

香港特別行政區政府入境事務處  
Immigration Department, the Government of  
the Hong Kong Special Administrative Region  
聘用專業人士來港就業申請表 (由聘用公司填寫)



此欄由辦理機關處理  
FOR OFFICIAL USE ONLY

檔案條碼 Reference barcode

Application for Employing Professionals in  
Hong Kong (to be completed by the employing company)

注意: (i) 有關申請手續及所需文件, 請參閱「專業人士來港就業入境指南」[ID(C) 991]。  
Note: Please read the 'Guidebook for Entry for Employment as Professionals in Hong Kong' [ID(E) 991]  
for the application procedures and documents required for the application.

(ii) 領取本表格無須繳費。 This form is issued free of charge.

(iii) 請用黑色或藍色筆以正楷填寫本表格。 Please complete this form in BLOCK letters using black or blue pen.

(iv)  請在適當方格內填上「✓」號。  Please tick as appropriate.

|  |   |
|--|---|
| <b>1. 在港的聘用公司 Employing Company in Hong Kong</b>   |   |
| <b>(i) 在港的聘用公司的資料 Particulars of employing company in Hong Kong</b>  |   |
| 公司名稱 Name of the company   | 獲授權人士/聯絡人 Authorised person/Contact person  |
| 電郵地址 (如有)<br>E-mail address (if any)   |   |
| 網址 (如有)<br>Website (if any)  |   |
| 公司地址 (請在界內填寫) Company address (please fill in within border)   | 通訊地址 (請在界內填寫) Correspondence address (please fill in within border)   |
| 聯絡電話號碼<br>Contact telephone no.  | 內線 Ext. 傳真號碼 Fax no.  |
| 商業登記證號碼<br>Business registration certificate no.   | 開業日期 Date of commencement of business   |
| 業務性質<br>Nature of business   | 日 dd 月 mm 年 yyyy  |
| 如為附屬公司, 請填寫母公司的名稱及地址<br>If a subsidiary, state the name and address of the parent company  |   |
| <b>(ii) 受聘僱員(申請人)擬在港擔任職位的詳情 Details of position offered to the employee (applicant) in Hong Kong</b>   |   |
| 僱員姓名 (英文)<br>Name of employee (in English)   | 姓 Surname<br>名 Given names  |
| 職位名稱<br>Post title   | 公司內部調職(註 <sup>1</sup> )<br>Intra-company transfer (Note <sup>1</sup> ) <input type="checkbox"/> 是 Yes <input type="checkbox"/> 否 No   |
| 擬給予僱員的月薪 (以港幣計算)<br>Monthly salary offered to the employee (in HK\$)   |   |
| 其他附帶福利(請列明款額及類別, 例如房屋、醫療津貼、認股權等) Other fringe benefits (please specify the amount and type e.g. housing, medical allowances, share options etc.)   |   |
| 其他附帶福利按月的總值約數 (以港幣計算)<br>Approximate total value of fringe benefits per month (in HK\$)  | 薪酬福利按月的總值 (以港幣計算)<br>Total value of remuneration package per month (in HK\$)  |
| 如希望豁免證明本地招聘困難, 請註明擬聘用的職位屬「人才清單」表列的本地人才短缺的專業, 以及/或招聘的職位年薪(計及房屋津貼等其他附帶福利的整套薪酬福利條件)達港幣 200 萬元或以上。(只適用於根據「一般就業政策」及「輸入內地人才計劃」遞交的申請。)有關「人才清單」的詳情, 請參閱網址: www.talentlist.gov.hk。<br>To seek exemption from providing proof to substantiate the difficulties in local recruitment, please state if the post offered falls under the professions with shortage of local supply as listed in the Talent List, and/or the annual salary (total remuneration package including other fringe benefits such as housing allowance) for the vacancy is HK\$ 2 million or above. (Only applicable to applications submitted under the General Employment Policy and the Admission Scheme for Mainland Talents and Professionals.) For details about the Talent List, please visit the website: www.talentlist.gov.hk. |   |
| <input type="checkbox"/> 「人才清單」表列的專業<br>Professions as listed in the Talent List   | 請註明申請人所屬的專業:<br>Please state the profession to which the applicant belongs: _____   |
| <input type="checkbox"/>   | 擬招聘的職位年薪(計及房屋津貼等其他附帶福利的整套薪酬福利條件)達港幣 200 萬元或以上<br>The annual salary (total remuneration package including other fringe benefits such as housing allowance) for the vacancy is HK\$ 2 million or above  |
| 如本表格為影印本或從互聯網下載, 請填寫此欄。<br>Please complete this column if this form is a photocopy or downloaded copy.   | 在本頁內所填報的資料均屬正確、完備和真實。<br>The information given on this page is correct, complete and true.<br>聘用公司的授權人姓名和簽署及公司蓋章(註 <sup>2</sup> )<br>Name & signature of authorised person and company chop (Note <sup>2</sup> ) _____<br>日期 Date _____ 職位 Post title _____ |

