

**Chandrawat
& Partners**

IMMIGRATION SERVICES



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EMPLOYMENT VISA

ELIGIBILITY

- Applicant should have secured an employment/job offer before the visa application is submitted;
- Applicant should possess unique qualifications and relevant working experience that are not readily available in Hong Kong in order to fulfill the visa requirement;
- Applicant should be placed in a management level job position and the salary offered should be met with market rate;
- The sponsoring company should be financially stable; and
- The sponsoring company should have local staffs and office premise has already been set up.

DOCUMENTS FOR THE APPLICANT

- Visa Application Form ID 990A with the applicant's signatures;
- Copy of the applicant's passport and recent photograph;
- Photocopy of proof of academic qualifications and relevant work experience;
- Photocopy of proof of the applicant's overseas residence, such as copy of official document showing the applicant's conditions of stay and limit of stay endorsed by overseas authorities; and
- Copy of the applicant's employment contract with the sponsoring employer.

DOCUMENTS FOR THE EMPLOYING COMPANY

- Application for Employing Professionals in Hong Kong (Form ID 990B);
- Photocopy of the Employment Contract of the applicant;
- Photocopy of the Business Registration Certificate;
- Photocopy of proof of financial standing (e.g., latest audited financial report, trading profit and loss account, or profit tax return);
- Documents with details of company background such as business activities, mode of operation, background/connection of company, product ranges, sources and markets etc. (supported with catalogues, brochures, etc.); and
- Detailed business plan (e.g., information on source of funds, 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.).

INVESTMENT VISA

There is no minimum investment requirement specified by the authorities when applying for the entrepreneur visa. However, at the time of processing your application, the authorities will closely examine your proposed business plan to assess if your proposed investment is sufficient for the business you plan to set up. In this regard, you must ensure that your proposed investment covers the startup and operational expenses of your business for at least initial 6- month period.

