



Immigration Department
The Government of the Hong Kong Special Administrative Region

Guidebook for
Entry for Employment as
Professionals in Hong Kong

CONTENTS

	<u>Paragraphs</u>
I. Introduction	1 – 5
II. General Employment Policy (GEP)	6 – 15
III. Admission Scheme for Mainland Talents and Professionals (ASMTP)	16 – 26
IV. Immigration Arrangements for Non-local Graduates (IANG)	27 – 39
V. Entry of Dependants	40 – 42
VI. Other Information	43 – 52
VII. Checklist of Forms and Documents to be Submitted under the GEP, ASMTP and IANG	

I. Introduction

This guidebook sets out the entry arrangements for persons who wish to enter/stay in the Hong Kong Special Administrative Region (HKSAR) for employment as professionals.

2. Applicants who possess special skills, knowledge or experience of value to and not readily available in the HKSAR may apply to come to work under the General Employment Policy (hereafter “GEP”). The GEP does not apply to Chinese residents of the Mainland of China (the Mainland), who may apply to come to work under the Admission Scheme for Mainland Talents and Professionals (hereafter “ASMTP”).

3. Applicants who are/were non-local students¹ and have obtained an undergraduate or higher qualification in a full-time and locally-accredited local programme² in Hong Kong (hereafter “non-local graduates”) may apply to stay/return and work in the HKSAR under the Immigration Arrangements for Non-local Graduates (hereafter “IANG”).

4. The GEP, ASMTP and IANG are all quota-free and non-sector specific.

5. The GEP and IANG do not apply to nationals of Afghanistan, Cuba, Laos, Korea (Democratic People's Republic of), Nepal and Vietnam.

II. General Employment Policy (GEP)

Eligibility Criteria

6. Applicants who possess special skills, knowledge or experience of value to and not readily available in the HKSAR may apply to come to work under the GEP.

7. An application for a visa/entry permit to take up employment under the GEP may be favourably considered if:

- (a) there is no security objection and no known record of serious crime in respect of the applicant;
- (b) the applicant has a good education background, normally a first degree in the relevant field, but in special circumstances, good technical qualifications, proven professional abilities and/or relevant experience and achievements supported by documentary evidence may also be accepted;
- (c) there is a genuine job vacancy;
- (d) the applicant has a confirmed offer of employment and is employed in a job relevant to his academic qualifications or work experience that cannot be readily taken up by the local work force; and
- (e) the remuneration package including income, accommodation, medical and other fringe benefits is broadly commensurate with the prevailing market level for professionals in the HKSAR.

¹ Non-local students refer to persons entering the HKSAR for the purpose of education with a student visa / entry permit issued by the Director of Immigration.

² Local programmes refer to those programmes leading to degrees awarded by local degree-awarding institutions whereas non-local programmes refer to those programmes leading to degrees awarded solely by non-local institutions, irrespective of whether the programmes are jointly run by local and non-local institutions.

8. Overseas Chinese nationals holding People's Republic of China (PRC) passports who meet the criteria stipulated in paragraph 7 and normal immigration requirements may apply to enter the HKSAR for employment under the GEP if:

- (a) the applicant has permanent residence overseas; or
- (b) the applicant has been residing overseas for at least one year immediately before the submission of application ["overseas" means countries or territories outside the Mainland, the HKSAR and the Macao Special Administrative Region (SAR)] and that the application is submitted from overseas.

Application Procedures

Application forms

9. Applicants should complete application form ID 990A. The employing companies should complete application form ID 990B. The application forms (ID 990A and ID 990B) can be obtained free of charge from the following offices:

- (a) Immigration Department Headquarters;
- (b) Immigration Branch Offices;
- (c) Overseas Chinese Diplomatic and Consular Missions; and
- (d) HKSAR Government offices outside Hong Kong.

The forms can also be downloaded from the Immigration Department's website at www.immd.gov.hk.