註<sup>1</sup>: 包括集團內部調職。

Note<sup>1</sup>: Including intra-group transfer.

註<sup>2</sup>: 聘用公司可授權一名人士代表公司簽署。在此情況下, 獲授權人士應在簽署旁加蓋公司印章。

Note<sup>2</sup>: An authorised person may sign on behalf of the employing company. In such case, the company chop should be endorsed beside the signature.



**(ii) 受聘僱員(申請人)擬在港擔任職位的詳情(續) Details of position offered to the employee (applicant) in Hong Kong (Continued)**

職務範圍 (如有需要, 請另頁繼續。) Description of job duties (Continue on a separate sheet if necessary.)

如擬聘用的職位是現有職位, 請提供現時該職位的人職資格及薪酬。(如適用)  
If the post offered is an existing position, please provide current qualifications required and salaries offered for the post. (if applicable)

請說明僱用申請人來港就業的理由及該職位未能由本地僱員擔任的原因。(只適用於根據「一般就業政策」及「輸入內地人才計劃」遞交的申請, 但擬聘用的職位屬「人才清單」表列的本地人才短缺的專業, 或招聘的職位年薪(計及房屋津貼等其他附帶福利的整套薪酬福利條件)達港幣 200 萬元或以上則除外。)  
Please give the justifications for employing the applicant in Hong Kong and the reasons why the post cannot be filled by locals. (Only applicable to applications submitted under the General Employment Policy and the Admission Scheme for Mainland Talents and Professionals, except the post offered falling under the professions with shortage of local supply as listed in the Talent List or the vacancy with an annual salary (total remuneration package including other fringe benefits such as housing allowance) of HK\$ 2 million or above.)

**(iii) 公司的財政狀況 Financial standing of the company**

如聘用公司已在香港聯合交易所有限公司主板或創業板上市, 則無須填寫以下資料, 但請在右方填寫股份代號:

If the employing company is listed on the Main Board or the Growth Enterprise Market of The Stock Exchange of Hong Kong Limited, please leave the following fields blank and provide the stock code on the right side instead:

股份代號  
Stock code

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過去兩年的公司營業額 Value of turnover of the company in the past 2 years

年份 Year  /  港幣 HK\$

('000)  
(千元)

年份 Year  /  港幣 HK\$

('000)  
(千元)

繳足股本 Paid-up capital

港幣 HKS:

如本表格為影印本或從互聯網下載, 請填寫此欄。

Please complete this column if this form is a photocopy or downloaded copy.



在本頁內所填報的資料均屬正確、完備和真實。

The information given on this page is correct, complete and true.

聘用公司的授權人姓名和簽署及公司蓋章(註<sup>2</sup>)

Name & signature of authorised person and company chop (Note<sup>2</sup>) \_\_\_\_\_

日期 Date \_\_\_\_\_ 職位 Post title \_\_\_\_\_

註<sup>2</sup>: 聘用公司可授權一名人士代表公司簽署。在此情況下, 獲授權人士應在簽署旁加蓋公司印章。

Note<sup>2</sup>: An authorised person may sign on behalf of the employing company. In such case, the company chop should be endorsed beside the signature.



