

PREPARING YOUR APPLICATION

for Entry Employment Visa with Family

APPLICANT WILL NEED :



Application
Form ID990A



Passport
-Applicant & each family member-



Proof of Academic
Qualifications



Up to date Resume



References from
previous employer



Proof of Family Relationship
- Marriage Certificate,
Birth Certificate -

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



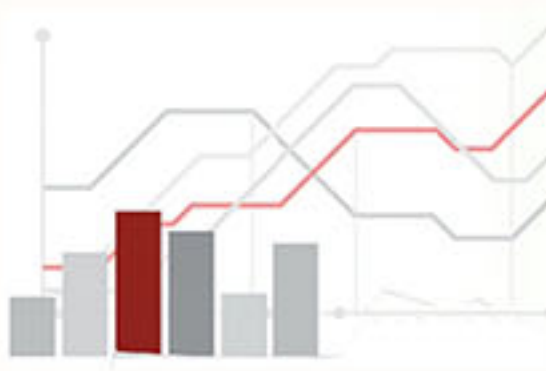
Letter introducing the Company
- Business Plan -

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 are required in original
- The ID990A form needs to be signed on each page, the first 4 pages by the applicant and by the dependant starting from the 5th page
- Affix clear colored passport size photographs for each family member on the 2nd page of the ID990A form
- All forms must be signed on each page and filled with the date of submission
- Company's authorized person should sign and chop each page of the sponsorship form ID990B
- Any assertions made must be backed up by documentary evidence
- The passports need to have at least 6 months validity. For Taiwan residents only, provide copies of Taiwan ID card and Taiwan Census Paper
- If currently in Hong Kong, provide copy of travel document page showing the latest visa/entry permit label/arrival stamp/landing slip/extension of stay label in the HKSAR
- 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
- Documents must be submitted in English or Chinese
- The covering letter should explain why the applicant satisfies the Employment Visa Approvability Test