HONG KONG VISA SHERPA

PREPARING YOUR APPLICATION

for Admission as Mainland Talents and Professionals

APPLICANT WILL NEED :

Application Form ID990A

Educational Certificates

Letter of Consent ID990A page 5 from employer in China or relevant Mainland Authorities

Up to date Resume

Employment References and Testimonials

PRC Passport & Exit-Entry Permit/ Chinese ID

EMPLOYER WILL NEED :
if the Company obtained an Employment Visa Approval in the past 18 months

Sponsorship Form ID990B

Approval Letter from Immigration Department

Updated Business Registration Certificate

Employment Contract

Job Description

Local Recruitment Exercise - Job Posting & Candidates' CVs-

Employer will need to provide additional documents if the Company didn't receive any Employment Visa Approval in the last 18 months

Corporate Information
- Certificate of Incorporation
- Business Registration Certificate
- Memorandum and Article of Association
- Latest NAR1 form

Bank Statements - latest 3 months -

Financial Information
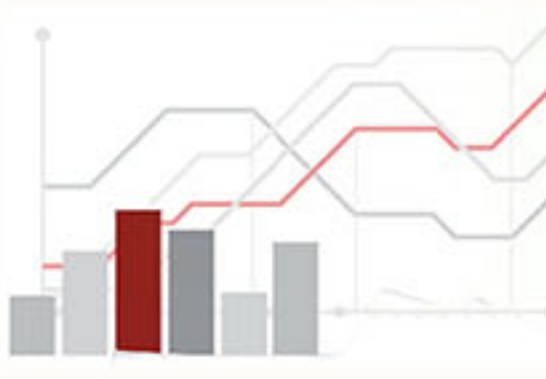- Latest Tax Return
- Audited / Management Accounts

Letter introducing the Company - Business Plan -

Proof of Business
- Office Tenancy Agreement
- Invoices, Contracts, Business Arrangements
- Website or Brochure

3 Year Profit and Loss Projection / Current & Prospective Staff List

IMPORTANT POINTS :

- For most of above documents the copies are sufficient, just the signed forms are required in original
- The forms need to be signed on each page being filled with the submission date
- Affix a clear colored passport size photograph on the 2nd page of the ID990A form
- Company's authorized person should sign and chop each page of the sponsorship form ID990B and fill in the submission date
- Documents must be submitted in English or Chinese

- The passport and Mainland Hong Kong Exit-Entry Permit need to have at least 6 months validity
- Overseas Parent Company may provide the Certificate of Incorporation and the Financial Statements, if applicable
- The Company will come under greater scrutiny if it has less than 12 months since its incorporation
- Any assertions made must be backed up by documentary evidence
- The covering letter should explain why the applicant satisfies the Employment Visa Approvability Test