**薪资事项承诺书**

上海市外国专家局（具体审批机关名称）：

我单位拟聘用\_\_\_\_\_\_\_\_（申请人姓名），护照号码\_\_\_\_\_\_\_\_\_，担任\_\_\_\_\_\_\_（职位），合同期从\_\_\_年\_\_\_月\_\_\_日至 年\_\_\_月\_\_\_日结束。

我单位承诺将按照合同工资薪酬为申请人按时、足额缴纳个人所得税，申请人**年度工资薪金所得额不少于□60万、□40万、□其他（请注明： ）元人民币，月度工资薪金所得额不少于□5万、□3.3万、□其他（请注明： ）元人民币，相应月度实际应纳税所得额不低于□4.5万、□2.8万、□其他（请注明： ）元人民币 ，且纳税地点为上海。**我单位承诺在为该外国人**办理下次业务时**（包括延期及注销等业务）提供税单，如无法提供，我单位愿意承担相应责任及后果。

**聘用单位及申请人若承诺未达或做出不实承诺，审批机关有权注销该《外国人工作许可证》，并对聘用单位及申请人进行信用管理，取消其承诺、薪酬积分及容缺的便民操作，视情节轻重，暂缓或停办聘用单位及申请人外国人来华工作许可业务。**

**承诺人签字（申请人）：**

单位名称及公章

年 月 日

备注：

1、如果聘用单位和申请人的申请信息发生变化，应在变化之日起30天内向受理及决定机构提出变更或注销申请，否则聘用单位和申请人应当按照原申请信息内容继续履行承诺事项。

2、月度实际应纳税所得额＝月度工资薪金所得额－5000元人民币/月以及其他专项扣除后的余额。

3、聘用单位应确保提交的材料真实有效，并积极配合做好审批机关事中事后监管的核查工作。如聘用单位不配合核查工作，将被列入虚假承诺异常名单，并给予“承诺未达或做出不实承诺”相应处理。

**PAYROLL COMMITMENT**

Shanghai Administration of Foreign Experts Affairs：

Our institution wants to hire (name) , (Passport NO.) as a（position） . The contract period is from (date) to (date) .

Our institution promises to pay the individual income tax on time and in full according to the contract salary. The applicant’s annual salary is not less than**□600k、□400k、□others（Pls note： ）RMB，** monthly salary is not less than**□50k、□33k、□others（Pls note： ）RMB，**monthly actual taxable income is not less than**□45k、□28k、□others（Pls note： ）RMB，and the tax payment location is Shanghai.** Our institution will provide tax bills for the foreigner's next application for the extension and cancellation of the“Work Permit”. If it is not available, our institution is willing to bear the corresponding responsibilities and consequences.

**If any falsification is found, I would like to have my Foreigner’s Work Permit cancelled. The approving authority will carry out hiring institution and the applicant credit management, such as canceling the hiring institution the tolerance, commitment system and other convenience operations when applying for the foreigner's work permit. Depending on the circumstances, the approving authority can also suspend or even call off the application for Foreigner’s Work Permit in China by the institution.**

Signed by Applicant: （Stamped by the hiring institution）

 Date:

PS：

1．If the above information changes, the application for information change or cancellation shall be submitted to the authority within 30 days from the date of the change. Otherwise, the hiring institution and the applicant shall continue to perform the commitments in accordance with the original application information.

2．monthly actual taxable income＝monthly salary－RMB 5,000 per month and other special deducted balances.

3．The hiring institution shall ensure that the documents submitted are authentic and valid, and actively cooperate with the verification for interim and ex-post regulation. If the hiring institution does not cooperate with the verification work, it will be included in the list of false promises and will be dealt with accordingly.