

## **Points to note when applying for Working Visa (Information as of Oct 2017):**

The points below serve as general guidance only and should not be construed as our legal opinion. Visa application requirements often vary on a case by case basis.

### **(1) Application for New Working Visa**

#### **A. Introduction**

Foreigners who wish to work in Hong Kong, not having worked here previously must submit a new working visa application to Hong Kong Immigration Department. If the Applicants who possess special skills, knowledge or experience of value to and not readily available in the HKSAR may apply to come to work under the General Employment policy (GEP).

#### **B. Forms and Supporting Documents**

##### For the Applicant:

- Completed ID990A application form;
- A recent photograph (attach to page 2 of the form);
- A copy of valid travel documents containing personal particulars, date of issue and date of expiry;
- Proof of previous visa label if currently residing in HKSAR;
- A copy of Hong Kong/Macau/PRC/Taiwan Identity Card (if any);
- Proof of Academic qualifications;
- Proof of relevant work experience (i.e. reference letters from previous employers);
- A copy of household registration (if any); and
- A copy of overseas residence specifying condition of stay, limit of stay (only overseas PRC passport holders)

##### For the Employing Company:

- Completed ID990B application form;
- A copy of employment contract or letter of appointment containing role, salary, benefits and employment periods;
- A copy of business registration certificate and certificate of incorporation;
- A copy of proof of financial standing (i.e. latest audited financial report, recent profit and loss account); and
- A detailed business plan (if you engage with us for SFC licensing we will provide a template for you)

##### For Dependents:

For each accompany dependent of an applicant for entry under the GEP should complete and provide the following documents.

- Part B of application form ID990A is to be duly completed by the dependent;
- A recent photograph (attach to page 2 of application form ID990A);
- A copy of valid travel documents containing personal particulars, date of issue and date of expiry;

- Proof of previous visa label if currently residing in HKSAR;
- Evidence of relationship between the applicant and dependent i.e. Marriage or birth certificate;
- A copy of Hong Kong/Macau/PRC/Taiwan Identity Card (if any); and
- A copy of household registration (if any)

## C. Others

- (i) Documentation Preparation Time: 2-3 weeks upon receipt of all necessary documents.
- (ii) Processing Time: Within 6-12 weeks upon filing of all necessary documents with the Immigration Department.
- (iii) Appointment of Representative: If applicant cannot submit or collect visa application in person, they may authorize a representative in writing, to present supporting documents and apply on their behalf.
- (iv) Collect visa label: The applicant/representative has to bring the approval letter issued by the Immigration Department in order to collect the applicant/dependent's visa label.

## (2) Application for New Dependent visa

### A. Introduction

For a sponsor who is a Hong Kong permanent resident or a resident who is not subject to a limit of stay (i.e. a resident with the right to land or on unconditional stay), the following dependents may apply to join him/her for residence in the HKSAR:

- a. his/her spouse;
- b. his/her unmarried dependent child under the age of 18; and
- c. his/her parent aged 60 or above.

For a sponsor who has been admitted to take up employment (as professionals, for investment to establish/join in business, or for training) or studies (in full time undergraduate or post graduate local programs in local degree-awarding institutions) or whose sponsors have been admitted as entrants under the Capital Investment Entrant Scheme (has been suspended since 15 January, 2015), the Quality Migrant Admission Scheme or the Admission Scheme for the Second Generation of Chinese Hong Kong Permanent Residents.

### B. Forms and Supporting Documents

#### For Dependents:

- Completed ID997 application form;
- A recent photograph (attach to page 1 of application form ID 997);
- A copy of travel documents containing personal particulars, date of issue and date of expiry;
- Proof of previous visa label if currently residing in HKSAR;

- Evidence of relationship between the sponsor individual and dependent i.e. Marriage or birth certificate;
- A copy of Hong Kong/Macau/PRC/Taiwan Identity Card (if any); and
- A copy of household registration (if any)

