

# PREPARING YOUR APPLICATION

for Employment Visa - Change of Employer

## APPLICANT WILL NEED :



Application Form ID91



Passport



Hong Kong ID and Current Employment Visa



Up to date Resume



Termination of Employment Letter confirming the Date of Leaving - from previous employer -



Proof of Academic Qualifications

## 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



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



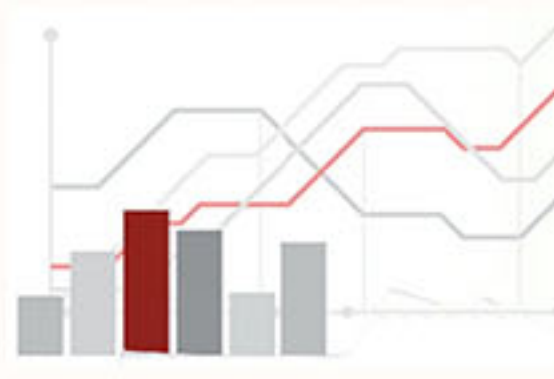
Letter introducing the Company - Business Plan -

### 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 and the Passport are required in original
- The Passport needs to have at least 6 months validity
- The original Passport is required for the application submission and approval
- The forms need to be signed on each page being filled with the submission date
- 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
- Overseas Parent Company may provide the Certificate of Incorporation and the Financial Statements, if applicable
- The sponsoring 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