



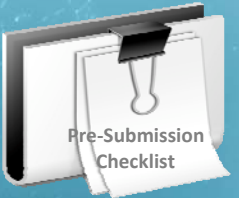
Employment Visa

- Application form ID990A (employee) and ID990B (employer).
- Recent photograph affixed to the form.
- Copy passport details page and current visa/period of stay if presently in Hong Kong (white visa slip).
- 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.
- Copy latest profits tax return to the Commissioner for Inland Revenue.
- Copy of the most recent Annual Return filed with the Registrar of Companies (FORM NAR1), along with Companies Registry FORM ND2A (Notification of Changes of Secretary and Directors) if applicable, and FORM NSC1 (Return of Allotments).
- Detailed letter introducing the company, its business and list of staff (including HKIDs)
- 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 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.)



NB — if the employing company has had a prior employment visa approved in the previous 18 months the employer documents above are mostly not required (however the Form ID990B is required in all instances).





Employment Visa

Notes



HONG KONG VISA
HANDBOOK