

Hong Kong Work Visa Sponsor Change Procedures and Fees

If you are currently working in Hong Kong on an employment visa and wish to change jobs, you must first obtain an approval from the Hong Kong Immigration Department by filing an application for Change of Visa Sponsorship. The application must be approved by the Immigration Department before starting a new employment.

The application procedure is similar to a brand-new work visa application, but if the new employment is within the same field or industry, and the general circumstances of the applicant remain unchanged, the application should be straightforward.

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1. Hong Kong Change of Visa Sponsorship Application Fees

Our fees for handling the application for Change of Visa Sponsorship application is HKD9,980. For corporate pricing, please contact Kaizen's Visa and Immigration team.

In particular, our fees cover the following services:

- (1) Continuous advice regarding the application for Change of Visa Sponsorship;
- (2) Assistance with the preparation of the required documentation;
- (3) Review of application documents prepared by applicant and employing company;
- (4) Preparation of authorization letter(s) and application form(s);
- (5) Submission of application to the Hong Kong Immigration Department;
- (6) Liaison with the Hong Kong Immigration Department regarding the application;
- (7) Report of application status to the applicant or client;
- (8) Arranging the payment of fees and collection of the approved employment visa;

Note: The fees quoted above include the government fee, but are exclusive of delivery charges, notarization fees, translation fees, etc.

2. Eligibility Criteria

To apply for a Change of Visa Sponsorship, the following eligibility requirements need to be met:

- (1) Applicant must be physically in Hong Kong;
- (2) Applicant must possess a good educational background. Normally it is preferable to have at least an undergraduate degree in the relevant fields. However, in the absence of such a degree, documentary evidence of good technical qualifications, relevant professional abilities, achievements and experience may suffice;
- (3) Applicant has resigned from his/her last employer with a release letter (stating applicant's last employment date);
- (4) There is a genuine job vacancy at the new employing company;
- (5) Applicant should have secured a confirmed employment offer from the new employer and the job matches his/her academic qualifications and/or working experience and cannot be readily taken up by the local work force (for employment as professionals only);
- (6) The remuneration package including income, accommodation, medical and other fringe benefits is in line with the prevailing market standards in Hong Kong.

The above-mentioned eligibility criteria may be subject to change from time to time by the Hong Kong Immigration Department without prior notice. Please consult with Kaizen's Visa and Immigration team for more information.

3. Payment Term and Method

Upon receipt of your confirmation of engagement, we will issue and send an invoice together with the wiring instructions to you for your settlement. When you arrange the payment, please put our invoice number of account number in the message section and then send email a copy of the remittance receipt to us for our records. Because of the nature of service, we require full payment in advance. And once the service is commenced, no refund of service fee will be made.

We accept cash, HKD check, TT and credit card through Paypal. An extra handling fee of 5% will be charged if paid by Paypal.

4. Procedures and Timeline

In general, the processing time of Change of Visa Sponsorship application takes around 4-6 weeks after the submission of a complete application file to the Hong Kong Immigration Department. The Hong Kong Immigration Department will verify the validity of the information submitted and may request additional evidence documents. In such case, the processing time will be prolonged.

If the application is approved, the Hong Kong Immigration Department will issue an Entry Permit which must be collected from the immigration office in-person by the applicant or an authorized representative with the original travel documents while the applicant is physically in Hong Kong. In the event that the Change of Visa Sponsorship is refused, an appeal can be filed with the Immigration Department.

5. Documents and Information Needed

The applicant is required to provide the following documents and information for the purpose of the Hong Kong Change of Visa Sponsorship application:

- (1) Original and photocopy of the applicant's valid travel document and, where applicable, his/her previous travel document page showing the latest visa/entry permit label/arrival stamp/landing slip/extension of stay label in the HKSAR
- (2) Photocopy of the applicant's Hong Kong Identity Card and visa label
- (3) Completed form ID 91
- (4) Photocopy of the applicant's release letter containing his/her HKID/Passport no., position title and his/her last employment date
- (5) Completed form ID 990B
- (6) Business Registration Certificate and Certification of Incorporation of the new employing company
- (7) Copy of the employment contract or the letter of appointment containing information about post, salaries, other fringe benefits
- (8) Letter containing the full job description
- (9) The applicant's certificates of academic qualification and professional qualifications as well as employment proof

(10) An explanation letter detailing the reasons why the position to the assumed by the applicant cannot filled locally

All documents submitted must be in English or Chinese or translated into English or Chinese by a certified translation body.

For the complete checklist of the required supporting documents, please refer to our “Documents Checklist for Hong Kong Change of Visa Sponsorship Application” or request it from Kaizen’s Visa and Immigration team at info@kaizenvis.com. The Hong Kong Immigration Department reserves the right to demand further documents from the applicant or employing company as and when necessary.

6. Validity of Work Visa

If the applicant’s work visa is valid for less than six (6) months when the application is filed, the Hong Kong Immigration Department will automatically extend the visa for three (3) years upon approval of the Change of Visa Sponsorship.

The work visa/permit holders may apply for extension of stay in Hong Kong within four (4) weeks before their limit of stay expires. Such applications will be considered only when an applicant continues to meet the eligibility criteria under the relevant visa application scheme. The validity period of the visa/permit will normally follow the 3-3 years pattern if approved by the Immigration Department, and is subject to the underlying employment conditions or the duration of the employment contract (whichever is shorter).

If you wish to obtain more information or assistance, please visit our official website at www.kaizenvis.com or contact us through the following means:

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