

勞保給付－生育給付常見問答

Labor Insurance Benefits – Maternity Benefits FAQ

序號	問題	回答
1	<p>生育給付的請領資格及給付標準各如何？</p> <p>What are the qualifications to claim maternity benefits and related payment standards?</p>	<p>請領資格： Eligibility:</p> <p>(1)女性被保險人參加保險滿 280 日後分娩者。 1. Women who give birth after being insured for 280 days or more.</p> <p>(2)女性被保險人參加保險滿 181 日後早產者（所謂早產係指胎兒產出時妊娠週數 20 週以上(含 140 天)但未滿 37 週(不含 259 天)。如妊娠週數不明確時，可採胎兒產出時體重超過 500 公克但未滿 2,500 公克為判斷標準）。 2. Women who give birth prematurely after being insured for 181 days or more (the term "premature birth" refers to a situation where the baby is delivered at a gestational age of 20 weeks or more (including the 140th day) but less than 37 weeks (not including the 259th day). If the number of gestational weeks is unclear then the standard criteria adopted is that a newborn baby must weigh more than 500 grams but less than 2,500 grams.</p> <p>(3)女性被保險人在保險有效期間懷孕，且符合(1)或(2)規定之參加保險日數，於保險效力停止後一年內因同一懷孕事故而分娩或早產者。 3. The insured woman becomes pregnant within the valid period of the insurance policy, is in compliance with the number of days insured specified in points 1 or 2 and gives birth or premature birth to the same baby within one year of the insurance ending.</p> <p>給付標準： Payment standards:</p> <p>(1)按被保險人分娩或早產當月（退保後生產者為退保當月）起，前 6 個月之平均月投保薪資一次給與生育給付 60 日。 (1) A one-time 60-day payment of maternity benefits based on the average monthly insured salary in the six months preceding the insured woman giving birth or premature birth (if the insurance has been canceled then from the month in which it was canceled).</p> <p>(2)雙生以上者，按比例增給。</p>

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		(2) This increases accordingly for any additional children.
2	<p>女性被保險人懷孕後因故離職退出勞保後分娩，可否請領生育給付？</p> <p>If an insured woman leaves her job after becoming pregnant, cancels her labor insurance, and gives birth can she still claim maternity benefits?</p>	<p>被保險人在保險有效期間懷孕，於保險效力停止後 1 年內因同一懷孕事故而分娩或早產，若符合生育給付請領資格，仍得請領生育給付。惟被保險人同時符合相關社會保險生育給付或因軍公教身分請領國家給與之生育補助請領條件者，僅得擇一請領。但農民健康保險者，不在此限。</p> <p>If an insured woman becomes pregnant during the valid insurance period and gives birth or premature birth within one year of the insurance ending, as a result of the same pregnancy, if eligible she can still claim related maternity benefits. However, if the insured party is eligible to claim both social insurance maternity benefits and a maternity allowance paid to government employees, one of these must be chosen. However, this does not apply to those with Farmers' Health Insurance.</p>
3	<p>申請生育給付要準備哪些文件？</p> <p>What documents are required when applying for maternity benefits?</p>	<p>書面申請生育給付應備下列書件：(毋須檢附戶籍謄本)</p> <p>The following documents should be submitted as part of a written application for maternity benefits: (a transcript of the household registration certificate is not required)</p> <p>(1) 勞工保險生育給付申請書及給付收據 (被保險人可以自行申請，自行申請者，申請書下方投保單位證明欄免填)。</p> <p>(1) Labor insurance maternity benefit application form and payment receipt (the insured party can apply herself and those who do are not required to fill in the insurance entity at the bottom of the application form).</p> <p>(2) 嬰兒出生證明書正本 (已辦理出生登記者免附)。</p> <p>(2) Original copy of newborn child's birth certificate (not required for those who have completed birth registration).</p> <p>(3) 死產者，應檢附醫院、診所或領有執業執照之醫師、助產人員所出具之死產證明書 (需載明產婦姓名、身分證字號、出生日期、懷孕週數或最終月經日期、死產日期及原因)。</p> <p>(3) In the case of stillbirths, a still birth certificate issued by a hospital, clinic, licensed physician or birth attendant should be attached (this must indicate the name, National ID number, date of birth, gestational weeks or date of last menstrual period of the mother, and the date of and</p>

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		<p>reason for the stillbirth).</p> <p>(4) 在有效期間懷孕，於保險效力停止後一年內因同一懷孕事故而在國外分娩或早產者，應另檢附因該次懷孕事故曾在我國醫院或診所就診之診斷證明書；如提供我國診斷證明書有困難者，得檢附在國外醫院或診所就診之相關證明文件（前述證明文件均須載有就診日期及懷孕週數或最終月經日期）。</p> <p>(4) If a woman becomes pregnant during the valid insurance policy period, and gives birth or premature birth from the same pregnancy abroad within one year of the insurance ending, a certificate of diagnosis of the pregnancy from a hospital or clinic in the Republic of China (Taiwan) should be attached. For those who have difficulty providing a certificate of diagnosis from the ROC, related certified documents from an overseas hospital or clinic should be submitted (the aforementioned certified documents must include the date of the diagnosis, gestational weeks or date of the woman's last menstrual period).</p> <p>(5) 所檢附之出生證明書或相關證明文件為我國政府機關以外製作者，除應檢附被保險人護照影本外，並應經下列單位驗證（證明文件如為外文者，須連同中文譯本一併驗證或洽國內公證人認證。但為英文者，除保險人認有需要外，得予免附中文譯本）：</p> <p>(5) If the attached birth certificate or relevant certified documents are issued by a body other than an ROC government agency, a photocopy of the insured party's passport must be attached verified by the following agencies (if the documents are in a foreign language, one can either provide a Chinese translation and have them verified together or have the documents notarized by a domestic public notary. However, if the documents are in English, a Chinese translation does not have to be attached unless required by the insurer).</p> <p>1. 國外製作之出生證明書，應經我國駐外使領館、代表處或辦事處驗證；其在國內由外國駐臺使領館或授權機構製作者，應經外交部複驗。（外交部有權視須複驗之文件性質及其辦理方式決定受理與否，如有疑義請逕向該部領事事務局洽詢，電話：02-23432888）</p> <p>1. Birth certificate issued from abroad should be verified either by an overseas embassy, consulate or representative office of the Republic of China (Taiwan). However, if the birth certificate is issued by a foreign</p>

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		<p>embassy, consulate, or authorized institution in Taiwan, the document should be verified by the Ministry of Foreign Affairs (MOFA) of the Republic of China (Taiwan) (MOFA has the right to decide whether to accept documents to be re-examined based on their nature and handling procedures. If you have any questions, please contact the Bureau of Consular Affairs, Ministry of Foreign Affairs, Republic of China (Taiwan) / Tel: 02-23432888).</p> <p>2.於大陸地區製作者，應經大陸公證處公證及我國海峽交流基金會驗證。</p> <p>2. Documents issued in the People's Republic of China (PRC) should be notarized by a notary office in the PRC and verified by the Straits Exchange Foundation (SEF) in the Republic of China.</p> <p>3.於香港或澳門製作者，應經我國駐香港或澳門之台北經濟文化辦事處驗證。</p> <p>3. Documents issued in Hong Kong or Macau should be verified by the Taipei Economic and Cultural Office in Hong Kong or Macau.</p> <p>戶政事務所辦理子女之出生登記同時申請生育給付： Applying for maternity benefits and birth registration at a Household Registration Office:</p> <p>(1) 被保險人僅須備妥本人之國內金融機構或郵局存簿帳戶資料，透過戶政事務所通報申請。</p> <p>(1) The insured party can apply at a Household Registration Office by providing details of an account held at a domestic financial institution or post office.</p> <p>(2) 被保險人如因故無法親自辦理，應於填妥委託書後交由受託人代為申請(委託書可至內政部戶政司官網或本局全球資訊網下載使用)。</p> <p>(2) If the insured party is unable to submit an application in person, a letter of authorization must be filled in and presented when a third party applies on her behalf (a letter of authorization form can be downloaded from the official website of the Department of Household Registration, Ministry of the Interior or the Bureau of Labor Insurance).</p> <p>被保險人持內政部核發之自然人憑證線上申請生育給付：</p> <p>已經完成新生兒出生登記者，或在國內生產，於線上申辦時同意到「個人化資料自主應用 (MyData) 平</p>

