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Documents Checklist for Hong Kong Work Visa Application

1. Documents to be submitted by the Applicants

| Item | Description |
|------|--|
| 1 | The applicant's recent photograph (passport size photo) |
| 2 | Photocopy of the applicant's travel documents containing personal particulars (i.e. passport), dates of issue, date of expire and/or details of any re-entry visa held (if applicable). For an applicant who is currently staying in Hong Kong, photocopy of his/her travel documents page containing the latest arrival stamp/extension of stay label in Hong Kong. |
| 3 | Photocopy of the applicant's HKID card (if any) |
| 4 | Resume of the applicant |
| 5 | Reference Letter from the applicant's current and previous employers |
| 6 | Photocopy of proof of academic qualifications (i.e. certificate(s)/diploma(s) of the applicant's educational attainment) |
| 7 | Photocopy of the applicant's household registration in Taiwan and Taiwan ID card (<i>for Taiwan residential only</i>) |
| 8 | The letter of consent for entry in Hong Kong as employment (*Applicable to apply ASMTP and Chinese resident of the Mainland residential only) (<i>please find the consent letter from Form ID990A page 8</i>) |

2. Documents to be submitted by Employing Companies

| Item | Description |
|------|---|
| 1 | Copy of Certificate of Incorporation, Company Registration Document, and current Business Registration Certificate |
| 2 | Photocopy of the current company's employment contract or letter of appointment with the applicant containing information about post, salaries, other fringe benefits and employment periods |
| 3 | Detailed business plan of company (i.e. information on source of fund estimated capital injection, nature/mode of business activities, expected turnover, sales volume, gross and net profit in coming years, and proposed creation of local job post, etc.) (<i>for companies newly setup within 12 months only</i>) |

| | |
|----|--|
| 4 | Documents with details of company background such as business activities, mode of operation, background/connection of company, product ranges, sources and markets, membership of chamber of commerce (if any) etc. (supported with catalogues, brochures, name card etc.) |
| 5 | Bank statements of the company for the past 3 months. |
| 6 | Company's audited financial statements for the past 3 years/latest financial statement |
| 7 | Office ownership or tenancy agreement of the office premise (*if no physical office as the moment, quotation ask from some local property agents showing your intention to setup a physical office is required |
| 8 | Staff list of the company with post and salary |
| 9 | Confirmation letter by the subject employing company of the post, remuneration and other fringe benefits including accommodation offered |
| 10 | Letter issued by the subject employing company for clarifying this is a new post or a replacement of an existing staff member (<i>*If the post is a newly created, please state the reason(s) for the post creation.</i>) |
| 11 | Proof of local recruitment exercise attempted for the current post (i.e. recruitment advertisement, number of respondents, their resumes and selection result, etc.) Otherwise, please state the reason(s) of not conducting local recruitment |
| 12 | Full job description and a letter explaining why the post cannot be filled locally and who applicant's service in Hong Kong is essential |
| 13 | Passport photocopy of the director/authorized person of the sponsoring company |

3. Documents to be submitted by each accompanying Dependant of an Applicant for entry for Employment (Dependant Visa)

| | |
|---|---|
| 1 | The dependant's recent photograph (passport size photo) |
| 2 | Photocopy of the dependant's travel documents containing personal particulars (i.e. passport), dates of issue, date of expiry and/or details of any re-entry visa held (if applicable). For a dependant who is currently staying in Hong Kong, photocopy of his/her travel documents page containing the latest arrival stamp/extension of stay label in Hong Kong. |
| 3 | Photocopy of evidence of the applicant's relationship with the dependant, e.g. marriage certificate, birth certificate, family photographs, family letters (with envelopes), census record book and Privilege Card for Single Child (if applicable) |
| 4 | Photocopy of the dependant's household registration in Taiwan and Taiwan ID card (<i>for Taiwan residential only</i>) |

4. Important Notice:

Notwithstanding that the documents and information required have been furnished, applicants, accompanying dependant(s) and sponsors may still be required to submit further supporting documents and information in connection with the application(s) when necessary.

Where a documents is not in Chinese or English, it must be accompanied by a Chinese of English translation certified as a true translation by a sworn translator, court translator, authorized public translator, certified translator, expert translator or official translator.

If you wish to obtain more information or assistance, please visit the official website of Kaizen CPA Limited at www.kaizencpa.com or contact us through the following and talk to our professionals:

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