Supporting Documents

10. Please refer to the checklist in Part VII.

Submission of Application

11. All the forms must be duly completed and signed. Where there are accompanying dependants (please refer to the information in Part V below), each dependant must complete and sign Part B of application form ID 990A. For a dependant under the age of 16, it must be signed by the parent or legal guardian. Completed application forms, i.e. ID 990A and ID 990B, and all supporting documents should be submitted by the applicant or the employing company in one of the following ways:

- (a) By post directly or through a local sponsor in the HKSAR to:
 - Receipt and Despatch Sub-Unit
 - Hong Kong Immigration Department
 - 2/F, Immigration Tower
 - 7 Gloucester Road
 - Wan Chai, Hong Kong
- (b) Applicants residing in overseas countries or territories may submit their application forms together with the relevant supporting documents and their valid travel documents in person to the nearest Chinese diplomatic and consular mission in their place of domicile.
- (c) Holders of foreign passports who are living in the Mainland may submit the

application forms together with all supporting documents to the Immigration Division of the Office of the Government of the HKSAR in Beijing (Beijing Office) or the Immigration Division of the Hong Kong Economic and Trade Office in Shanghai (SHETO). Applicants are required to produce their valid travel document to the Immigration Division of the Beijing Office or the Immigration Division of the SHETO so that a visa/entry permit could be issued if the application is approved. The addresses of the two Mainland Offices are:

The Office of the Government of the HKSAR in Beijing
No. 71, Di'anmen Xidajie, Xicheng District
Beijing 100009
People's Republic of China

The Hong Kong Economic and Trade Office in Shanghai
21/F, The Headquarters Building
168 Xizang Road (M), Huangpu District
Shanghai 200001
People's Republic of China

Travel Documentation Requirement

12. A visa/entry permit label will be issued upon successful application. It should be collected by the sponsor from the Immigration Department for onward transmission to the successful applicant. For applications submitted to Chinese diplomatic and consular missions or the Immigration Division of the Beijing Office or the Immigration Division of the SHETO, visas/entry permits will be issued through the relevant Chinese diplomatic and consular missions or the Immigration Division of the Beijing Office or the Immigration Division of the SHETO as appropriate. The visa/entry permit label should be affixed onto a blank visa page of the applicant's travel document for presentation to an immigration officer upon arrival in the HKSAR.

Extension of Stay

13. Persons admitted as professionals under the GEP will normally be granted an initial stay of 24 months on employment condition, or in accordance with the duration of the employment contract (whichever is shorter), upon entry. They may apply for extension of stay in the HKSAR within four weeks before their limit of stay expires. Such applications will be considered only when the applicants continue to meet the eligibility criteria under the GEP. Extension of stay, if approved, will normally follow the 3-3 years pattern, also on employment condition, or be in accordance with the duration of the employment contract (whichever is shorter).

14. Admitted professionals who continue to meet the eligibility criteria under the GEP and fulfil the following criteria at the time of application for extension of stay may choose to apply for assessment under the top-tier employment stream:

- (a) the applicant has been permitted to take up employment as a professional in the HKSAR under the GEP for not less than two years; and
- (b) the applicant has an assessable income for salaries tax of not less than HK\$2 million in the previous year of assessment³.

³ Applicants should provide documentary proof of having an assessable income for salaries tax of not less than HK\$2 million in the previous year of assessment, e.g. notice of salaries tax assessment of the previous assessment year issued by the Inland Revenue Department or relevant tax documents.

Successful applicants will normally be granted an extension of stay on time limitation only without other conditions of stay for a period of six years.

Conditions of Stay

15. Professionals admitted under the GEP who are on employment condition shall only take such employment as approved by the Director of Immigration. They should seek prior approval from the Director of Immigration for any change in employment. Such applications may be favourably considered if the applicants continue to fulfil the eligibility criteria under the GEP. For those top-tier professionals who are permitted to remain in the HKSAR on time limitation only without other conditions of stay, they only need to notify the Immigration Department in writing of the change of their employment within the currency of their permitted limit of stay.