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		<p>台」下載「出生通報資料」(包含活產及死產)傳送本局者,即無須另寄送出生證明書或死產證明書正本到本局。</p> <p>The insured party can apply for maternity benefits online with a Citizen Digital Certificate issued by the Ministry of the Interior: After registering the birth of a newborn child or giving birth in the ROC and applying online agree to go to the “MyData” platform and download the “birth report data” (including both live births and stillbirths) and send it to the Bureau of Labor Insurance. This replaces the requirement to submit an official copy of the birth certificate or stillborn certificate.</p> <p>投保單位為所屬被保險人線上申請生育給付： The insurance entity applies online for maternity benefits on behalf of the insured party: (1) 須備妥被保險人同意由投保單位為其申辦勞保生育給付之「同意書」。 (1) The insured party must prepare a "Consent Form" authorizing the insurance entity to apply for labor insurance maternity benefits on her behalf. (2) 已經完成新生兒出生登記者,無須另寄送出生證明書正本到本局;但如果沒有辦理出生登記者,本局會在收件後另以書面通知補送。 ※上述申請方式只要選擇一項辦理即可,已透過戶政事務所通報申請或透過網路完成線上申辦生育給付者,即無需再另寄送申請書件到本局,如重複送件因須併案審查,反而會增加核付的時間。 (2) After registering the birth of a newborn child the applicant does not have to submit an official copy of the birth certificate to the bureau. However, if a birth is not registered, on receiving related documentation the bureau will send a written notification requiring supplementary documentation. ※When making an application select one of the above methods. Those who have already applied through a Household Registration Office or completed an online application for maternity benefits are not required to also submit an application form to the bureau. Please note that sending duplicate application documents may increase the time required for verification.</p>
4	<p>先生有勞保太太無勞保,可否請領生育給付? If the husband has labor insurance but the wife does not</p>	<p>自 84 年 3 月 1 日全民健保實施後,分娩費改由健保署以醫療給付方式給付,只有女性被保險人得請領生育給付,男性被保險人不得請領。 Since the implementation of the National Health</p>

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	can maternity benefits still be claimed?	Insurance program on March 1, 1995, the cost of childbirth has been borne by the National Health Insurance Administration in the form of medical benefits. Only insured women can claim maternity benefits, insured men cannot.
5	<p>女性被保險人分娩，如新生兒之出生證明書或戶籍謄本未記載生父姓名，可否請領生育給付？</p> <p>If when an insured woman gives birth the name of the biological father is not included on the birth certificate of the new born child or household registration transcript can maternity benefits still be claimed?</p>	<p>可以請領生育給付。</p> <p>Maternity benefits can still be claimed.</p>
6	<p>流產是否可以申請生育給付？</p> <p>Can maternity benefits be claimed for a miscarriage?</p>	<p>不可。依照勞工保險條例第 31 條、第 32 條暨第 76 條之 1 規定，84 年 3 月 1 日全民健康保險施行後，原屬勞工保險生育給付之流產分娩費部分改由健保署以醫療給付方式給付，本局不再給付；但勞保女性被保險人參加保險年資合計滿 280 日後分娩或滿 181 日後早產者，得按其分娩或早產當月起前 6 個月之平均月投保薪資請領生育給付之生育補助費 60 日。又相關流產與早產之區分依照勞動部 105 年 3 月 11 日勞動保 2 字第 1050140098 號函釋規定，早產之定義，為胎兒產出時妊娠週數 20 週以上(含 140 天)但未滿 37 週(不含 259 天)。如妊娠週數不明確時，可採胎兒產出時體重超過 500 公克但未滿 2,500 公克為判斷標準。據此，妊娠 20 週以下(不含 140 天)之懷孕流產(包括葡萄胎及子宮外孕)，依上開規定不得請領生育給付。</p> <p>No. In accordance with the provisions of Article 31, Article 32 and Article 76-1 of the Labor Insurance Act, following the introduction of the National Health Insurance program on March 1, 1995 miscarriage and giving birth expenses which were originally covered by labor insurance maternity benefits are now covered by the National Health Insurance Administration in the form of medical benefits and no longer by the bureau. However, when a woman with labor insurance who has been insured for 280 days or more gives birth or gives premature birth at 181 days or more, she receives a one-time 60-day payment of maternity benefits based on her average monthly insured salary in the six months before she gives birth or premature birth. For information on the</p>

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		differentiation between miscarriages and premature birth see the interpretation in the letter Lapdongbu 2 Tzu No. 1050140098 issued by the Ministry of Labor on March 11, 2016. This defines a premature birth as one that occurs after a gestation period of 20 weeks or more (including the 140th day) but less than 37 weeks (not including 259th day). If the number of gestational weeks is unclear the standard criteria is that at birth the newborn baby must weigh more than 500 grams but less than 2,500 grams. On this basis, miscarriages when the gestational period is less than 20 weeks (not including the 140th day) (including a Hydatidiform moles or ectopic pregnancies) are not eligible to claim maternity benefits).
7	申請生育給付是否一定要在同一個單位加保滿 280 日或 181 日以上？ When applying for maternity benefits is the applicant required to have been insured for 280 or 181 days or more at the same workplace?	有關「保險年資合計滿 280 日後分娩或滿 181 日後早產」之規定，係指自始參加勞工保險迄分娩當日之累計有效年資，並不因更換單位而有所影響。 The regulations pertaining to being insured for 280 days and giving birth or 181 days for a premature birth refers to the accumulated number of effective days participating in the labor insurance program on the delivery date. This is not impacted by changing places of work.
8	勞保女性被保險人在停保期間懷孕，嗣後在懷孕期間如有實際從事工作並參加勞保，且分娩前參加保險日數滿 280 日（早產滿 181 日），可否申請生育給付？ If a woman with labor insurance becomes pregnant when the insurance has ended, if she thereafter works while pregnant and receives labor insurance and has been insured for 280 days before giving birth (or 181 days for a premature birth) is she still eligible to apply for maternity benefits?	可以，依勞保條例規定，被保險人必須在保險有效期間懷孕，且參加保險滿 280 日後分娩（或滿 181 日後早產），才能請領生育給付。所謂保險日數是指生產前「曾經」參加過勞保合計的年資。因此被保險人只要是在保險有效期間懷孕，且生產時符合上述參加保險日數之規定，雖然是在懷孕期間才重新加保，還是可以請領生育給付。 Yes. The provisions of the Labor Insurance Act stipulate that an insured party must become pregnant while the insurance is valid and give birth after being insured 280 days (or 181 days for a premature birth) to be able claim maternity benefits. However, the number of insured days refers to the total number of days “formerly” insured before becoming pregnant. As such, as long as the insured party became pregnant while her insurance was valid and is insured for the aforementioned total days when giving birth, even though she became newly insured while pregnant she is still entitled to claim maternity benefits.
9	生育給付之請領時效有多久？ For how long can maternity benefits be claimed?	生育給付之請求權，自得請領之日起，因 5 年間不行使而消滅。 If an individual fails to claim maternity benefits for five years after they become eligible to do so, those rights expire

