

# 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



Previous Employment References



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



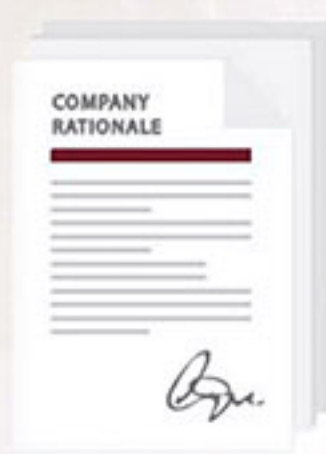
- Certificate of Incorporation
- Business Registration Certificate
- Memorandum and Article of Association
- Latest NAR1 form



Bank Statements - latest 3 months -



- Latest Tax Return
- Audited / Management Accounts



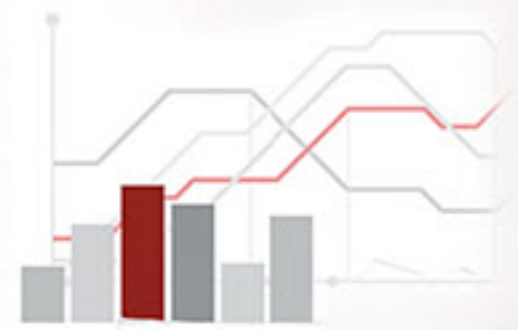
Letter introducing the Company - Business Plan -

### 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
- For PRC residents only, provide copies of China Identity Card and valid Exit - Entry Permit
- For Taiwan residents only, provide copies of Taiwan ID card, Taiwan Census Paper and valid Multiple Entry Permit
- The Passport needs 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