III. Admission Scheme for Mainland Talents and Professionals (ASMTP)

Eligibility Criteria

16. Chinese residents of the Mainland who possess special skills, knowledge or experience of value to and not readily available in the HKSAR may apply to come to work under the ASMTP.

17. An application for an entry permit to take up employment under the ASMTP may be favourably considered if:

- (a) there is no security objection and no known record of serious crime in respect of the applicant;
- (b) the applicant has a good education background, normally a first degree in the relevant field, but in special circumstances, good technical qualifications, proven professional abilities and/or relevant experience and achievements supported by documentary evidence may also be accepted;
- (c) there is a genuine job vacancy;
- (d) the applicant has a confirmed offer of employment and is employed in a job relevant to his academic qualifications or work experience that cannot be readily taken up by the local work force; and
- (e) the remuneration package including income, accommodation, medical and other fringe benefits is broadly commensurate with the prevailing market level for professionals in the HKSAR.

Application Procedures

Application forms

18. Applicants should complete application form ID 990A. The employing companies should complete application form ID 990B. The application forms (ID 990A and ID 990B) can be obtained free of charge from the following offices:

- (a) Immigration Department Headquarters;
- (b) Immigration Branch Offices;
- (c) Overseas Chinese Diplomatic and Consular Missions; and
- (d) HKSAR Government offices outside Hong Kong.

The forms can also be downloaded from the Immigration Department's website at www.immd.gov.hk.

Supporting Documents

19. Please refer to the checklist in Part VII.

Submission of Application

20. All the forms must be duly completed and signed. Where there are accompanying dependants (please refer to the information in Part V below), each dependant must complete and sign Part B of application form ID 990A. For a dependant under the age of 16, it must be signed by the parent or legal guardian. Completed application forms, i.e. ID 990A and ID 990B, and all supporting documents should be submitted by the employing company either in person or by post to:

Receipt and Despatch Sub-Unit
Hong Kong Immigration Department
2/F, Immigration Tower
7 Gloucester Road
Wan Chai, Hong Kong

21. Chinese residents of the Mainland visiting the HKSAR may not request for extending their limit of stay on the grounds of having submitted applications under the ASMTP.

Travel Documentation Requirement

22. Successful applicants will be issued with an entry permit label which should be collected from the Immigration Department by his/her employing company for onward transmission to him/her.

23. Successful applicants should apply for an Exit-entry Permit for Travelling to and from Hong Kong and Macao (EEP) and a relevant exit endorsement from the Public Security Bureau office where his/her household registration is kept. The entry permit label should be affixed onto a blank endorsement page of the applicant's EEP on which his/her relevant exit endorsement has been obtained. The applicant should present the EEP for immigration examination upon arrival in the HKSAR. In case the applicant's EEP bearing the relevant exit endorsement is an electronic EEP, it should be presented together with the entry permit label issued to him/her for immigration arrival clearance.

Extension of Stay

24. Persons admitted as professionals under the ASMTP will normally be granted an initial stay of 24 months on employment condition, or in accordance with the duration of the employment contract (whichever is shorter), upon entry. They may apply for extension of stay in the HKSAR within four weeks before their limit of stay expires. Such applications will be considered only when the applicants continue to meet the eligibility criteria under the ASMTP. Extension of stay, if approved, will normally follow the 3-3 years pattern, also on employment condition, or be in accordance with the duration of the employment contract (whichever is shorter).

25. Admitted professionals who continue to meet the eligibility criteria under the ASMTP and fulfil the following criteria at the time of application for extension of stay may choose to apply for assessment under the top-tier employment stream:

- (a) the applicant has been permitted to take up employment as a professional in the HKSAR under the ASMTP for not less than two years; and
- (b) the applicant has an assessable income for salaries tax of not less than HK\$2 million in the previous year of assessment⁴.