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1 0	<p>勞保生育給付申請書是不是一定要經過投保單位蓋章提出申請？</p> <p>Does a labor insurance maternity benefits application form have to be stamped by an insurance entity before being submitted?</p>	<p>不需要，被保險人可以自行申請。如果自行申請者，「勞工保險生育給付申請書及給付收據」下方之投保單位證明欄免填。</p> <p>No. An insured individual can apply for maternity benefits on her own. Those who choose to do so are not required to write in an insurance entity at the bottom of the “Labor Insurance Maternity Benefit Application Form and Payment Receipt.”</p>
1 1	<p>申請生育給付是不是可以指定國內任何一家銀行或郵局的帳戶？</p> <p>When applying for maternity benefits can an applicant designate any domestic bank or post office account in the Republic of China (Taiwan)?</p>	<p>是的，申請勞保生育給付應提供申請人本人在國內金融機構之存簿帳戶（申請人可以指定任何一家銀行）或郵局的帳戶辦理。</p> <p>Yes. When applying for maternity benefits applicants are required to provide details of an account in their name at a domestic financial institution (applicants can designate any bank) or post office.</p>
1 2	<p>已經申請勞保生育給付，會在何時領到？</p> <p>If an individual has applied for maternity benefits how long will it take for them to receive payment?</p>	<p>申請手續完備經審查應予發給者，本局於收到申請書之日起 10 個工作日內核付，並於核付後約 3 至 5 個工作日匯入申請人所指定國內金融機構之本人名義帳戶。</p> <p>Payments are made after application procedures have been completed and reviewed. The Bureau of Labor Insurance checks applications within 10 work days of receiving them and thereafter remits the first payment to an account in the name of the applicant at a designated local financial institution within 3-5 days of completing the review.</p>
1 3	<p>已經寄出生育給付申請書，或已於網路申辦、或透過戶政事務所通報申請生育給付成功者，要如何查詢勞保局有沒有收到及處理進度？</p> <p>How do those who have submitted an application for maternity benefits, filed an application online, or applied for maternity benefits at a Household Registration Office check whether the Bureau of Labor Insurance has received their application and how far its processing has progressed?</p>	<p>電話查詢：請於上班時間 8:30-17:30 電洽本局普通事故給付組生育給付科，電話(02)23961266 轉分機 2866。</p> <p>臨櫃查詢：至勞保局總局及各地辦事處查詢。</p> <p>網路查詢：持內政部憑證中心透過戶政事務所核發之「自然人憑證」或「健保卡卡號+戶口名簿戶號」利用本局網站之「個人網路申報及查詢作業」查詢處理進度。</p> <p>Telephone inquiries: Call the Maternity Benefits Division under the Normal Accidents Payment Department at the Bureau of Labor Insurance from 8:30-17:30 Monday to Friday at (02)23961266 EXT 2866.</p> <p>In person inquiries: Go to the headquarters of the Bureau of Labor Insurance or a local office</p> <p>Online inquiries: Individuals with a “Citizen Digital Certificate” issued by the Certificate Management Center of the Ministry of the Interior through the Household Registration Office or a “National Health Insurance Card No. + Household Certificate No” can</p>

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		check on the progress of their applications by accessing the Bureau of Labor Insurance "Individual Online Applications and Inquiries Operations."
1 4	<p>符合勞保生育給付請領條件，但不符公保生育給付請領條件之女性公務人員，於請領勞保生育給付後，得否再申請軍公教生育補助？</p> <p>After female public servants who are eligible to claim labor insurance maternity benefits but not public employee insurance maternity benefits claim labor insurance maternity benefits can they still apply for a public employee maternity allowance?</p>	<p>依勞工保險條例第 20 條規定略以，被保險人在保險有效期間懷孕，且符合該條例第 31 條第 1 項第 1 款或第 2 款規定之參加保險日數，於保險效力停止一年內，因同一懷孕事故而分娩或早產者，得請領生育給付。第 32 條第 3 項規定略以，被保險人同時符合相關社會保險生育給付，或因軍公教身分請領國家給與之生育補助請領條件者，僅得擇一請領。</p> <p>The provisions of Article 20 of the Labor Insurance Act indicate that if an insured woman becomes pregnant during the valid period of the insurance and conforms to the number of days insured detailed in Subparagraphs 1 and 2, Paragraph 1, Article 31 of the Act, she can apply for maternity benefits as a result of giving birth or premature birth for the same pregnancy for up to 12 months after the insurance ends. The provisions of Paragraph 3, Article 32 indicate that if the insured party is simultaneously eligible for social insurance maternity benefits or a maternity allowance awarded by the state to public employees, only one can be selected.</p> <p>舉例：符合勞工保險條例第 20 條第 2 項規定，但參加公保未滿 280 日分娩或未滿 181 日早產不符合公保生育給付請領條件，同時亦為軍公教生育補助之女性公教人員，僅得就軍公教生育補助及勞保生育給付擇一請領。</p> <p>For example, female public employees who are compliant with the provisions of Paragraph 2, Article 20 of the Labor Insurance Act who have not been insured for 280 days before giving birth or 181 days before giving birth prematurely are ineligible to claim public employee insurance maternity benefits, but can claim the public employee maternity allowance must choose either the public employee maternity allowance or labor insurance maternity benefits.</p>
1 5	<p>勞保生育給付改以簡訊通知取代書面寄送核定函 Q&A</p> <p>Text message notification replacing written letters of approval for labor insurance maternity benefits Q&A</p>	<p>(1) 勞保生育給付核付案件，自何時起改以簡訊通知取代書面寄送核定函？</p> <p>(1) When was the written approval letter for maternity benefits replaced by text message notification?</p> <p>答：勞保生育給付核付案件自 105 年 6 月 1 日起改以簡訊通知取代書面寄送核定函，自是日起，如被保險人所送申請書「通訊方式」欄有填寫行動電話，本局會在生育給付核付的次日以簡訊通知。</p>

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		<p>A: On June 1, 2016, the written letter approving maternity benefits was replaced by text message notification. Since that date, when the insured party includes a cellphone number in the application's "method of contact" column, the Bureau of Labor Insurance sends a text message notification the day after payment is approved.</p> <p>(2) 勞保生育給付申請書如未填寫手機號碼，會以何種方式通知？</p> <p>(2) If a cellphone number if not included in the labor insurance maternity benefit application form how is notification made?</p> <p>答：本局已於「勞工保險生育給付申請書及給付收據」的「通訊方式」欄行動電話下方加註「本局核付後以簡訊通知，請務必詳實填寫行動電話」；若申請書未填寫手機號碼，本局仍會以書面寄發核定函。</p> <p>A: Below the "method of contact" column on the "Labor Insurance Maternity Benefit Application Form and Payment Receipt" where the cellphone number should be written is a note that reads "After the Bureau of Labor Insurance approves payment you will be notified by text so please write down your cellphone number." If an applicant does not write down a cellphone number in the application form, the bureau will still send a written letter of approval.</p> <p>(3) 申請勞保生育給付手續不全須通知補件及核定不給付之案件會不會以簡訊通知？</p> <p>(3) In the event an application for labor insurance maternity benefits is incomplete and notification is required for the submission of additional documents or approval of payment denied is notification still sent by text message?</p> <p>答：不會，申請勞保生育給付如手續不全，須通知被保險人或投保單位補送證明文件及核定不給付之案件，仍維持現行作業方式以書面寄送通知或核定函。</p> <p>A: No. If an application for labor insurance maternity benefits is incomplete the insured party or insurance entity will be notified of the need to provide supplementary certified documentation or the denial of benefit claim will be processed according to existing procedures which involves the mailing of a written notification or letter.</p> <p>(4) 勞保生育給付核付後案件以簡訊通知，簡訊內容為何？</p>