ELIGIBILITY

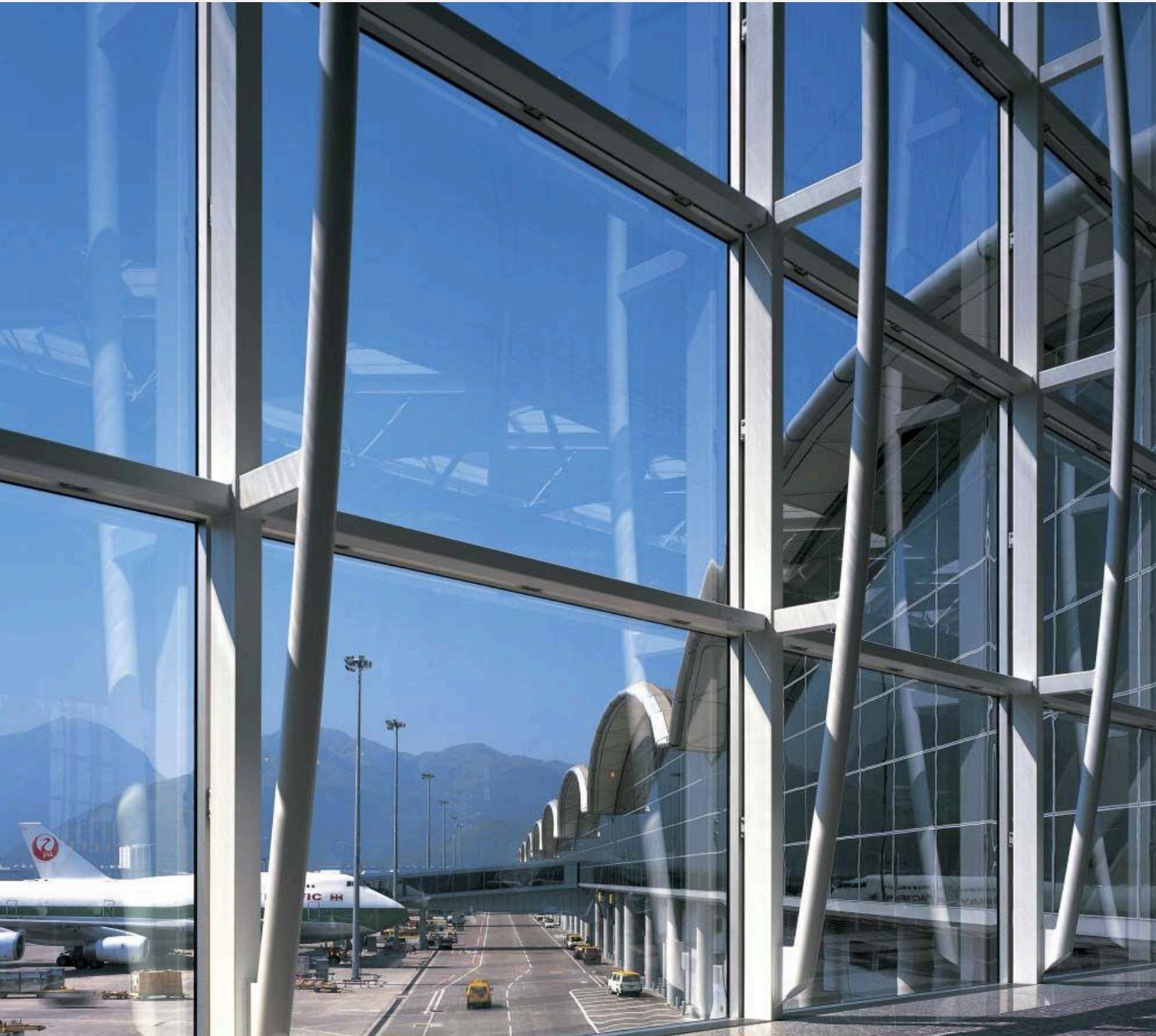
- You should not have any criminal records or security objections;
- You must possess a good educational background. Normally, it is preferable to have at least an undergraduate degree in the relevant field;
- You must prove that you will make a substantial contribution to the economy of Hong Kong by demonstrating that your business will create jobs for the local workforce, that you will utilize the services of local service providers, suppliers, manufacturers etc. and that you will be able to make a significant contribution in the specific market that you are entering into;
- You are required to incorporate your Hong Kong Company prior to applying for the entrepreneur visa; and
- Entrepreneur visa application must be sponsored by a local sponsor – a company or an individual.

DOCUMENTS REQUIRED FROM THE APPLICANT

- An Investment Visa Application Form ID 999A with the applicant's signatures;
- An Investment Visa Application Form ID 999B with the company's authorized person signatures;
- A copy of the personal particular page of your passport;
- A copy of your Hong Kong identity card (if any);
- A copy of proof of academic qualifications and relevant working experience;
- A copy of the company's Employment Contract or Appointment Letter, detailing information about your post, salary, other fringe benefits and employment period (if applicable);
- A thorough and detailed two-year business plan which should provide information about your company's proposed business activities, amount of investment, creation of local job posts, setting up of an office/showroom/warehouse, etc.;
- A copy of the Business Registration Certificate and business registration particulars of the company, you are going to invest in or have already invested in; and
- A copy of proof of your overseas residence.

PROCESSING TIME

Normally, it takes 4 to 8 weeks from the date of submission. The initial visa once obtained is usually valid for a maximum of 24 months.



HKSAR TRAVEL PASS

The HKSAR Travel Pass enables the holder to use Hong Kong resident counters when passing through Immigration Department. The HKSAR Travel Pass is open to frequent visitors and those who are eligible to come without a visa or entry permit for the purpose of visiting. Applicants should make a minimum of 3 separate trips within the 12-month period immediately preceding the application. Trips to the Mainland or Macau don't count.