**(iv) 公司現時在本港聘用的僱員人數 Number of staff currently employed by the company in Hong Kong**

聘用公司現時在本港的僱員人數 (截至)

Present staffing position of the employing company in Hong Kong as at

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日 dd 月 mm 年 yyyy

本地僱員 Local

非本地僱員 Non-local

(1) 專業、管理及督導階層僱員人數

Number of professional, managerial, & supervisory staff

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(2) 其他僱員人數 Number of other staff

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**(v) 公司在本港聘用非本地僱員的資料 Information of employing non-local staff by the company in Hong Kong**

(1) 在緊接本申請前的二十四個月內，公司會否為非本地僱員成功申請工作或受訓簽證／進入許可？

Did your company successfully obtain an employment or training visa/entry permit for non-local staff in the past 24 months immediately before the submission of this application?

有 Yes

請提供最近受聘或受訓的非本地僱員在本處的申請檔案號碼。

Please provide the application reference in our department of the latest non-local staff being employed or trained.

(檔案號碼 Reference no.: \_\_\_\_\_)

沒有 No

(2) 在緊接本申請前的十八個月內，公司會否根據補充勞工計劃向勞工處遞交輸入勞工來港就業申請？

Did your company submit any application(s) to import worker(s) into Hong Kong under the Supplementary Labour Scheme to the Labour Department in the past 18 months immediately before the submission of this application?

有 Yes

請提供申請檔案號碼：

Please provide the application reference no.: \_\_\_\_\_

申請職位名稱

Applied post title \_\_\_\_\_

申請勞工數目

Number of worker(s) applied \_\_\_\_\_

申請日期

Date of application \_\_\_\_\_

申請結果

Application result

獲批准  
Approved

不獲批准  
Not approved

沒有 No

**2. 在港聘用公司的陳述說明及聲明 (由獲授權人士作出陳述說明及聲明)**

**Employing Company's Statement and Declaration (To be made and declared by the authorised person)**

本人同意為處理本申請個案而進行任何所需的查詢。

I consent to the making of any enquiries necessary for the processing of this application.

本人同意可將此申請表內各項資料提供予各政府部門(包括稅務局)及其他在香港特別行政區境內或境外的公、私營機構(包括強制性公積金計劃管理局)以作核對用途。

I consent to the use/disclosure of any information herein by/to any government bureaux, departments (including the Inland Revenue Department) and any other public or private organisations inside or outside the Hong Kong Special Administrative Region (including the Mandatory Provident Fund Schemes Authority) for verification purposes.

本人承諾倘申請人在入境事務處處長所批准的逗留期限屆滿時仍未離港，本人願意承擔責任，將申請人遣返(填上原居地)\_\_\_\_\_。

I undertake to assume responsibility for the applicant's repatriation to (place of domicile) \_\_\_\_\_ if at the expiry of limit of stay granted by the Director of Immigration, the applicant fails to leave Hong Kong.

本人承諾會將申請人在本港就業情況的任何變更或終止事宜通知入境事務處處長。

I undertake to inform the Director of Immigration of any changes or cessation in the applicant's employment in Hong Kong.

本人確認已盡力在本港進行招聘工作，但未能覓得合適的本地人擔任有關職位。(如未能確認已盡力在本港進行招聘工作，請說明原因：\_\_\_\_\_)(如有需要，可用另頁填寫。)(只適用於根據「一般就業政策」及「輸入內地人才計劃」遞交的申請。)

I confirm that genuine efforts have been made to recruit suitable local candidate but without success. (Please state reasons if unable to confirm that genuine efforts have been made to recruit suitable local candidate: \_\_\_\_\_) (Use a separate sheet if necessary.) (Only applicable to applications submitted under the General Employment Policy and the Admission Scheme for Mainland Talents and Professionals.)

本人確認擬聘用職位屬「人才清單」表列的本地人才短缺的專業；擬聘用職位的職務範圍，符合「人才清單」表列的有關專業的職責說明；以及／或招聘的職位年薪(計及房屋津貼等其他附帶福利的整套薪酬福利條件)達港幣 200 萬元或以上。(只適用於根據「一般就業政策」及「輸入內地人才計劃」遞交的申請。)

I confirm that the post offered falls under the professions with shortage of local supply as listed in the Talent List; and that the scope of duties of the post offered is in line with the task description of the relevant profession as listed in the Talent List; and/or that the annual salary (total remuneration package including other fringe benefits such as housing allowance) for the vacancy is HK\$ 2 million or above. (Only applicable to applications submitted under the General Employment Policy and the Admission Scheme for Mainland Talents and Professionals.)