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		<p>(4) When an application for maternity benefits is approved and text message notification sent what is included in the text message? 答：簡訊通知內容：「OOO 您好：您所請之勞保生育給付，已於 OOO 年 OO 月 OO 日核定，將於 5 個工作日內匯入您指定之帳戶。勞保局關心您！」。 A: Text messages are sent in the following format: “Hello XXX, your application for maternity benefits was approved on XX/XX/XXX and the first payment will be remitted to your designated account within five work days. The Bureau of Labor Insurance cares about you.”</p> <p>(5) 為什麼簡訊內容沒有告知可以領取生育給付的金額？要如何知道自己領到多少錢？ (5) Why does the text message notification not include the amount of maternity benefit to be received? How can I find out how much I will receive? 答：因涉及個資，簡訊內容不會告知申請人可領取之給付金額，請於收到簡訊後約 5 個工作日內至其指定之金融機構帳戶查詢金額。如確實需要補發書面核定函，索取方式詳見第(6)題。 A: As such data is considered personal information text message notifications do not indicate how much an applicant will receive in benefits. Please check your bank account at the designated financial institution five work days after receiving the notification. If you still require a supplementary written notification how to obtain one is detailed in point</p> <p>(6) 被保險人如有申請其他生育補助或給付需要，須補發書面核定函，應如何索取？ (6) If an insured person also needs to apply for other maternity allowances or benefits and requires the issuing of another letter of approval how is this obtained? 答： A: 1. 請於接到簡訊後另向本局普通事故給付組保險收支科索取，電話(02)23961266 轉分機 2212。 1. After receiving a text message notification please contact the bureau’s Insurance Payments Division under the Normal Accidents Department to obtain a written letter of approval. Tel (02)23961266 EXT 2212. 2. 持「自然人憑證」或「健保卡卡號+戶口名簿戶號」利用本局網站之「個人網路申報及查詢作業」，選擇「查詢作業」/「請領資料查詢」/「勞保給付」，如案件已審查核定完成，即可點選「核定函補印」自行下</p>

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		<p>載。</p> <p>2.Individuals using a “Citizen Digital Certificate” or a “National Health Insurance Card No. + Household Certificate No” on the “Individual Online Applications and Inquiries Operations” section of the Bureau of Labor Insurance website should select the “Inquiry/Claim Date Inquiry/Labor Insurance Benefits” option. If the case is already approved select the “Print Approval Letter” option and download.</p> <p>(7) 申請勞保生育給付手續完備者，會在何時領到？ 答：申請手續完備經審查應予發給者，本局會於收到申請書之日起 10 個工作日內核付，並於核付後約 5 個工作日內匯入申請人所指定之國內金融機構帳戶。</p> <p>(7) After completing labor insurance maternity benefit application procedures when will I receive payment? A: After an application is completed and reviewed the bureau will approve the payment within 10 work days of receiving the application and remit the payment to an account at a financial institution designated by the applicant within a further five work days.</p> <p>(8) 已經寄出生育給付申請書，要如何查詢勞保局有沒有收到及處理進度？ (8) If a maternity benefit application has been submitted how do I check whether it has been received by the Bureau of Labor Insurance and how far processing has progressed? 答： A:</p> <p>1.請於上班時間 8:30-17:30 電洽本局普通事故給付組生育給付科查詢，電話(02)23961266 轉分機 2866。 1.Call the Maternity Benefits Division under the Normal Accidents Payment Department at the Bureau of Labor Insurance from 8:30-17:30 Monday to Friday at (02)23961266 EXT 2866.</p> <p>2.至勞保局總局及各地辦事處臨櫃查詢。 2.For in person inquiries go to the headquarters of the Bureau of Labor Insurance or its local offices</p> <p>3.持「自然人憑證」或「健保卡卡號+戶口名簿戶號」利用本局網站之「個人網路申報及查詢作業」，選擇「查詢作業」/「請領資料查詢」/「勞保給付」查詢。 3.Individuals using a “Citizen Digital Certificate” or a “National Health Insurance Card No. + Household Certificate No” on the “Individual Online Applications and Inquiries Operations” section of the Bureau of Labor</p>

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		Insurance website should select the “Inquiry/Claim Date Inquiry/Labor Insurance Benefits” option.
1 6	<p>透過戶政事務所通報申請勞保生育給付（一站式便民服務）相關 Q&A</p> <p>Q&A when applying for labor insurance maternity benefits through a Household Registration Office (one-stop window service)</p>	<p>(1) 「一站式便民服務」是什麼時候開始實施？</p> <p>(1) When was the “One-stop window service” introduced?</p> <p>答：自 107 年 7 月 16 日實施。</p> <p>A: July 16, 2018.</p> <p>(2)如何透過戶政事務所通報申請勞保生育給付？</p> <p>(2) How do I apply for labor insurance maternity benefits at a Household Registration Office?</p> <p>答：</p> <p>A:</p> <p>1.被保險人至戶政事務所辦理子女之出生登記時，僅須備妥本人之國內金融機構或郵局存簿帳戶資料，經戶政事務所人員列印出申請書交由申請人確認資料無誤後簽名或蓋章，一次完成戶籍登記及給付申請。</p> <p>1.When an insured person visits a Household Registration Office to apply to register the birth of a newborn child all that is needed is details of an account held by the applicant at a local financial institution or post office. Staff at the office will print out an application form and ask the applicant to confirm the details and then sign it or affix a personal seal, simultaneously completing household registration and an application for benefits.</p> <p>2.同時符合勞保或國保生育給付請領條件者，依規定僅得擇一請領(為免選錯給付項目致影響領取給付時程，申請時請務必確認選擇之申請給付項目是否正確)。</p> <p>2.Applicants who are eligible to claim both labor insurance maternity benefits and National Pension Insurance maternity benefits are required to choose one (to avoid selecting the wrong benefit items and impacting the speed at which benefits are received, when making an application be sure to confirm that the benefit items applied for are correct).</p> <p>(3)勞保女性被保險人分娩可否委託家人至戶政事務所辦理出生登記者，並申請勞保生育給付？</p> <p>(3) If a woman with labor insurance gives birth can she ask a family member to go to the Household Registration Office and undertake the registration of a newborn child and apply for maternity benefits on her behalf?</p>

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		<p>答：可以。被保險人可檢具委託書(含被保險人本人之國內金融機構或郵局存簿帳戶)，委託他人代為提出申請。委託書可至內政部戶政司官網或本局全球資訊網下載使用，並於填妥委託書後交由受託人備用。</p> <p>A: Yes. An insured individual can ask a third party to make the applications on her behalf as long as he/she can produce a letter of authorization (including the details of an account at a local financial institution or post office in the name of the applicant). A template letter of authorization can be downloaded from the official website of the Department of Household Registration, Ministry of the Interior or the website of the Bureau of Labor Insurance. Once this is filled in it should be handed to the commissioned individual.</p> <p>(4) 已透過戶政事務所通報申請勞保生育給付後，是否還需要再填寫申請書件寄送勞保局？</p> <p>(4) After applying for maternity benefits at the Household Registration Office is it also necessary to fill in an application form and submit it to the Bureau of Labor Insurance?</p> <p>答：不需要，戶政事務所係每日將申請資料通報本局，無需再另行填書面申請文件寄送本局。另透過此管道申請生育給付者皆已完成新生兒出生登記，故亦無需另寄送出生證明到本局。</p> <p>A: That is not necessary. Household Registration Offices report application data to the Bureau of Labor Insurance every day, removing the need to submit a separate application to the bureau. Moreover, applicants applying for maternity benefits through this channel have already registered the birth of a newborn child and so are not required to submit a birth certificate to the bureau.</p> <p>(5) 已寄出生育給付申請書件或利用網路申請給付成功後，始至戶政事務所辦理出生登記，是否應同時通報申請生育給付？</p> <p>(5) If an individual only goes to the Household Registration Office to register the birth of a newborn child after submitting a maternity benefit application or successfully applying for benefits online, should one apply for maternity benefits at the same time?</p> <p>答：不需要，勞保生育給付申請管道多元，擇一方式請領即可，無須重複送件。</p> <p>A: There is no need. There are multiple channels to apply for labor insurance maternity benefits, select one to make a claim there is no need to resubmit documents.</p>

