

PREPARINC Your application

for Changing from Dependant Visa to Employment Visa

APPLICANT WILL NEED:

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 ####Example of home 01-01-1949 CO

 ####Example of home (61-18)

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> Passport & Hong Kong ID

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Current Valid Dependant Visa

Application Form ID990A

CV CV PV		EMPLOYMENT REFERENCES
		TESTIMONIALS
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

	Approval Letter from Immigration Department	
		The second secon
Sponsorship Form ID990B	And the second s	Updated Business Registration Certificate
Employment Contract	JOB	



Employer will need to provide additional documents if the Company didn't receive any Employment Visa Approval in the last 18 months









Bank Statements - latest 3 months -

Proof of Business



Financial Information



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



Letter introducing the Company - Business Plan -



Website or Brochure

IMPORTANT POINTS :

- For most of above documents the copies are sufficient, just the signed forms and 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

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