

## Hong Kong Work Visa Application Procedures and Fees

*Unless otherwise indicated, the employment (or work) visa application stated in this quotation refers to visa/permit for employment as professionals under the General Employment Policy and the Admission Scheme for Mainland Talents and Professionals.*

In general, unless a person has the right of abode or right to land in Hong Kong, he/she requires a visa permit for work in Hong Kong. Foreigners who wish to take up any short-term or long-term employment (whether paid or unpaid) in Hong Kong, he/she must obtain an employment visa/permit from Hong Kong Immigration Department before take-up the employment.

Under General Employment Policy ("GEP") and Admission Scheme for Mainland Talents and Professionals ("ASMP"), foreigners and residents of the Mainland China who possess special skills, knowledge, or experience of value to and not readily available in Hong Kong may apply to come to work as Professionals.

The GEP does not apply to residents of Mainland China. Professionals who are residents from Mainland China may apply to come to work in Hong Kong under the dedicated Admission Scheme for Mainland Talents and Professionals ("ASMP").

Alternatively, foreigners who wish to establish or join in business and then take up the employment or sponsoring by his/her owned business in Hong Kong, he/she may apply for the work visa/permit under the Investment as Entrepreneurs scheme under GEP. Please refer to our [Hong Kong Investment as Entrepreneurs Work Visa Procedures and Fees](#) for details.

Both the GEP and ASMP work visas are quota-free and non-sector specific. All professionals who meet the eligibility criteria specified in the Section 2 of this quotation may apply for an employment visa in Hong Kong.

Applicants who have been admitted into Hong Kong to take up employment through the above-mentioned work visa schemes may also apply for a dependent visa for their spouse or unmarried dependent child(ren) under the age of 18. Finally, it is worth noting that work visa holders may apply for the right of abode in Hong Kong in accordance with the law if they have ordinarily resided in Hong Kong for a continuous period of not less than seven (7) years.

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### 1. Hong Kong Work Visa Handling and Application Fees

Our fee for handling the employment visa application to enable a foreigner to work in Hong Kong is HKD9,980. An additional HKD4,990 will be charged for each dependent visa. For corporate pricing, please contact Kaizen's Visa and Immigration team ([info@kaizenvis.com](mailto:info@kaizenvis.com)).

In particular, our fees cover the following services:

- (1) Continuous advice regarding the application for work visa in Hong Kong;
- (2) Assistance with the preparation of the required documentation;
- (3) Review of application documents prepared by applicant(s) 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 client;
- (8) Arranging the payment of fees and collection of the approved work visa;
- (9) Forwarding of work visa to the client's specified address; and
- (10) Assistance with the application of Hong Kong ID cards.

**Note:**

- (1) The fees quoted above include the government fee;
- (2) The fees stated are exclusive of delivery charges, if any.

### 2. Eligibility Criteria

To apply for an employment visa, the following eligibility requirements need to be met:

- (1) Applicant should not have any criminal records or security objections;
- (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) There is a genuine job vacancy at the employing company;
- (4) Applicant should have secured a confirmed employment offer and the job matches his/her academic qualifications and/or working experience and cannot be readily taken up by the local work force;
- (5) 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 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. Application Procedures and Estimated Timeline

In general, the processing time of work visa application takes around 4-8 weeks after the submission of a complete application package 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. In the case of a refusal of the work visa application, an appeal can be filed with the Department.

Upon collection of the Entry Permit, the applicant may visit Hong Kong with the original of the Entry Permit and start the intended employment. After his/her arrival, a Permit Holder who is permitted to stay in Hong Kong for more than 180 days must also register for a Hong Kong identity card (HKID) within 30 days of arrival.

### 5. Documentary Evidence and Information Requirements

The applicant is required to provide the following documents and information for the purpose of the Hong Kong employment visa application:

- (1) Business registration certificate of the employing company;
- (2) The detailed information of authorized person of the employing company;
- (3) Copy of the employment contract or the letter of appointment containing information about the post, salaries, other fringe benefits;
- (4) A letter containing the full job description;
- (5) The applicant's certificates of academic qualification and professional qualifications as well as employment proof;
- (6) An explanation letter detailing the reasons why the position to be assumed by the applicant cannot be filled locally.

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

For a complete checklist of the required supporting documents, please refer to our “Documents Checklist for Hong Kong Work Visa Application” or request it from Kaizen’s Visa and Immigration team at [info@kaizenvis.com](mailto:info@kaizenvis.com). Please note that the Hong Kong Immigration Department reserves the right to demand further documents from the applicant or the employing company as and when necessary.

### 6. Validity of Work Visa

Most initial work visas issued are valid for up to two (2) years depending on the employment conditions or in accordance with the duration of the employment contract (whichever is shorter).

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 the applicants continue to meet the eligibility criteria under the relevant visa application scheme. The validity period of the permit extensions 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).

Professionals admitted under the employment visa schemes presented in this quotation shall only take up such employment as approved by the Director of Immigration with the specified employment conditions. In the event that the visa holder decides to change his/her employment or employer, they must seek prior approval from the Hong Kong Immigration Department even though his/her current work visa has not expired. Such applications may be favourably considered if the applicants continue to fulfil the eligibility criteria under relevant visa application scheme.

*If you wish to obtain more information or assistance, please visit our official website at [www.kaizenvis.com](http://www.kaizenvis.com) or contact us through the following and talk to our professionals:*

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