DOCUMENTS REQUIRED

- An Application Form ID 888 with the applicant's signatures;
- Copy of the applicant's passport and photograph;
- Supporting letter from the applicant's major Hong Kong business contact; and
- Supporting letter from the applicant's current employer.

PROCESSING TIME

The Travel Pass application process normally takes 4 to 6 weeks and would be valid for 3 years and good for multiple entries, for a stay of two months for each trip.



DOMESTIC HELPER VISA

The employer should hold a valid visa (which excludes those on visitor visas) or should be a permanent resident, to apply for a foreign domestic helper visa for his/her maid. Foreign Domestic Helpers are not allowed to bring in their dependents. Foreign nannies are not considered in the category of foreign domestic helpers, they should apply for normal work visas.

DOCUMENTS REQUIRED

- An Application Form ID 988A and ID 988B with relevant parts duly completed and signed;
 - Copy of the helper's passport;
 - Reference letter to prove that the helper has previous domestic helper experience;
- and
- The employer's financial proof.

PROCESSING TIME

Normally takes 8 to 16 weeks from date of submission. The visa (for a first-time approval) is valid for a maximum of 24 months.



STUDENT VISA

International students accepted by recognized Hong Kong universities, private and local schools whether full time/short term or exchange program should apply for student visa.

ELIGIBILITY

- The applicant is admitted to a private school registered under the Education Ordinance or Post-Secondary Colleges Ordinance;
- An applicant takes up studies in a full-time locally-accredited post-secondary program including short-term course or part-time locally-accredited taught postgraduate local program;
- An applicant is admitted on exchange in full-time locally-accredited local programs at sub-degree level for not more than 6 months or on exchange in full-time locally-accredited local or non-local program for not more than one year at undergraduate or above level
or;
- An applicant is enrolled in a full-time course on the register of non-local higher education or professional courses as set up under the Non-local Higher and Professional Education (Regulation) Ordinance;
- An applicant is from the age of 5 years and 8 months to 11 years for primary education;
- An applicant is below the age of 20 years for secondary education;
- The applicant holds a school acceptance letter to confirm that the applicant has been accepted for a course of study; and
- The applicant is able to meet the fees for the course, the living expenses for the applicant's maintenance and accommodation without working and without recourse to public funds.

DOCUMENTS REQUIRED

- An Application Form ID 995A with the applicant's signatures;
- An Application Form ID 995B with the sponsor's signatures;
- Copy of the applicant's passport;
- Copy of acceptance letter from the applicant's school;
- Proof of your financial condition. Proof of scholarship funds, bank statements, passbooks, etc.;

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- One passport sized recent photograph;
 - If the applicant is under the age of 18: One of your parents should authorize the sponsor or his/her relative/friend in the HKSAR to be your guardian with a consent letter duly signed;
 - You must produce a photocopy of proof of your accommodation arrangements; and
 - Sponsor institution will have to submit: An undertaking that the sponsor will provide accommodation to the applicant during his/her period of study in the HKSAR (if the applicant is under the age of 18).

