



## Documents From Applicant

- Copy of valid passport bio details ID page
- Copy of Taiwan ID card [for Taiwan residents only]
- Copy of Taiwan Census Paper 戶籍謄本 [for Taiwan residents only]
- Copy of travel document page showing the latest visa/entry permit label/arrival stamp/landing slip/extension of stay label in the HKSAR, if currently in Hong Kong
- Copy of Hong Kong Identity card, if any
- Copy of updated Resume/CV
- Copy of educational certificates and/or vocational qualifications
- Copy of employment reference letters from current/previous employers to show proof of work experience as outlined in the CV
- Clear colored passport size photograph in jpeg format or recent photograph affixed on the application form
- Original signed Letter of Authorization x 3 authorizing us to submit on the applicant's behalf
- Original signed ID990A page 1 to 4

## NOTES



## Documents From Employer

- Copy of the company's employment contract with or letter of appointment to the applicant containing information about post, salaries, other fringe benefits and employment periods
- Copy of Job description with entry requirements
- Original signed and stamped Declaration Letter on Local Recruitment Efforts describing the steps the company has taken to locate the candidates such as the number of job ads placed and the duration they were placed, the number of applications reviewed, the number of official interviews conducted, and the number of candidates shortlisted etc
- Copy of valid business registration
- Copy of the visa approval letter from ImmD of the recently sponsored foreign employee
- Original signed ID990B Page 1 to 3 with company chop

## NOTES



The documents listed below are only required if the employer has not successfully obtained an employment or training visa/entry permit for a non-local staff member in the 18 months immediately prior to the submission of the application.

- Copy of the company's Certificate of Incorporation and Memorandum & Articles of Association
- Copy of Annual Return to Registrar of Companies (Form NAR1)
- Copy of proof of financial standing (e.g. latest audited financial report, trading profit and loss account, or profit tax return or company bank statements for the past three months)
- Property ownership proof or a copy of tenancy agreement of the office
- Copy of Organization Chart of the company, showing clearly the divisional structure and highlighting the position of the applicant
- Copy of List of current staff with job titles
- Copy of details of company background such as business activities, mode of operation, background/ connection of company, product ranges, sources and markets, membership of chamber of commerce (if any), etc. (supported with catalogues, brochures, etc.)
- Copy of detailed business plan (e.g. information on source of fund, estimated capital injection, nature/mode of business activities, expected turnover, sales volume, gross and net profit in the coming years, and proposed creation of local job posts, etc.) [for companies newly set-up within 12 months only]

## NOTES