



## Documents From Applicant

- Original and copy of valid passport bio details ID page [Original travel document is required for the application submission and approval]
- Copy of current employment visa
- Copy of Multiple Entry Permit (MEP) [for Taiwan residents only]
- Copy of Hong Kong ID card
- Copy of updated Resume/CV
- Copy of Release letter from the current employer/ resignation letter
- Current residential address in Hong Kong
- Most Recent date of arrival into Hong Kong
- Original signed Letter of Authorization x 3 authorizing us to submit on the applicant's behalf
- Original signed ID91 page 1 to 3

## 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 period
- 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