Successful applicants will normally be granted an extension of stay on time limitation only without other conditions of stay for a period of six years.

Conditions of Stay

26. Professionals admitted under the ASMTP who are on employment condition shall only take such employment as approved by the Director of Immigration. They should seek prior approval from the Director of Immigration for any change in employment. Such applications may be favourably considered if the applicants continue to fulfil the eligibility criteria under the ASMTP. For those top-tier professionals who are permitted to remain in the HKSAR on time limitation only without other conditions of stay, they only need to notify the Immigration Department in writing of the change of their employment within the currency of their permitted limit of stay.

IV. Immigration Arrangements for Non-local Graduates (IANG)

Eligibility Criteria

27. Non-local graduates here refer to non-local students who have obtained an undergraduate or higher qualification in a full-time and locally-accredited local programme in the HKSAR.

28. Non-local graduates who submit applications to the Immigration Department **within six months after the date of their graduation** (i.e. the date shown on their graduation certificates) are classified as non-local **fresh** graduates.

29. Non-local graduates who submit applications **beyond six months of the date of their graduation** are classified as **returning** non-local graduates.

30. Non-local fresh graduates who wish to apply to stay and work in the HKSAR are not required to have secured an offer of employment upon application. They may be granted 12 months' stay on time limitation only without other conditions of stay provided that normal immigration requirements are met. Those who intend to apply to stay and work in the HKSAR but have not yet secured graduation results may apply for extension of stay to wait for the promulgation of results. Non-local fresh graduates who have not yet obtained their graduation certificate could apply to stay and work by producing proof from the institution confirming that they have graduated.

⁴ Applicants should provide documentary proof of having an assessable income for salaries tax of not less than HK\$2 million in the previous year of assessment, e.g. notice of salaries tax assessment of the previous assessment year issued by the Inland Revenue Department or relevant tax documents.

31. Returning non-local graduates who wish to return to work in the HKSAR are required to secure an offer of employment upon application. The applications will be favourably considered so long as the job is at a level commonly taken up by degree holders and the remuneration package is at market level. They may be granted 12 months' stay on time limitation only without other conditions of stay provided that normal immigration requirements are met.

Application Procedures

Application forms

32. All non-local graduates should complete application form ID 990A. The employing companies of those returning non-local graduates should complete application form ID 990B. The application forms (ID 990A and ID 990B) can be obtained free of charge from the following offices:

- (a) Immigration Department Headquarters;
- (b) Immigration Branch Offices;
- (c) Overseas Chinese Diplomatic and Consular Missions; and
- (d) HKSAR Government offices outside Hong Kong.

The forms can also be downloaded from the Immigration Department's website at www.immd.gov.hk.

Supporting Documents

33. Please refer to the checklist in Part VII.

Submission of Application

34. All the forms must be duly completed and signed. Where there are accompanying dependants (please refer to the information in Part V below), each dependant must complete and sign Part B of application form ID 990A. For a dependant under the age of 16, it must be signed by the parent or legal guardian. Completed application forms, i.e. ID 990A and ID 990B, and all supporting documents should be submitted by the applicant or the sponsor either in person or by post to:

Receipt and Despatch Sub-Unit
Hong Kong Immigration Department
2/F, Immigration Tower
7 Gloucester Road
Wan Chai, Hong Kong

Travel Documentation Requirement

Mainland residents

35. Entry permit labels will be collected by the sponsor from the Immigration Department for onward transmission to successful applicants. For successful non-local fresh graduate applicants without a local sponsor, the entry permit labels will be sent to them by registered mail. The applicant should then obtain an EEP and a relevant exit endorsement from the Public Security

Bureau office where his/her household registration is kept. The entry permit label should be affixed onto a blank endorsement page of the applicant's EEP on which his/her relevant exit endorsement has been obtained. The applicant should present the EEP for immigration examination upon arrival in the HKSAR. In case the applicant's EEP bearing the relevant exit endorsement is an electronic EEP, it should be presented together with the entry permit label issued to him/her for immigration arrival clearance.