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		<p>(6)已透過戶政事務所通報申請勞保生育給付後，才發現提供之資料有誤（如申請給付項目、帳號等），應如何更正？</p> <p>(6) If after applying for labor insurance maternity benefits at a Household Registration Office one discovers that some of the information provided was inaccurate (benefit items applied for, account number etc.) how are amendments made?</p> <p>答：</p> <p>A:</p> <p>1.通報申請當日發現資料有誤，可請戶政事務所人員刪除該筆申請案並重行新增申請資料。</p> <p>1.If one finds some of the data provided was inaccurate on the day the application is made then ask the Household Registration Office official to delete the application and provide updated application information.</p> <p>2.通報申請翌日才發現資料有誤，因申請案已進入勞保局系統，如欲更正申請內容，請另電洽本局普通事故給付組生育給付科承辦人詢問，電話(02)23961266轉分機 2866。</p> <p>2.If one finds some of the data provided was inaccurate the day after the application, at this point the application is already in the Bureau of Labor Insurance system so if any of the information in the application needs to be amended call the person in charge of applications at the Maternity Benefits Division under the Normal Accidents Payment Department at the Bureau of Labor Insurance at (02)23961266 EXT 2866.</p> <p>(7)被保險人沒有金融機構帳戶或帳戶有被扣押等疑慮者，可否透過戶政事務所通報申請勞保生育給付？</p> <p>(7) If an insured individual does not have an account at a financial institution or their account is subject to seizure can they still apply for labor insurance maternity benefits at a Household Registration Office?</p> <p>答：不可以，因被保險人需另行提供書面說明及其他證明（如法院扣押證明、催繳本金及利息存證信函、金融機構債權人清冊、強制停用信用卡通知書、查封財產通知書……等）送勞保局，無法透過戶政通報系統申請，請改填紙本申請書，並檢附相關證明文件送本局辦理。</p> <p>A: Yes. However, the insured party will be required to submit a written explanation and other documentation (including court seizure certificate, legal attest letter on the payment of principal and interest, debtor inventory at a financial institution, compulsory ceasing of credit card</p>

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		<p>services notification, attachment of property notification etc) to the Bureau of Labor Insurance. In such a situation, an application cannot be made through the Household Registration reporting system, so please fill in a paper application form with related documentation attached and submit it at the bureau.</p> <p>(8)被保險人分娩之胎兒如為死產；或分娩雙胞胎以上，惟其中一胎為死產者，是否可在戶政事務所申請勞保生育給付？</p> <p>(8) If the insured party gives birth and the child is stillborn or gives birth to twins or more children and one of the children is stillborn can labor insurance maternity benefits still be applied for at the Household Registration Office?</p> <p>答：不可以，因胎兒如為死產，該案件審核時即無法勾稽到胎兒之出生登記資料，被保險人需另行提供證明文件送勞保局。惟如在國內生產且有自然人憑證者，可登入本局「e化服務系統」線上申請（申辦過程中須同意到「個人化資料自主應用（MyData）平台」下載「出生通報資料」傳送本局），或另填寫生育給付申請書件並檢附相關證明文件（如死產證明書）自行向勞保局申請。</p> <p>A: No. If a child is stillborn the review of the case does not involve registering the birth of a newborn child so the insured party is required to provide the bureau with additional certified documentation. However, if an individual gave birth in the Republic of China (Taiwan) and has a Citizen Digital Certificate she can access the bureau's "E Services System" and make an online application (this process involves agreeing to access the MyData platform, downloading "birth report data" and sending it to the bureau) or filling in another maternity benefits application form and attaching related certified documents (such as a stillbirth certificate) and filing the application with the Bureau of Labor Insurance.</p> <p>(9)被保險人為外籍配偶，是否可在戶政事務所申請勞保生育給付？</p> <p>(9) If the insured party is a foreign national spouse of a Republic of China national can they still apply for labor insurance maternity benefits at the Household Registration Office?</p> <p>答：可以，可使用居留證號碼通報申請，惟戶政人員於辦理新生兒出生登記時，未必會鍵入生母之居留證號碼，或因外籍配偶加保時之證號（如護照號碼）與</p>

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		<p>通報之證號不一定相同等情形，本局有勾稽不到被保險人或新生兒資料之可能，屆時會請被保險人配合補具相關證明文件（如居留證、護照或戶口名簿影本等）。故亦可選擇另填寫生育給付申請書件並檢附居留證、護照及戶口名簿影本送勞保局辦理。</p> <p>A: Yes. An application can be made using the individual's Alien Resident Certificate (ARC) Number. However, when Household Registration Office personnel register the birth of a newborn child they will not necessarily input the ARC No. of the mother, or because the certificate number used when a foreign spouse signed up for insurance (for example a passport number) is not necessarily the same as that used when registering, it may be impossible for the bureau to access the information on the insured party or the new born child. In that situation, the insured party will be asked to submit related certified documents (such as photocopies of an ARC, passport or household certificate). Alternatively, an individual can choose to fill in another maternity benefit application and attach photocopies of one's ARC, passport or household certificate to be submitted at the Bureau of Labor Insurance.</p> <p>(10)透過戶政事務所通報申請勞保生育給付是否較紙本申請快速？</p> <p>(10) Is it quicker to apply at the Household Registration Office for labor insurance maternity benefits than to apply using a written application form?</p> <p>答：戶政事務所係每日將申請資料通報本局，相較於一般填寫紙本申請書，須經過郵件投遞、郵務寄送、本局收件、申請書受理鍵錄後再送生育給付科審查等流程，約可縮短 2~5 個工作日（如須補正、查證等作業之案件，所需工作日另計）。</p> <p>A: Household Registration Offices report application data to the Bureau of Labor Insurance every day. After the bureau receives documents and processes applications they are sent to the Maternity Benefits Division for review, which takes about 2-5 work days (the number of work days is more if additions, corrections of verification of documents are required) which is quicker than the standard filling in of a paper application form which has to be posted and delivered.</p>
1 7	<p>勞保生育給付個人線上申辦作業相關 Q&A</p> <p>Individual online applications for labor insurance maternity</p>	<p>(1)勞保生育給付個人線上申辦作業是什麼時候開始上線？</p> <p>(1) When were individuals first allowed to apply for labor insurance maternity benefits online?</p>

