

# PREPARING YOUR APPLICATION

Admission as Mainland Talents and Professionals with Family

## APPLICANT WILL NEED :



Application Form ID990A



PRC Passport, Entry-Exit Permit & Mainland ID - Applicant & each family member -



Proof of Family Relationship - Marriage Certificate, Birth Certificate -



Up to date Resume



Proof of Academic Qualifications



Employment References and Testimonials

## 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 Past 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



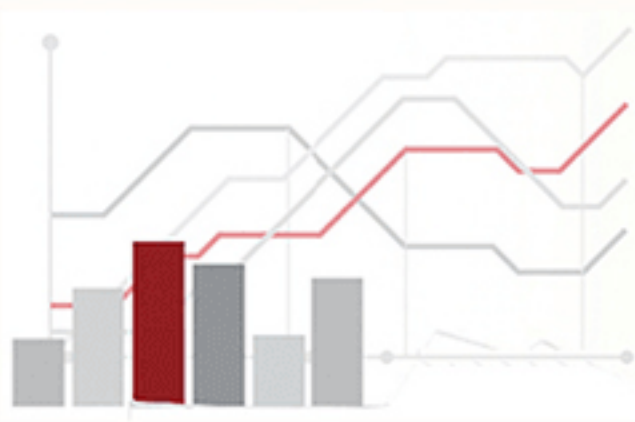
- Latest Tax Return
- Audited / Management Accounts

### Proof of Business



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

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



Letter introducing the Company - Business Plan -



## 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 dependants 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
- Mainland Hong Kong Entry Exit Permit 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
- Documents must be submitted in English or chinese
- The covering letter should explain why the applicant satisfies the Employment Visa Approvability Test
- Any assertions made must be backed up by documentary evidence