Agreement for the individual additional appropriation of the savings fund for full time faculty members and staff

School ID No.		Unit	
Name		Job Title	
Telephone No.		Application Date	mm / dd / yyyy / /

※Please pay attention to the following regulations; after reading please give your signature on the form and submit it to the Personnel Office for further process:

1. These regulations are enacted to all full-time faculty members and staff within the organization of Wenzao. Those who are willing to join or alter the amount of additional appropriation shall apply before June of each year, and it will become effective in August of that year. No application will be accepted beyond this period; however, application for termination is not limited.
2. The additional appropriation is budged by Wenzao for each academic year; the amount is one NTD per person per month. The individual additional appropriation amount shall not exceed the legal requirement; this appropriation will not be levied on the annual personal income tax; but deducted from the monthly salary.
3. Relevant expenses arising from trust management fee and remittance fee shall be deducted from the special individual account.
4. The use of additional appropriation savings funds shall be based on the self-determined investment and relevant results of “special account of individual additional appropriation savings fund” shall be borne by faculty members and staff; the guarantee of minimum rate of return for the interest rate of two years’ time deposit in local bank is not applicable.
5. During the period of leave without pay, Wenzao and the individual could suspend the additional appropriation; after the individual resumes his/her job, the appropriation can be continued.
6. The withdrawal of appropriation shall be made in accordance with the Act Governing the Retirement, Survivor Relief, Resignation and Layoff for Faculty as Legal Persons of Schools and the Respective Private Schools.
7. The Guidelines Governing Additional Appropriation of Savings Fund for Faculty Members and Staff in regard to Retirement, Survivor Relief and Layoff can be found in the regulations of the website of the Personnel Office.
8. After the approval of the Personnel Office, a copy of this Agreement shall be kept by the applicant.

☐Application	☐ Same as the amount of required legal appropriation. ☐ Self-determined appropriation amount, monthly NTD _____. (a thousand dollars as a base) 【Amount of monthly additional appropriation ≦ Amount of monthly required legal appropriation】
☐Alteration of the amount	Adjusted to monthly NTD _____ .
☐Termination	mm / dd / yyyy From： / /

I have carefully read the Agreement and understood the relevant regulations stipulated in Guidelines Governing Additional Appropriation of the Savings Fund for Faculty Members and Staff in regard to Retirement, Survivor Relief and Layoff; I hereby submit the application accordingly.

Signed by applicant:

Filled in by staff of the Personnel Office			
Date of receipt		Effective date	
Person in charge		Unit head	