36. Successful Mainland applicants currently residing in the HKSAR, after being issued with an entry permit label, may apply for the relevant exit endorsement through the China Travel Service (Hong Kong) Limited, as authorised by the Bureau of Exit-Entry Administration of the Ministry of Public Security.

Non-Mainland residents

37. Visa/entry permit labels will be collected by the sponsor from the Immigration Department for onward transmission to successful applicants. For successful non-local fresh graduate applicants without a local sponsor, the visa/entry permit labels will be sent to them by registered mail. The visa/entry permit label should be affixed onto a blank visa page of the applicant's travel document for presentation to an immigration officer upon arrival in the HKSAR. Successful applicants other than those from the Mainland, whilst residing in the HKSAR, will be issued with a visa/entry permit label to be affixed onto their travel documents.

Extension of Stay

38. Persons admitted under the IANG will normally be granted an initial stay of 12 months on time limitation only without other conditions of stay upon entry. They may apply for extension of stay in the HKSAR within four weeks before their limit of stay expires. Upon applying for extension, non-local graduates are required to have secured an offer of employment which is at a level commonly taken up by degree holders and the remuneration package is at market level. For those who have established or joined in business in the HKSAR, they are required to produce proof of their business. Successful applicants will normally be permitted to remain on time limitation only without other conditions of stay on the 2-2-3 years pattern.

Conditions of Stay

39. Persons admitted under the IANG, who are on time limitation only without other conditions of stay, are free to take up and change employment during their permitted stay without the need to seek prior approval from the Director of Immigration.

V. Entry of Dependants

40. Applicants admitted under the GEP, ASMTP and IANG may apply to bring in their spouse and unmarried dependent children under the age of 18 to the HKSAR under the prevailing dependant policy. Persons admitted or applying for admission under the respective arrangements will be the sponsors of their accompanying dependants to the HKSAR. An application for admission of a dependant may be favourably considered if normal immigration requirements and the following criteria are met:

- (a) there is reasonable proof of a genuine relationship between the dependant and the sponsor;
- (b) there is no known record to the detriment of the dependant; and
- (c) the sponsor is able to support the dependant's living at a standard well above the subsistence level and provide him/her with suitable accommodation in the HKSAR.

41. This entry arrangement does not apply to:

- (a) former Mainland Chinese residents residing in the Macao SAR who have acquired residence in the Macao SAR through channels other than the One-way Permit Scheme; and
- (b) nationals of Afghanistan and Korea (Democratic People's Republic of).

42. The length of stay of such dependants will normally be linked to that of their sponsors. Any subsequent applications for extension of stay will be considered only when the applicant continues to meet the eligibility criteria for entry for residence as dependants and the sponsor remains a bona fide Hong Kong resident living in the HKSAR. These dependants are not prohibited from taking up employment or studies in the HKSAR under the existing policy.

VI. Other Information

43. In general, unless a person has the right of abode or right to land in the HKSAR, he/she requires a visa/entry permit to work in the HKSAR. While each application is determined on its individual merits, an applicant should meet normal immigration requirements (such as holding a valid travel document with adequate returnability to his/her country of residence or citizenship; be of clear criminal record and raise no security or criminal concerns to the HKSAR; have no likelihood of becoming a burden on the HKSAR, etc.) as well as the relevant specific eligibility criteria detailed above before he/she may be considered for the grant of a visa/entry permit. It should be noted that the eligibility criteria may be subject to change from time to time without prior notice. Please check the Immigration Department's website at www.immd.gov.hk for up-to-date information.

Re-entry into the HKSAR

44. Non-permanent residents of the HKSAR, irrespective of their nationality and type of travel document held, do not require a re-entry visa/entry permit to enter the HKSAR provided that they return within the currency of their permitted limit of stay and that the circumstances upon which they have acquired their residential status remain unchanged.