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	benefits Q&A	<p>答：自 104 年 1 月 27 日開始上線。 A: January 27, 2015.</p> <p>(2)如何利用網路申辦勞保生育給付？ (2)How do I apply online for labor insurance maternity benefits? 答：請於勞保局全球資訊網「線上申辦」/「個人申報及查詢」，將內政部核發之自然人憑證插入讀卡機，鍵入密碼、身分證號及出生日期登入「個人網路申報及查詢作業」後，選擇「申辦作業」/「勞保生育給付申辦」功能，即可開始鍵入申請資料。 A: Go to the “Online Applications” / “Individual Applications and Inquiries” section of the Bureau of Labor Insurance website and insert your “Citizen Digital Certificate” issued by the Ministry of the Interior into the card reader. After typing your password, National ID No. and date of birth to log into the “Individual Online Applications and Inquiries Operations” section select the “Applications / Labor Insurance Maternity Benefit Applications” function and start inputting your personal information. ※申辦時如出現網站無法登入、申請資料無法鍵入成功等系統問題，請撥打(02)23961266 轉分機 3486、3487、3488 或 3489；如係操作方式諮詢，請轉分機 1460、1468。 ※ If you are unable to log into the website, input personal information or encounter any other problem with the system when applying call (02)23961266 EXT 3486, 3487, 3488 or 3489; If you have questions about how to operate the system call EXT 1460 or 1468.</p> <p>(3)透過網路申辦勞保生育給付成功後，是否還須另寄申請書件或補送出生證明書等附件到勞保局？ (3)After successfully filing an application for labor insurance maternity benefits online is it still necessary to send an application form, birth certificate or other supplementary documents to the Bureau of Labor Insurance? 答：不需要。網路或書面申請只要選擇一項辦理即可，已完成網路申辦之被保險人，即無需再另寄申請書件到本局，如重複送件因須併案審查，反而會增加核付的時間。另已經完成新生兒出生登記者，或在國內生產，於線上申辦時同意到「個人化資料自主應用 (MyData) 平台」下載「出生通報資料」(包含活產及死產)傳送本局者，即不需另寄送出生證明書或死產證明書到本局。</p>

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		<p>A: No. File an application either online or in writing. Insured parties who have already applied online do not have to send an application form to the bureau. Indeed, sending in a written application form after applying online will require more review time and therefore slow the process down. When an applicant who has already registered the birth of a new born child or given birth in the Republic of China applies online and agrees to access the “MyData platform” to download “Birth Report Data” (including live births and stillbirths) and sends that information to the bureau there is no additional requirement to also send a birth certificate or still birth certificate.</p> <p>(4)投保單位是否也可以透過單位憑證，在勞保局網站為被保險人申辦勞保生育給付？</p> <p>(4) Can an insurance entity apply for maternity benefits for an insured party on the Bureau of Labor Insurance website using a unit certificate?</p> <p>答：可以，相關作業請詳見勞保生育給付委託投保單位線上申辦作業相關 Q&A</p> <p>A: Yes. For more details on related processes see commissioned insurance entity online applications for labor insurance maternity benefits Q&A</p> <p>(5)被保險人利用網路申辦勞保生育給付，如何知道該申請案件已鍵入成功？</p> <p>(5) How does an insurance entity applying online for labor insurance maternity benefits know the information has been keyed in and the application received?</p> <p>答：被保險人在鍵入完成進行「確認」後，系統會出現提示「申辦作業成功」的訊息，並受理產生 1 筆受理編號，即表示案件已申辦成功。</p> <p>A: After an insured party inputs the data and presses “confirm,” the system displays the message “application completed” and generates a processing number, which indicates the application has been successfully filed.</p> <p>(6)若被保險人表示已利用網路申辦，而勞保局卻查無其申辦資料該如何處理？</p> <p>(6) If an insured party indicates an online application was made but the Bureau of Labor Insurance is unable to find any application data how is the matter dealt with?</p> <p>答：請於上班時間 8:30-17:30 電洽本局普通事故給付組生育給付科(02)23961266 轉分機 1468 或 1460 查詢。</p>

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		<p>A: Call the bureau's Maternity Benefits Division under the Ordinary Accidents Benefits Department at (02) 23961266 extensions 1468 or 1460, during office hours 8:30-17:30.</p> <p>(7)被保險人於線上申辦勞保生育給付完成後，才發現資料鍵入錯誤（如給付申請項目、帳號等）欲更正或欲撤回申請時，應如何處理？</p> <p>(7) If an insured party realizes only after making an online application for labor insurance maternity benefits that some of the data inputted was inaccurate (for example benefit items applied for, account number etc) and wants to amend or withdraw the application what should they do?</p> <p>答：</p> <p>A:</p> <p>1.申請資料鍵入當日發現資料鍵入錯誤時，可以再次進入網路申辦作業，於資料查詢畫面點選「修改」按鈕，進入系統後即可更正資料內容。</p> <p>1.If an insured party finds some of the data provided was inaccurate on the day the application is made the applicant can re-access the online application process and select the “amend” button on the information inquiry page. After entering the system make the necessary revisions.</p> <p>2.申請資料鍵入當日即欲撤回申請時，可以再次進入網路申辦作業，於資料查詢畫面點選「刪除」按鈕，即可將該筆案件刪除。</p> <p>2.If an insured party wants to withdraw an application on the same day it was filed the applicant can re-access the online application process and select the “delete” button on the information inquiry page, to delete the application.</p> <p>3.申請資料鍵入翌日以後才發現資料鍵入錯誤，因案件已進入審核程序，如欲更正申請內容，請另電洽本局普通事故給付組生育給付科承辦人詢問，電話(02)23961266 轉分機 2866。</p> <p>3.If an insured party finds some of the data provided was inaccurate the day after the application was filed, at this point the case is already in review processing so if any of the information needs to be amended call the person in charge of applications at the Maternity Benefits Division under the Ordinary Accident Benefits Department, Bureau of Labor Insurance at (02) 23961266 EXT 2866.</p> <p>(8)已寄出生育給付申請書件或透過戶政事務所通報申請成功後，是否還需透過網路線上申辦勞保生育給</p>

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		<p>付？</p> <p>(8) If an individual has already submitted an application form or done so through a Household Registration Office do they need to also apply online for labor insurance maternity benefits?</p> <p>答：不需要，勞保生育給付申請管道多元，擇一方式請領即可，無須重複送件，如重複送件因須併案審查，反而會增加核付的時間。</p> <p>A: No. There are multiple channels to apply for labor insurance maternity benefits, select one to make a claim there is no need to resubmit documents. Indeed, resubmitting documents requires them to be reviewed together which will increase the processing time.</p> <p>(9)被保險人帳戶有被扣押疑慮或給付款項欲匯入國外金融機構帳戶者，可否於網路申辦勞保生育給付？</p> <p>(9) If an insured individual suspects their account could be subject to seizure or wants benefits to be paid into an account at an overseas financial institution can online application for labor insurance maternity benefits still be made?</p> <p>答：不可以。本局已全面採用迅速、安全的金融機構媒體轉帳方式，將給付款直接匯入申請人指定之國內金融機構或郵局帳戶，所以使用網路申辦生育給付時，會要求鍵入國內金融機構帳戶資料，未鍵入者即無法申辦成功，如果被保險人有其他因素無法將給付款匯入國內金融機構或郵局的帳戶時，請改填紙本申請書，並檢附相關證明文件送本局辦理。</p> <p>A: Yes. The bureau has adopted an across the board rapid, secure financial institution payment transfer method so benefits can be directly paid into accounts designated by applicants at domestic financial institutions or post offices. As such, when an individual applies online for maternity benefits, they will be asked to provide details of an account held at a domestic financial institution. Failure to do so will prevent a successful application. Where an insured party is unable to have benefits paid into an account at a domestic financial institution or post office for other reasons, submit a paper application form, with required certified documentation appended, to the Bureau of Labor Insurance.</p> <p>(10)透過網路申辦生育給付是否較紙本申請快速？</p> <p>(10) Is it quicker to apply for maternity benefits online or to submit a paper application?</p> <p>答：使用網路申辦勞保生育給付成功後，系統即直接</p>

