

中华人民共和国 外国人就业许可证书

经审核，现批准_____日本_____（国籍），

地球 太郎_____先生（女士），在中华人民共和国

广东省（自治区、直辖市），_____中山市（地区），

_____县（市、区），_____日本有限公司_____单位，从事

特殊加工部_____工作。

签发机关(印)

中华人民共和国人力资源和社会保障部

签发日期 2015



外国人在中国就业实行就业许可制度。获得《中华人民共和国外国人就业许可证书》（简称许可证书）的外国人，应按如下程序办理有关手续：

1. 持许可证书和通知函电到中华人民共和国驻外使、领馆办理职业签证；
 2. 持职业签证入境后十五日内，凭许可证书与用人单位签订劳动合同；
 3. 持许可证书、劳动合同和本人的有效护照等有关材料到用人单位所在地区的人力资源和社会保障行政部门的发证机关办理《外国人就业证》（简称就业证）；
 4. 获得就业证的外国人，应在入境三十日内持就业证到用人单位所在地区的公安机关办理居留许可。
- 持有就业证与居留许可的外国人方可在中国合法就业，并受法律保护。
5. 许可证书自签发之日起生效，有效期为六个月。

编号
中劳外就许 12345678

ALIEN EMPLOYMENT LICENSE OF THE PEOPLE'S REPUBLIC OF CHINA

Upon verification, Mr./Ms. CHIKYU TARO from
JAPAN (Country of citizenship) is hereby permitted to
work in _____ (Employer) in
_____/_____
County (City, District), ZhongShan
City (Prefecture), GuangDong Province (Autonomous Region, Munic-
ipality Directly under the Central Government) of the People's Republic
of China.

Issued by (seal)

Ministry of Human Resources and Social Security
The People's Republic of China

Date of issue 2015 yr 3 mth₅ day

Aliens seeking employment in China should follow an employment permit system. Those who have been awarded *Alien Employment License of the People's Republic of China* (Hereinafter referred to as "*Employment license*") should go through relevant formalities according to the following procedures:

1. Present the *Employment License and Visa Notice* to the embassy or consulate of the People's Republic of China when applying for the *Employment Visa*.

2. The bearer of the *Employment Visa* should sign a labour contract with the employer within 15 days after entering China by presenting the *Employment License*.

3. Present the *Employment License*, labour contract, valid passport and other relevant documents to the human resources and social security administrative authorities of the area where the employer is located to apply for *Alien Employment Permit* (hereinafter referred to as "*Employment Permit*").

4. The aliens who have obtained the *Employment Permit* should present the *Employment Permit* to the local public security authorities to apply for *Alien Residence Permit* within 30 days after entering China.

Aliens who hold the *Employment Permit and the Alien Residence Permit* can be legally employed in China under the Protection of Chinese laws.

5. The *Employment License* will come into effect on the date of issuance and remain effective for a period of six months.