Right of Abode

45. Persons admitted under the GEP, ASMTTP and IANG who have ordinarily resided in the HKSAR for a continuous period of not less than seven years may apply for the right of abode in the HKSAR in accordance with the law.

Payment of Fees

46. If the application is submitted to the Immigration Department directly, payment of fees should be made upon collection of the visa/entry permit in cash, by EPS or by cheque. The cheque should be crossed, made payable to “The Government of the Hong Kong Special Administrative Region”, properly dated and signed.

47. If the application is submitted to an overseas Chinese diplomatic and consular mission or the Immigration Division of the Beijing Office or the Immigration Division of the SHETO, the visa/entry permit fee should be paid directly to the Chinese diplomatic and consular mission or the Immigration Division of the Beijing Office or the Immigration Division of the SHETO as appropriate.

Processing Time

48. Applications submitted under the IANG by non-local fresh graduates take about two weeks to process upon receipt of all the required documents. It normally takes four weeks to process other visa/entry permit applications for employment upon receipt of all the required documents. The Immigration Department will not be able to start processing the application unless all the required documents and information have been received.

49. All applications are processed and determined by the Immigration Department. Approval of applications is entirely discretionary and is subject to changes in government policies. The Director of Immigration reserves absolute discretion to refuse any application even if the application meets all eligibility criteria.

Warning

50. It is an offence to make false statements or representations to an immigration officer. To verify the authenticity of the information and documents submitted with a visa application, field visits may be conducted. A person who knowingly and wilfully makes a statement or gives information which he/she knows to be false or does not believe to be true shall be guilty of an offence under the Laws of Hong Kong and any such visa/entry permit issued or permission to enter or remain in the HKSAR granted shall have no effect.

Disclaimer

51. The information in this guidebook serves as reference only. The Immigration Department of the HKSAR is not responsible for any loss or damage whatsoever arising out of or in connection with any information in this guidebook. The Immigration Department reserves the right to omit, suspend or edit any information in this guidebook at any time in its absolute discretion without giving any reason or prior notice. The Immigration Department further reserves the right to change the eligibility criteria and details of the arrangements set out above from time to time without prior notice.

Enquiries

52. For more information, please contact the Immigration Department by enquiry hotline at (852) 2824 6111, by fax at (852) 2877 7711, by email to enquiry@immd.gov.hk, or visit the Immigration Department’s website at www.immd.gov.hk.

VII. Checklist of Forms and Documents to be Submitted

(A) Forms and Documents to be Submitted by the Applicant for Entry Application

Forms/ Documents Required	Applicants admitted under the GEP or ASMTP	Applicants admitted under the IANG	
		Fresh Graduates	Returning Graduates
Application for Entry for Employment as Professionals in Hong Kong (ID 990A)	✓	✓	✓
The applicant's recent photograph (affixed on page 2 of application form ID 990A)	✓	✓	✓
Photocopy of the applicant's valid travel document containing personal particulars, date of issue, date of expiry and/or details of any re-entry visa held (if applicable). For an applicant who is currently staying in the HKSAR, photocopy of his/her valid travel document page containing the latest arrival stamp/landing slip/extension of stay label in the HKSAR. A Chinese resident of the Mainland who has not been issued with a travel document may submit a photocopy of his/her People's Republic of China resident identity card.	✓	✓	✓
Photocopy of the applicant's Hong Kong identity card (if any)	✓	✓	✓
Photocopy of transcript of academic records, graduation certificate or supporting letter from the degree awarding institution showing the applicant's attainment of undergraduate or higher qualification in a full-time and locally-accredited local programme in the HKSAR		✓	✓
Photocopy of proof of academic qualifications and relevant work experience	✓		
Letter of consent from the applicant's present working unit or relevant Mainland authorities (page 8 of ID 990A) [<i>for Mainland residents only</i>]	✓	✓	✓
Photocopy of the applicant's Macao identity card [<i>for Macao SAR residents only</i>]	✓	✓	✓
Photocopy of the applicant's household registration in Taiwan and Taiwan identity card [<i>for Taiwan residents only</i>]	✓	✓	✓
Photocopy of proof of the applicant's overseas residence, such as copy of official documents showing the applicant's conditions of stay and limit of stay endorsed by overseas authorities [<i>for overseas Chinese holding PRC passports only</i>]	✓	✓	✓