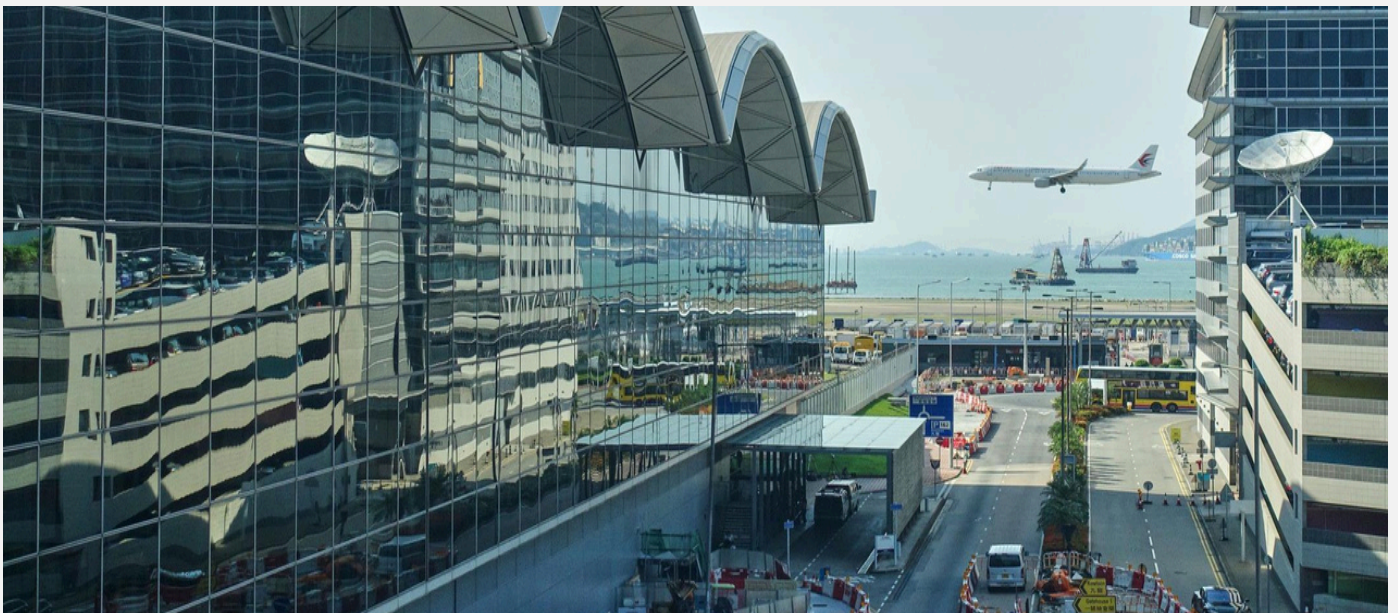
If your sponsor is an individual, following documents in addition to the above should be submitted:

- Photocopy of the sponsor's Hong Kong identity card;
- Photocopy of the sponsor's travel document (for non-permanent Hong Kong residents only); and
- Photocopy of proof of the sponsor's financial standing, e.g., bank statements, savings account passbooks, tax receipts and salary slips; and an undertaking that the sponsor will provide financial support to the applicant during his/her period of study in Hong Kong.

PROCESSING TIME

Normally takes 4 to 6 weeks from the date of submission. Student visa holders are not allowed

to work unless getting a consent from Immigration Department.



DEPENDENT VISA

A Dependent Visa is needed when a dependent spouse and unmarried dependent children under the age of 18, may accompany a sponsor who holds either a valid visa, e.g., employment, investment, student (depends on the nature), or who has already attained permanent Hong Kong residency to apply for dependent visas.

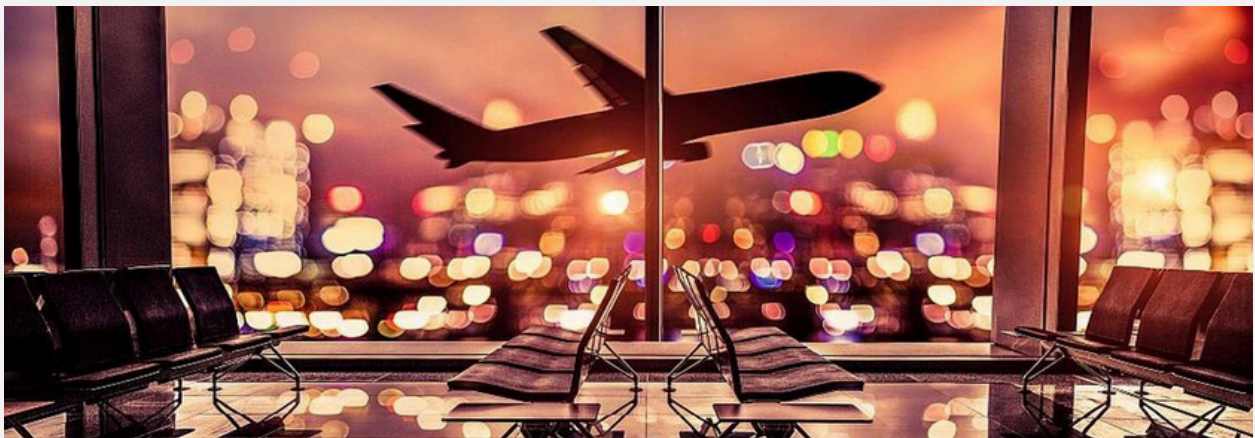
Under the current immigration policy, dependent visa holders are free to work, study or set up their own business.

