

NATIONAL TAIWAN UNIVERSITY

List of Forms and Documentation Required for Faculty and Staff Retirement

Form/document	Number of copies	Notes
Retirement fact sheet	1	Sign and seal after (correctly) filling in the relevant columns.
Table of contents of required documents	1	Please list the attached documents in chronological order.
Documentary evidence of experience	1 original copy and 1 photocopy (original copy will be returned after inspection)	<input type="checkbox"/> Documents demonstrating seniority in compulsory military service (limited to those who do not receive retirement severance pay) <input type="checkbox"/> Please attach official approvals for unpaid leave <input type="checkbox"/> Faculty appointment letter of the latest year <input type="checkbox"/> Teaching certificates of all academic ranks for teaching in tertiary educational institutions <input type="checkbox"/> University diploma and teaching certificate for teaching in schools at senior secondary level and below <input type="checkbox"/> Staff performance evaluation notice of the latest year <input type="checkbox"/> Staff appointment letter for each position <input type="checkbox"/> If you adopt the New Pension System, the Public Service Pension Fund shall be contributed to a supplementary fund until it reaches maturity; evidence of the supplementary fund fee must be provided. <input type="checkbox"/> If you have served as a temporary worker, the original appointment/resignation certificate must be provided. <input type="checkbox"/> If you have served in other full-time public service positions, the resignation certificates or service certificates from the original affiliated units must indicate that you did not receive a pension or separation pay when resigning. <input type="checkbox"/> If you have seniority in a quota-based, full-time, qualified and paid position as a principal/president or faculty member at a private school, please attach the resignation certificate or service certificate from the original affiliated unit (limited to those who did not receive a pension or separation pay).
Declaration of public service experience	1	Sign and seal after checking
Pension receipt (original copy and photocopy)	1	Fill in your address, sign, and seal (the pension amount is not required)
Private school pension receipt (original copy and photocopy)	0	Signature and seal required (the pension amount is not required)
Current compensation package form	0	Signature and seal required
Pension payout options form	1	Related regulations for reference
Incentives application form	1	Please attach a photocopy of your highest honor and certificate of service Signature and seal required (the level of the medal and certificate is not required)

Incentives receipt	1	Signature and seal required (the level of the medal and certificate and the incentive amount are not required)
Copy of front cover of salary account passbook	1	For depositing pension payments provided under the old pension system (E.SUN Bank, Hua Nan Bank, or Chunghwa Post)
Copy of front cover of bank account passbook	1	For depositing pension payments provided under the new pension system (Bank of Taiwan, Taiwan Cooperative Bank, or First Bank)
Copy of front cover of passbook for BOT deposit account with preferential interest	0 or 3	Deposit of pension payments with preferential interest rates granted by public insurance shall be made by means of direct remittance into the account (please read the instructions on the back for details)
Household certificate	1	
1" x 1" passport photo	soft copy	For the production of the retirement certificate (please send the soft copy of the passport photo to kaoli@ntu.edu.tw)
Affidavit		Applicants urgently applying for retirement (i.e. application not submitted three months before the effective date of retirement) shall be responsible for monetary losses resulting from pension payments being delayed until after the effective date of retirement. Signature and seal required
Affidavit for calculation of seniority		Applicants whose total seniority as a faculty member in the old and new pension systems exceeds 40 years Applicants whose total seniority as staff members in the old and new pension systems exceeds 35 years

Please submit the list to the Retirement, Pension, and Insurance Division, Personnel Office before _____ (MM/DD)