### For the Sponsor:

- Part B of application form ID997 is to be duly completed by the sponsor;
- A copy of Hong Kong Identity Card;
- A copy of valid travel documents containing personal particulars, date of issue, date of expiry;
- A copy of current visa/entry permit/extension of stay label in HKSAR (for non-permanent residents of the HKSAR only);
- A copy of employment contract or letter of appointment containing role, salary, benefits and employment periods;
- A copy of Bank statements or other proof of his/her financial standing; and
- A copy of Hong Kong residential proof (i.e. rental receipts, tenancy agreements)

### **C. Others**

- (i) Documentation Preparation Time: 2-3 weeks upon receipt of all necessary documents.
- (ii) Processing Time: Within 6-12 weeks upon filing of all necessary documents with the Immigration Department.
- (iii) Appointment of Representative: If sponsor cannot submit visa application or collect dependent's visa label in person, they may authorize a representative in writing, to present supporting documents and apply on their behalf.
- (iv) Collect visa label: The sponsor/representative has to bring the approval letter issued by the Immigration Department in order to collect the sponsor's visa label.

## **(3) Application for an Extension of Stay**

### **A. Introduction**

If an applicant who currently employing at one company and wishing to transfer to another company or who wish to extend his/her visa without change of employment should submit an application of an extension of stay to the Hong Kong Immigration Department.

Please note that non-permanent residents should apply for extension of stay in the HKSAR within 4 weeks before their limit of stay expires.

## B. Forms and Supporting Documents

### For the Applicant:

- Completed ID91 application form;
- An original and copy of valid travel documents showing his/her last visa/entry permit/arrival stamp/landing slip/extension of stay label in HKSAR; (i.e. Passport and Exit-Entry Permit for Travelling to and from Hong Kong and Macau (EEP) (for Mainland Chinese));
- A copy of Hong Kong Identity Card ;
- A copy of previous visa label; and
- Proof of past employment (e.g. reference letters)

### For the Employing Company:

For the company receiving an employee that previously worked at another company and is transferring to their company:

- Completed ID990B application form;
- A copy of employment contract or letter of appointment containing role, salary, benefits and employment periods;
- A copy of business registration certificate and certificate of incorporation;
- A copy of proof of financial standing (i.e. latest audited financial report, recent profit and loss account); and
- A detailed business plan (if you engage with us for SFC licensing we will provide a template for you)

For the company who wish to extend an applicant's visa without change of employment:

- A copy of supporting letter stating the applicant's position, total monthly and period of employment.

### For Dependents:

For an employee on dependent status, they must complete the following forms:

- Completed ID91 application form;
- Completed ID481A application form; to be signed by the applicant (sponsor);
- Completed ID481B application form (for dependent spouse only);
- An original and copy of valid travel documents showing his/her current permission to stay in HKSAR; (i.e. Passport and Exit-Entry Permit for Travelling to and from Hong Kong and Macau (EEP) (for Mainland Chinese);
- A copy of Hong Kong Identity Card; and
- A copy of previous visa label

## C. Others

- (i) Documentation Preparation Time: 2-3 weeks upon receipt of all necessary documents.
- (ii) Processing Time: Within 6-12 weeks upon receipt of all necessary documents by the Immigration Department.

- (iii) Appointment of Representative: If applicant cannot submit or collect visa application in person, they may authorize a representative in writing, to present supporting documents and apply on their behalf.
- (iv) Submit application and Collect visa label: The applicant/representative has to bring the applicant's and dependent's original valid travel documents while submitting the application forms to the Immigration Department.

The applicant/representative has to bring the applicant's and dependent's original valid travel documents and approval letter issued by the Immigration Department while collecting the extension of stay visa label from the Hong Kong Immigration Department.

For inquiries for visa applications, please contact:

Josephine Chung  
Director, CompliancePlus Consulting Limited  
Tel: +852 - 3487 6333  
Email: [jchung@complianceplus.hk](mailto:jchung@complianceplus.hk)  
WeChat: jyychung  
Official WeChat: CompliancePlus-HK

**END**

Copyrights © October 2017 CompliancePlus Consulting Limited All rights reserved.