The age limit for unmarried dependent children should be under 18, and the age limit for dependent parents should be 60 or above. Only permanent residents are allowed to sponsor dependent parents.

If a mainland Chinese marries with a person who has permanent residence in Hong Kong, he/she cannot apply for a dependent visa. He/she has to apply single entry from Mainland China to be able to stay in Hong Kong.

DOCUMENTS REQUIRED

- The applicant's application form, Application for Entry for Employment as Professionals in Hong Kong (Form ID 990A) with Part B duly completed by the dependent;
- The dependent's recent photograph (affixed on page two of the Application Form ID 990A);
- Copy of the applicant's passport; and
- Supporting documents to prove the applicant's relationship to the sponsor e.g., marriage certificate, birth certificate, family photographs, family letters (with envelopes), census record book and Privilege Card for single child (if applicable).



VISITOR VISA

FORMS AND DOCUMENTS TO BE SUBMITTED BY THE APPLICANT

- Application for entry for Visit/Transit in Hong Kong (Form ID 1003A);
- The applicant's recent photographs;
- Photocopy of the passport;
- Photocopy of proof of the applicant's financial standing;
- Photocopy of proof of transportation arrangement, e.g., flight itinerary;
- Photocopy of proof of the proposed leisure visit to Hong Kong (for leisure visit only);
- Photocopy of proof of the proposed visit in the next destination after visiting Hong Kong, itinerary, etc. (for transit only);
- Photocopy of proof of the proposed business visit to Hong Kong (for business visit only);
- Photocopy of proof of relationship with the local sponsor (for family visit only); and
- Photocopy of proof of the proposed visit to Hong Kong (for purposes of visit other than leisure, transit, business or family visit).

FORMS AND DOCUMENTS TO BE SUBMITTED BY THE SPONSOR

For application in which the sponsor is a company:

- Application for entry for Visit/Transit (Sponsor) in Hong Kong (Form ID 1003B); and
- Photocopy of Business Registration Certificate.

For application in which the sponsor is an Individual:

- Application for Entry for Visit/Transit (Sponsor) in Hong Kong (Form ID 1003B);
- Photocopy of the sponsor's Hong Kong identity card; and
- Photocopy of the sponsor's travel document containing personal particulars, date of issue, date of expiry, and the latest arrival stamp/extension of stay label in the HKSAR (for non-permanent resident of the HKSAR only).

PROCESSING TIME: It normally takes four weeks to process a visit/transit visa/entry permit application.

PRE-ARRIVAL REGISTRATION (VISA-FREE ENTRY)

The limit for pre-arrival registration may vary from 7 days to 180 days depending upon the nationalities

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PROCESSING TIME: The result of pre-arrival registration is immediate.

A “notification slip” is generated right away.

THE ASIA PACIFIC ECONOMIC COOPERATION BUSINESS TRAVEL CARD

The Asia Pacific Economic Cooperation (APEC) Business Travel Card (ABTC) facilitates short-term business travel within the APEC region by streamlining the entry process into APEC economies.

