilities and obligations:

- (一) 本單位確保所提供予執行單位之來臺相關申請資料、證明文件之真實性與完整性，並對任何不實資訊或資料不完整所產生之程序問題自負責任。

The Unit will ensure that application information and documentary proof provided to the Implementer for the incentive for industry exchanges in Taiwan is accurate and complete, and shall be liable for any problems with incentive procedures arising from misinformation or incomplete information.

- (二) 本單位將對來臺對象所提供之相關資料及文件進行嚴格保密，並遵守我國個人資料保護法之規定，保障委託人個人資料之隱私及安全。

The Unit will keep strictly confidential all information and documents

provided by potential incentive recipients conducting industry exchanges in Taiwan, and will abide by the regulations of Taiwan's Personal Data Protection Act to safeguard the privacy and safety of the client's personal data.

- (三) 本單位將遵循委託人之肖像權授權聲明，於授權範圍內合理進行受託人之肖像使用。

The Unit will adhere to the authorization statement regarding the client's portrait rights, and will use the portrait of the client within the reasonable scope of authorization.

此致 To

台北市電腦商業同業公會

Taipei Computer Association

單位 Unit : _____ (用印 Seal)

代表人 Representative : _____ (用印或簽名 Seal or Signature)

中華民國 年 月 日
Date: _____ (DD) _____ (MM) _____ (YYYY)

附件三之二、匯入代理申請單位帳戶填寫

Attachment 3-2: Deposit into the Entrusted Unit's account

代理申請數位經濟國際人才來臺參與產業交流責任義務聲明書

**Proxy Application for Incentive Measures for International Digital Economy
Talents for Industry Exchanges in Taiwan Statement of Liabilities and
Obligations**

本單位_____代理_____（委託人姓名）等
__人申請由數位發展部數位產業署所主辦，台北市電腦商業同業公會（下稱執行單位）執行之「數位經濟國際人才來臺參與產業交流」，協助辦理包含申請、來臺行程與核銷等一切有關之手續。在此聲明，將遵守以下相關責任義務：

The Unit, _____, acts as agent for _____ (client name) and ___ other person(s) to apply for the “Incentive Measures for International Digital Economy Talents Applying for Industry Exchanges in Taiwan” organized by the Administration for Digital Industries, Ministry of Digital Affairs and implemented by Taipei Computer Association (hereinafter referred to as the Implementer), and to assist in applying for incentives, arranging travel to Taiwan, submitting documentation for reimbursement, and other relevant procedures. The Unit hereby declares that it will abide by the following liabilities and obligations:

（一）本單位將直接為受邀者支付來臺參與_____（活動名稱）費用。

The Unit will directly cover the expenses for the invitee to participate in _____ (name of the event) in Taiwan.

（二）本單位確保所提供予執行單位之來臺相關申請資料、證明文件之真實性與完整性，並對任何不實資訊或資料不完整所產生之程序問題自負責任。

The Unit will ensure that application information and documentary proof provided to the Implementer for the incentive for industry exchanges in Taiwan is accurate and complete, and shall be liable for any problems with incentive procedures arising from misinformation or incomplete information.

(三) 本單位將對來臺交流對象所提供之相關資料及文件進行嚴格保密，並遵守我國個人資料保護法之規定，保障委託人個人資料之隱私及安全。

The Unit will keep strictly confidential all information and documents provided by potential incentive recipients conducting industry exchanges in Taiwan, and will abide by the regulations of Taiwan's Personal Data Protection Act to safeguard the privacy and safety of the client's personal data.

(四) 本單位將遵循委託人之肖像權授權聲明，於授權範圍內合理進行受託人之肖像使用。

The Unit will adhere to the authorization statement regarding the client's portrait rights, and will use the portrait of the client within the reasonable scope of authorization.

此致 To

台北市電腦商業同業公會

Taipei Computer Association

單位 Unit : _____ (用印 Seal)

代表人 Representative : _____ (用印或簽名 Seal or Signature)

中華民國 年 月 日
Date: _____ (DD) _____ (MM) _____ (YYYY)