

PREPARING YOUR APPLICATION

for Employment Visa - Change of Employer

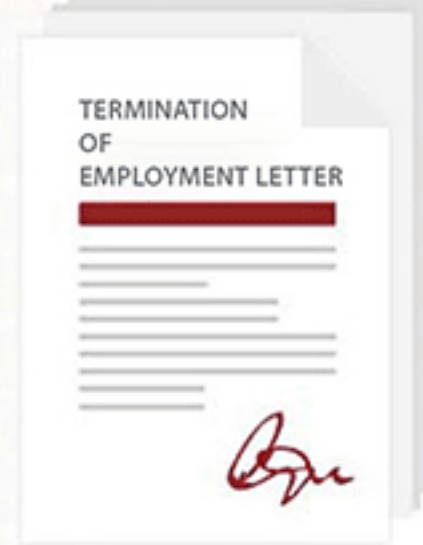
APPLICANT WILL NEED :



Application Form ID91



Passport, Hong Kong ID & Current Employment Visa



Termination of Employment Letter confirming the Date of Leaving - from current employer -



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



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



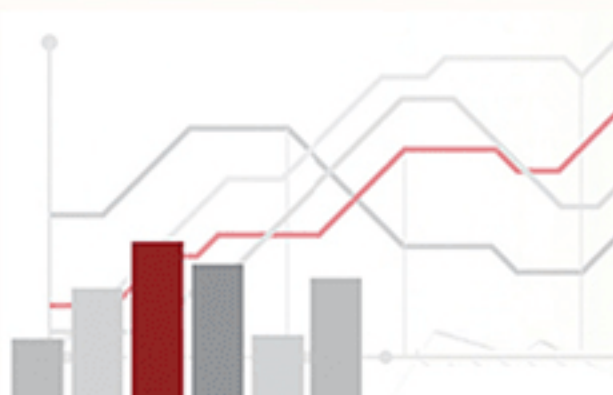
Letter introducing the Company - Business Plan -

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 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
- 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 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