ELIGIBILITY

- Applicant must hold a valid passport from an APEC economy;
- Applicant must engage in bona fide regular business travel throughout the APEC region;
- Applicant has not previously been denied entry to any of the participating economies; and
- Applicant must have no criminal conviction.

DOCUMENTS REQUIRED

- The Application Form ID 900 to be completed;
- A photocopy of the applicant's Hong Kong permanent identity card;
- A photocopy of the applicant's valid passport;
- Photograph of the applicant;
- A letter from the applicant's employing company supporting his/her application; and
- The applicant may nominate a maximum of five economies which the applicant needs to visit as a priority.

PROCESSING TIME

Each application may take at least two to three months. APEC economies may issue cards with a maximum validity of five years.

APPLICATION PROCESS

Applicants make a single application to the economy for which they hold a passport (home economy), or have permanent residence in the case of Hong Kong, China. If this economy assesses the application as meeting the relevant criteria, the applicant's details are provided to the other participating economies who conduct their own assessment of whether to grant pre-clearance.

MEMBERS TO THE ABTC SCHEME

Australia, Brunei Darussalam, Chile, China, Hong Kong, Indonesia, Japan, Korea, Malaysia, Mexico, New Zealand, Papua New Guinea, Peru, the Philippines, the Russian Federation, Singapore, Chinese Taipei, Thailand, and Vietnam.

VISA EXTENSIONS

VISIT VISA EXTENSION

Visitors must depart Hong Kong before the expiry of their limit of stay. If there is a special/urgent need to stay longer, visitors may make an extension of stay application within 7 days before their limit of stay expires. Applications will be considered on its own merits.

WORK VISA EXTENSION

If an applicant is working for the same employer who is sponsoring the work visa, the extension of stay application is simple. Usually, a three-year visa will be granted with the first extension. If the sponsoring company is newly established in Hong Kong, extra documentation will be required by Immigration Department and one-year visa will be granted on approval of application.

ENTREPRENEUR VISA EXTENSION

If an applicant has an investment-based employment visa (i.e., entrepreneur visa) and the company is recently established in Hong Kong, the extension of stay will be likely subject to a business review. In such cases, business development and economic contribution to Hong Kong, i.e., local hiring, renting office premise are key factors in securing an extension of stay. A one-year or three-year visa will be granted on approval of an application depending on the satisfaction of the business review.

DEPENDANT VISA EXTENSION

For a dependent visa extension, if the applicant's family status remains unchanged, applying for an extension of stay is relatively straightforward. Upon approval, if the sponsor is a permanent resident, a three-year dependent visa will be granted. Otherwise, the new visa will expire on the same date as the sponsor.

DOCUMENTS REQUIRED FOR VISA EXTENSION

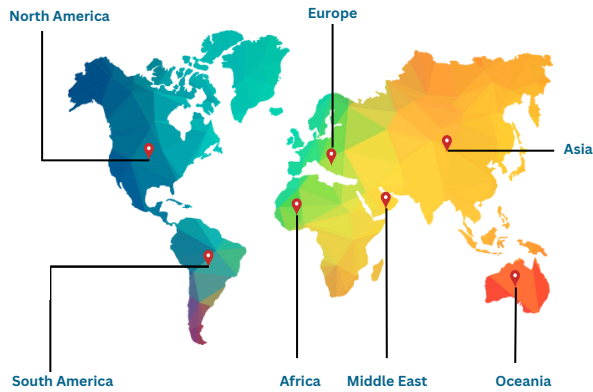
- An application Form ID 91 with the A for dependents applicant's signature and Form ID
- Original of the applicant's passport; and
- Confirmation letter from the sponsor.

PROCESSING TIME

The extension application process normally takes one day to one week from the submission date



SERVING CLIENTS WORLDWIDE



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Chandrawat & Partners is a leading and rapidly growing full-service firm providing high quality professional and corporate services to foreign and local clients, representing companies and individuals in a wide range of sectors through separate entities established in various countries worldwide.

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