(B) Forms and Documents to be Submitted by Employing Company

Forms/ Documents Required
Application for Employing Professionals in Hong Kong (ID 990B)
Photocopy of the company's employment contract with or letter of appointment to the applicant containing information about post, salary, other fringe benefits and employment period
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, membership of chamber of commerce (if any), etc. (supported with catalogues, brochures, etc.) # [^]
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.) [<i>for companies newly set up within 12 months only</i>] [^]

Submission of the documents is not required for IANG applicants.

[^] Submission of the documents is not required if the employing company has successfully obtained an employment or training visa/entry permit for a non-local staff in the past 18 months immediately before submission of the application.

(C) Forms and Documents to be Submitted by Each Accompanying Dependant of an Applicant for Entry under the GEP, ASMTP and IANG

Forms/ Documents Required
The applicant's application form, Application for Entry for Employment as Professionals in Hong Kong (ID 990A), with Part B duly completed by the dependant
The dependant's recent photograph (affixed on page two of application form ID 990A)
Photocopy of the dependant's valid travel document containing personal particulars, date of issue, date of expiry and/or details of any re-entry visa held (if applicable). For a dependant who is currently staying in the HKSAR, photocopy of his/her travel document page containing the latest arrival stamp/landing slip/extension of stay label in the HKSAR. A Chinese resident of the Mainland who has not been issued with a travel document may submit a photocopy of his/her People's Republic of China resident identity card.
Photocopy of evidence of the applicant's relationship with the dependant e.g. marriage certificate, birth certificate, family photographs, family letters (with envelopes), census record book and Privilege Card for Single Child (if applicable)
Photocopy of the dependant's Macao identity card [<i>for Macao SAR residents only</i>]
Photocopy of the dependant's household registration in Taiwan and Taiwan identity card [<i>for Taiwan residents only</i>]

(D) Forms and Documents to be Submitted by the Applicant for Extension of Stay Application

Forms / Document Required	Applicants admitted under the GEP or ASMTP	Applicants admitted under the IANG	
		Fresh graduates (First-time extension)	Fresh graduates (Subsequent extension) & Returning graduates
Application for Extension of Stay (ID 91)	✓	✓	✓
Original and photocopy of the applicant's valid travel document and, where applicable, his/her previous travel document showing the latest visa/entry permit label/arrival stamp/landing slip/extension of stay label in the HKSAR	✓	✓	✓
Photocopy of the applicant's Hong Kong identity card	✓	✓	✓
Forms and supporting documents listed in Part VII(B) of this Guidebook	✓*	✓	✓*
Documentary proof of the applicant having an assessable income for salaries tax of not less than HK\$2 million in the previous year of assessment, e.g. notice of salaries tax assessment of the previous assessment year issued by the Inland Revenue Department or relevant tax documents	✓ (only applicable to those who choose to apply for assessment under the top-tier employment stream)		

* Applicants without change of employment are only required to provide a supporting letter from the current employer stating the applicant's position, total monthly remuneration and period of employment.

Important Notice:

1. Notwithstanding that the documents and information required have been furnished, applicants, accompanying dependants and employing companies may still be required to submit further supporting documents and information in connection with the application(s) when necessary.
2. Where a document is not in Chinese or English, it must be accompanied by a Chinese or English translation certified as a true translation by a sworn translator, court translator, authorised public translator, certified translator, expert translator or official translator.