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		<p>受理產生受理編號，並於翌日產生相關申請書件送生育給付科審查，相較於一般填寫紙本申請書，須經過郵件投遞、郵務寄送、本局收件、申請書受理鍵錄後再送生育給付科審查等流程，約可縮短 3~5 個工作日。(如須補正、查證等作業之案件，所需工作日另計。)</p> <p>A: After an online application for labor insurance maternity benefits is successfully filed the system directly generates a processing number and the next day submits related application documents to the Maternity Benefit Division for review. This is quicker than filling in a paper application form as it has to be posted, delivered, received by the bureau and recorded before being sent to the Maternity Benefit Division for review. Applying online shortens the process by 3-5 work days (the number of work days required is more if additions, corrections or verification of documents are required).</p> <p>(11)透過網路申辦有無時間限制？ (11) Are there any time limits with online applications? 答：沒有時間限制，被保險人全日 24 小時均可登入本局網站進行線上申辦作業。 A: There are no time limits. An insured party can log into the Bureau of Labor Insurance website and apply at any time.</p> <p>(12)透過網路申辦生育給付，資料有無外洩可能？ (12) Is there any risk of information submitted in an online application being leaked? 答：本局網站採 SSL 加密傳輸機制，被保險人敏感性資料欄位亦予以加密儲存。 A: The bureau's website employs Secure Sockets Layer (SSL) security technology to encrypt and store sensitive information submitted by insured parties.</p>
1 8	<p>勞保生育給付委託投保單位線上申辦作業相關 Q&A Commissioned insurance entity online applications for labor insurance maternity benefits Q&A</p>	<p>(1)勞保生育給付委託投保單位線上申辦作業是什麼時候開始上線？ (1) When were commissioned insurance entities first allowed to apply online for labor insurance maternity benefits? 答：自 108 年 11 月 18 日開始上線。 A: November 18, 2019.</p> <p>(2)投保單位為所屬被保險人線上申辦勞保生育給付時，需另上傳什麼證明文件？檔案格式是否有設限？ (2) If an insurance entity applies online for labor insurance maternity benefits on behalf of an insured party</p>

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		<p>it employs, does it need to upload any certified documentation and if so is there a document format requirement?</p> <p>答：</p> <p>A:</p> <p>1.投保單位為所屬被保險人線上申辦勞保生育給付，應先備妥被保險人同意由投保單位為其申辦勞保生育給付之「同意書」(空白書表下載)，並於申辦時將「同意書」電子檔上傳至本局。</p> <p>1.When an insurance entity applies online for labor insurance maternity benefits on behalf of an insured party it employs a “letter of agreement” (download the blank form) from the insured party, agreeing to the insurance entity applying for labor insurance maternity benefits on her behalf should be submitted. This should be uploaded to the bureau when the application is made.</p> <p>2.為避免因表格格式不符須補正手續致延誤給付核付時間，請下載本局制式表格填寫，並請被保險人簽名或蓋章及浮貼本人之存摺封面影本。</p> <p>2.In order to avoid correction procedures delaying the payment of benefits as a result of using a non-conforming form format, download and fill in the form provided by the bureau and ask the insured party to sign the document or affix a personal seal and include a photocopy of the cover of the insured party’s bank passbook.</p> <p>3.因 JPEG、GIF、TIFF 等檔案格式，其內容及檔案大小都可能輕易被修改，為維持文件之完整性及安全性，「同意書」電子檔限上傳 PDF 格式。</p> <p>3.As the content and file size of JPEG, GIF, TIFF file formats can be easily changed, the “letter of agreement” electronic file should be uploaded in PDF format to ensure integrity and security.</p> <p>(3)投保單位應如何使用網路為所屬被保險人申辦勞保生育給付？</p> <p>(3) How does an insurance entity apply online for labor insurance maternity benefits on behalf of an insured party it employs?</p> <p>答：投保單位使用網路申辦勞保生育給付的步驟如下：</p> <p>A: The steps for an insurance entity to apply online for labor insurance maternity benefits on behalf of an insured party are as follows:</p> <p>1.步驟 1：投保單位初次使用網路申辦勞保生育給付功能者，應先由單位之授權管理者至勞保局全球資訊網 e 化服務系統/「憑證註冊與指派作業」/「指派作</p>

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		<p>業」/「授權指派作業」，新增投保單位經辦人之「勞保生育給付申辦」權限。</p> <p>1. Step 1: The first time an insurance entity applies online for labor insurance maternity benefits, an authorized manager at the entity should first access the Bureau of Labor Insurance E Services System / “Authorized Registration and Assigned Operations” / “Assigned Operations” / “Authorized Assigned Operations,” to grant the manager from the newly added insurance entity permission to “apply for labor insurance maternity benefits.”</p> <p>2. 步驟 2：請被保險人出具同意由投保單位為其申辦勞保生育給付之「同意書」，並將「同意書」存成 PDF 格式之電子檔案。</p> <p>2. Step 2: Submission of a “Letter of Agreement” signed by the insured party agreeing to the insurance entity applying for labor insurance maternity benefits on her behalf and saved as a PDF format electronic file.</p> <p>3. 步驟 3：經投保單位授權指派使用網路申辦勞保生育給付之經辦人以其本人之自然人憑證登入「投保單位網路申報及查詢作業」，選擇「給付申辦作業」/「勞保生育給付申辦」，即可開始進入申辦程序。</p> <p>3. Step 3: The authorized manager assigned by the insurance entity to apply online for labor insurance maternity benefits uses his/her own Citizen’s Digital Certificate to log onto the “Insurance Entity Online Applications an Inquiries Operations.” Select “Benefits Application” / “Application for Labor Insurance Maternity Benefits” and start the application process.</p> <p>※申辦時如出現網站無法登入、申請資料無法鍵入成功等系統問題，請撥打(02)23961266 轉分機 3486、3487、3488 或 3489；如係操作方式諮詢，請轉分機 1460、1468。</p> <p>※If you are unable to log into the website, input personal information or encounter any other problem with the system when applying call (02)23961266 EXT 3486, 3487, 3488 or 3489; If you have questions about how to operate the system call EXT 1460 or 1468.</p> <p>(4)投保單位於線上申辦勞保生育給付成功後，是否還須另寄申請書件或補送出生證明書等附件到勞保局？</p> <p>(4) After an insurance entity successfully applies online for labor insurance maternity benefits is it still necessary to submit an application form, birth certificate or other supplementary documents to the Bureau of Labor</p>

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		<p>Insurance?</p> <p>答：不需要，網路或書面申請只要選擇一項辦理即可，已完成網路申辦之被保險人，即無需再另寄申請書件到本局，如重複送件因須併案審查，反而會增加核付的時間。另已經完成新生兒出生登記的人，亦不需要另寄送出生證明書到本局；但如果沒有辦理出生登記的人，本局會在收件後另以書面通知補送。</p> <p>A: No. Make an application either online or in writing. Insured parties who have already applied online are not required to send an application form to the bureau. Indeed, submitting a paper application form after applying online will require more review time and therefore slow the process down. In addition, an applicant who has already registered the birth of a new born child does not need to send a birth certificate to the bureau. However, when an applicant has not registered a new birth, the bureau will issue a written notification asking for additional documentation after receiving the application.</p> <p>(5)投保單位透過網路申辦勞保生育給付，如何知道該申請案件已申辦成功？</p> <p>(5) How does an insurance entity applying online for labor insurance maternity benefits know the information has been keyed in and the application received?</p> <p>答：於鍵入完成進行「確認」後，系統會出現申辦成功畫面，並受理產生 1 筆受理編號，即表示案件已申辦成功。</p> <p>A: After an insurance entity inputs the data and presses “confirm,” the system displays the message “application completed” and generates a processing number, which indicates the application has been successfully filed.</p> <p>(6)投保單位於線上申辦勞保生育給付完成後，才發現資料鍵入錯誤（如子女出生日期、帳號等）欲更正或欲撤回申請時，應如何處理？</p> <p>(6) If an insurance entity realizes only after making an online application for labor insurance maternity benefits that some of the data inputted was inaccurate (for example dates of birth of children, account number etc) and wants to amend or withdraw the application what should it do?</p> <p>答：</p> <p>A:</p> <p>1.申請資料鍵入當日發現資料鍵入錯誤時，可以再次進入網路申辦作業，於資料查詢畫面點選「修改」按</p>

