(*The English version is for reference only.*)

National Pingtung University Employee Record Card

<table>
<tr><td colspan="2">Employee Name:</td><td colspan="2">Onboarding Date: Year Month Day</td><td rowspan="4">Affix Photo Here</td></tr>
<tr><td colspan="2">National ID / ARC No.:</td><td>Date of Birth: Year Month Day</td><td>Gender:</td></tr>
<tr><td colspan="3">Registered Household Address:</td></tr>
<tr><td colspan="3">Mailing Address:</td></tr>
<tr><td colspan="3">Contact Phone / Ext.:</td><td colspan="2">Mobile Phone:</td></tr>
<tr><td colspan="3">Affix Front Copy of National ID / ARC Here</td><td colspan="2">Affix Back Copy of National ID / ARC Here</td></tr>
<tr><td colspan="3">Labor Insurance Enrollment Date: Year Month Day</td><td colspan="2">Insured Salary Grade:</td></tr>
<tr><td colspan="2">Job Title / Position:</td><td>Department / Unit:</td><td colspan="2">Agreed Wage:</td></tr>
<tr><td colspan="5">【Educational Background】 Degree: Master's, Institution Name: National Pingtung University</td></tr>
<tr><td colspan="2">Emergency Contact:</td><td>Relationship:</td><td colspan="2">Contact Phone:</td></tr>
<tr><td colspan="5">Emergency Contact Mailing Address:</td></tr>
<tr><td colspan="5">【Other Required Information】 Project Code: , Project Title: , Funding Source:</td></tr>
</table>

I hereby confirm that the above information is accurate, completed in person on Year Month Day, Signature/Seal: _____

✶ Business entities may record additional required information at their discretion.

✶ Employee record cards shall be retained for five (5) years after the employee's separation from employment.

✶ Article 7 of the Labor Standards Act stipulates: "An employer shall prepare and maintain an employee record card indicating the name, gender, date of birth, place of origin, educational background, address, National ID number, onboarding date, wage, labor insurance enrollment date, rewards and punishments, injuries and illnesses, and other necessary particulars of each worker."