

# PREPARING YOUR APPLICATION

*for Changing From Dependant Visa to Employment Visa*

## APPLICANT WILL NEED :



Application  
Form ID990A



Passport



Hong Kong ID and  
Current Valid Dependant Visa



Up to date Resume



Employment References  
and Testimonials



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



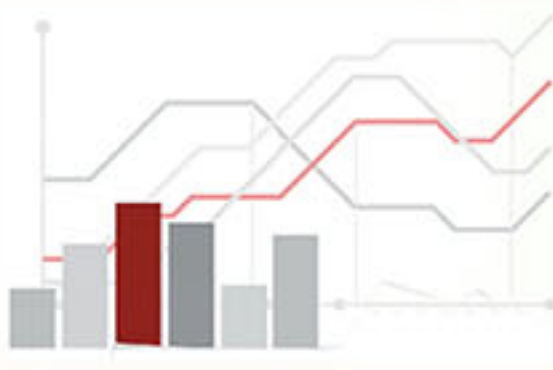
Letter introducing the Company  
- Business Plan -

### 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 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 1D990A 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 travel documents need to have at least 6 months validity
- For Taiwan residents only, provide copies of Taiwan ID card, Taiwan Census Paper and valid Multiple Entry Permit
- For PRC residents only, provide copies of China Identity Card and Valid Exit-Entry Permit
- 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