



Business Investment Visa

- Application form ID999A (applicant) and ID999B (sponsor).
- Recent photograph affixed to the form.
- Copy passport details page and current visa/period of stay if presently in Hong Kong.
- Copy up-to-date CV.
- Photocopy of all graduation certificates/proof of academic qualifications.
- Copies of prior employment references and testimonials.
- Copy Letter of Engagement or Contract of Employment detailing information about the post, emolument and term.
- Copy Business Registration Certificate.
- Copy of latest audited financial report and/or management accounts (if available).
- Copy latest profits tax return to the Commissioner for Inland Revenue (if available).
- Copy of the most recent Annual Return filed with the Registrar of Companies (FORM NAR1) and FORM ND2A (Notification of Changes of Secretary and Directors) if applicable, and FORM NSC1 (Return of Allotments).
- Company brochure (and/or "Company Profile"), sales publications, press articles and any similar promotional type materials, which verify the business type of the company.
- General proofs of business - for example, trading documentation, shipping documents, invoices, contracts, agency and distribution agreements etc.
- Office tenancy agreement copy (if any)
- If there is a substantial overseas parent company the following documents could also be submitted to assist in the credibility establishment process: Certificate of Incorporation of the parent company, its audited financial statement and the parent company profile or brochure (which will often suffice instead of Hong Kong corporate background information.)



HONG KONG VISA
HANDBOOK



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- A color print out of company's website (if available).
- Copies of Company's bank statements for the last six month period (if available).
- Company's confirmed client list (both in suppliers/buyers in Hong Kong and Overseas).
- A chart/graph showing company's projected turnover for the next 24 months, based on the current business.
- Proof of monetary injections by the applicant into the business.
- Three colour photographs of the company's office premises.
- Copy of current staff list with name, position, nationality, salary and HK Identity card **and** a chart showing the number of staff to be employed in the coming year together with their positions.
- Copy of Mandatory Provident Fund Certificate, debit note and bank deposit receipt of contributing funds to current staff.
- Copy of Employees' Compensation Insurance Policy, debit note and receipt of current staff.
- A complete business plan if one has already been written.

Notes