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		<p>鈕，進入系統後即可更正資料內容。</p> <p>1. If an insurance entity finds some of the data provided was inaccurate on the day the application is made then the applicant can re-access the online application process and select the “amend” button on the information inquiry page. After entering the system make the necessary revisions.</p> <p>2. 申請資料鍵入當日即欲撤回申請時，可以再次進入網路申辦作業，於資料查詢畫面點選「刪除」按鈕，即可將該筆案件刪除。</p> <p>2.If an insurance entity wants to withdraw an application on the same day it was filed the applicant can re-access the online application process and select the “delete” button on the information inquiry page, to delete the application.</p> <p>3. 申請資料鍵入翌日以後才發現資料鍵入錯誤或欲撤回申請，因案件已進入審核程序，如欲更正申請內容，請另電洽本局普通事故給付組生育給付科承辦人詢問，電話(02)23961266 轉分機 2866。</p> <p>3.If an insurance entity finds some of the data provided was inaccurate the day after the application was filed, at this point the case is already in review processing so if any of the information needs to be amended call the person in charge of applications at the Maternity Benefits Division under the Ordinary Accident Benefits Department, Bureau of Labor Insurance at (02) 23961266 EXT 2866.</p> <p>(7) 已寄出生育給付申請書件或透過戶政事務所通報申請成功後，是否還需委託投保單位線上申辦勞保生育給付？</p> <p>(7) If a commissioned insurance entity has already submitted an application form or done so through a Household Registration Office does it need to also apply online for labor insurance maternity benefits?</p> <p>答：不需要，勞保生育給付申請管道多元，擇一方式請領即可，無須重複送件，如重複送件因須併案審查，反而會增加核付的時間。</p> <p>A: No. There are multiple channels to apply for labor insurance maternity benefits, select one to make a claim there is no need to resubmit documents. Indeed, resubmitting documents requires them to be reviewed together which will increase the processing time.</p> <p>(8) 被保險人帳戶有被扣押疑慮或給付款項欲匯入國外金融機構帳戶者，可否委託投保單位代為線上申辦</p>

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		<p>勞保生育給付？</p> <p>(8) If an insured individual suspects their account could be subject to seizure or wants benefits to be paid into an account at an overseas financial institution, can an insurance entity be asked to apply for online labor insurance maternity benefits on the individual's behalf?</p> <p>答：不可以。本局已全面採用迅速、安全的金融機構媒體轉帳方式，將給付款直接匯入申請人指定之國內金融機構或郵局帳戶，所以使用網路申辦勞保生育給付時，會要求鍵入國內金融機構帳戶資料，未鍵入者即無法申辦成功。如果被保險人有其他因素無法將給付款匯入金融機構或郵局的帳戶時，請改填紙本申請書，並檢附相關證明文件送本局辦理。</p> <p>A: Yes. The bureau has adopted an across the board rapid, secure financial institution payment transfer method so benefits can be directly paid into accounts designated by applicants at domestic financial institutions or post offices. As such, when an individual applies online for maternity benefits the insurance entity will be asked to provide details of an account held at a domestic financial institution. Failure to do so will prevent a successful application. Where an insured party is unable to have benefits paid into an account at a domestic financial institution or post office for other reasons, submit a paper application form, with required certified documentation appended, to the Bureau of Labor Insurance.</p> <p>(9)被保險人分娩之胎兒如為死產；或分娩雙胞胎以上，惟其中一胎為死產者，可否委託投保單位線上申辦勞保生育給付？</p> <p>(9) If the insured party gives birth to a baby that is stillborn or to two or more children and one is stillborn can an insurance entity be commissioned to apply online for labor insurance maternity benefits?</p> <p>答：不可以，因胎兒如為死產，該案件審核時即無法勾稽到胎兒之出生登記資料，被保險人需另行提供證明文件送本局。因此，無論申請之新生兒為單胎或雙胎以上，只要其中有一胎兒為死產，請另填寫生育給付申請書件並檢附相關證明文件（如死產證明書）自行向本局申請。</p> <p>A: No. If a child is stillborn the review of the case does not involve registering the birth of a newborn child so the insured party is required to provide the bureau with additional certified documentation. As such, if applying for one, two or more new born children, as long as one is stillborn another maternity benefits application form</p>

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		<p>must be filled in with related certified documents (such as a stillbirth certificate) attached and filed with the Bureau of Labor Insurance.</p> <p>(10)被保險人未於國內設籍(包括外國籍被保險人),可否委託投保單位線上申辦勞保生育給付?</p> <p>(10) If the insured party does not have household registration in the Republic of China (Taiwan) (including insured foreign nationals) can they entrust an insurance entity to apply online for labor insurance maternity benefits on their behalf?</p> <p>答:不可以,因被保險人未於國內設籍(包括外國籍被保險人),本局無法透過戶政資料確認被保險人身分,須另檢附居留證及護照影本,以利本局審核給付;又如相關證明文件係於國外製作者,其原文及中譯本需經我國駐外單位驗證。請另填寫生育給付申請書件並檢附相關證明文件自行向本局申請。</p> <p>A: No. If an insured party does not have household registration in the Republic of China (Taiwan) (including insured foreign nationals) the bureau is unable to confirm the identity of the insured party through household registration data. As a result, photocopies of an Alien Residents Permit (ARC) and passport must be submitted for the bureau to be able to review the benefit claim. In addition, if related documentation is issued abroad the language of origin and Chinese language translation must be verified by an overseas office of the Republic of China (Taiwan). Please fill in a maternity benefits application form, attach related certified documents and submit them to the bureau yourself.</p> <p>(11)投保單位透過網路申辦勞保生育給付是否較紙本申請快速?</p> <p>(11) Is it quicker for an insurance entity to apply for maternity benefits online or to submit a written paper application?</p> <p>答:使用網路申辦勞保生育給付成功後,系統即直接受理產生受理編號,並於翌日產生相關申請書件送本局普通事故給付組生育給付科審查,相較於一般填寫紙本申請書,須經過郵件投遞、郵務寄送、本局收件、申請書受理鍵錄後再送生育給付科審查等流程,約可縮短3~5個工作日(如須補正、查證等作業之案件,所需工作日另計)。</p> <p>A: After an online application for labor insurance maternity benefits is successfully filed the system directly generates a processing number and the next day</p>

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		<p>submits related application documents to the Maternity Benefit Division for review. This is quicker than filling in a paper application form as it has to be posted, delivered, received by the bureau and recorded before being sent to the Maternity Benefit Division for review. Applying online shortens the process by 3-5 work days (the number of work days required is more if additions, corrections or verification of documents are required).</p> <p>(12)透過網路申辦有無時間限制？ (12) Are there any time limits with online applications? 答：沒有時間限制，投保單位全日 24 小時均可登入本局網站進行線上申辦作業。 A: There are no time limits. An insured party can log into the Bureau of Labor Insurance website and apply at any time.</p> <p>(13)投保單位透過網路申辦勞保生育給付，資料有無外洩可能？ (13) Is there any risk of information submitted in an online application being leaked? 答：本局網站採 SSL 加密傳輸機制，被保險人敏感性資料欄位亦予以加密儲存。 A: The bureau's website employs Secure Sockets Layer (SSL) security technology to encrypt and store sensitive information submitted by insured parties.</p>