

Attachment 1

Fiscal Information Agency Outsourced Personnel Overtime Application Form

Date Filed (YYYY/MM/DD)

Contractor Name		Overtime Schedule	YYYY/MM/DD HH to HH		
Justification for Overtime					
Air Conditioning Request		<input type="checkbox"/> Yes; Please also notify Secretariat point of contact: <input type="checkbox"/> No			
Supervising Personnel (Agency & Contractor Staff)		Accumulated Overtime This Month (Hours)	Work Location	Remarks	
Employee ID or Vendor Name	Position Title	Name			
Project Manager / Direct Supervisor		Government Ethics Office		Deputy Secretary	Director (Chief Approval)

Instructions:

1. If outsourced personnel must work overtime to meet project milestones, the managing business unit must be notified for the record. If agency personnel are concurrently dispatched for supervision, this form shall be completed jointly. Retain one copy for internal records, and route photocopies to the First-Floor Guard Office and the Government Ethics Office. If air conditioning is requested, an additional copy must be submitted to the Secretariat.
2. If no supervising personnel are assigned, the supervisor columns may be left blank, and only the contractor personnel's information needs to be provided.
3. Air conditioning usage during night shifts or holidays shall be billed in accordance with the "Fee Schedule for Personnel Dispatched by FIA Project Contractors." The fee is calculated as follows: $(\text{Base Rate per m}^2 \text{ (NT\$303)} \times \text{Total Floor Area (m}^2) \div 30 \text{ days} \times \text{Total Hours Used})$, and shall be collected separately.

Attachment 2

Fiscal Information Agency Project Outsourced Personnel ID Badge Application / Replacement Form

Contractor Company Name			
Position Title / Role			
Applicant Title / Applicant Name	User Name	Application Date	
Reason for Request	<input type="checkbox"/> New Issue <input type="checkbox"/> Replacement (Lost Badge) <input type="checkbox"/> Other		
Attachments	<input type="checkbox"/> Photocopy of front and back of applicant's ID card <input type="checkbox"/> 1 Color Photo		
Vendor Signature/Seal	Managing Business Unit Approval	Secretariat	
For Internal Use Only	ID Badge Number :		

Remarks:

1. For replacement due to a lost badge, a replacement fee of NT\$100 and one color photo must be submitted.
2. Upon approval and issuance by the Secretariat, the ID badge will be forwarded to the managing business unit for distribution to the contractor.
3. For bulk applications, a separate roster of applicants may be attached.