就本人所知所信，本人聲明在本申請表內所填報的各項資料均屬正確、完備及和真實。

I declare that all information given in this application form is correct, complete and true to the best of my knowledge and belief.

聘用公司的授權人姓名  
和簽署及公司蓋章(註<sup>2</sup>)

Name & signature of  
authorised person and company chop (Note<sup>2</sup>) \_\_\_\_\_

日期 Date \_\_\_\_\_

職位 Post title \_\_\_\_\_

註<sup>2</sup>：聘用公司可授權一名人士代表公司簽署。在此情況下，獲授權人士應在簽署旁加蓋公司印章。

Note<sup>2</sup> : An authorised person may sign on behalf of the employing company. In such case, the company chop should be endorsed beside the signature.



## 收集個人資料的目的 Statement of Purpose

1

### 收集資料的目的 Purpose of Collection



對於申請表內所提供的個人資料，入境事務處會用作下列一項或多項的用途：

The personal data provided in the application form will be used by the Immigration Department for one or more of the following purposes:

1. 辦理你的申請；  
to process your application;
2. 實施／執行《入境條例》（第 115 章）及《入境事務隊條例》（第 331 章）的有關係文規定，以及履行入境管制職務，藉此協助其他政府決策局和部門執行其他法例和規例；  
to administer/enforce relevant provisions of the Immigration Ordinance (Chapter 115) and Immigration Service Ordinance (Chapter 331), and to assist in the enforcement of any other Ordinances and Regulations by other government bureaux and departments through carrying out immigration control duties;
3. 在有關人士向入境事務處提出申請並提名你為保證人或諮詢人時，把你的資料供作核對用途；  
to process other person's application for immigration facilities in which you are named as a sponsor or referee;
4. 供作統計及研究用途，但所得的統計數字或研究成果不會以識辨各有關的資料當事人或其中任何人的身份的形式提供；以及  
for statistics and research purposes on the condition that the resulting statistics or results of the research will not be made available in a form which will identify the data subjects or any of them; and
5. 供作法例規定、授權或准許的其他合法用途。  
any other legitimate purposes as may be required, authorised or permitted by law.

在申請表內的個人資料是自願提供的。如果你未能提供充分的資料，本處或許不能辦理你的申請，或無從翻查或不能正確地辨別有關紀錄。

The provision of personal data by means of this application form is voluntary. If you do not provide sufficient information, we may not be able to process your application or to conduct the record search or positively identify the record.

2

### 資料轉交的類別 Classes of Transferees



為了執行上述的目的，你在申請表內所提供的個人資料或許會轉交其他政府決策局和部門及其他機構。

The personal data you provide may be disclosed to government bureaux, departments and other organisations for the purposes mentioned above.

3

### 查閱個人資料 Access to Personal Data



根據《個人資料（私隱）條例》（第 486 章）第 18 及 22 條以及附表 1 第 6 原則，你有權查閱及改正個人資料。你的查閱權利包括在繳交有關費用後，索取你在申請表內所提供的個人資料的副本。

You have a right to request access to and correction of your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486). Your right of access includes the right to obtain a copy of your personal data provided in the application form subject to payment of a fee.

有關查詢申請表內的個人資料，包括查閱或改正，可向下列人員提出：

Enquiries concerning the personal data collected by means of the application form, including making of access and corrections, should be addressed to:

- 非本地畢業生留港／回港就業安排及輸入內地人才計劃  
Immigration Arrangements for Non-local Graduates and Admission Scheme for Mainland Talents and Professionals  
香港灣仔告士打道七號  
入境事務大樓  
總入境事務主任（優秀人才及內地居民）  
電話：(852) 2294 2050  
Chief Immigration Officer (Quality Migrants and Mainland Residents)  
Immigration Tower, 7 Gloucester Road  
Wan Chai, Hong Kong  
Tel.: (852) 2294 2050
- 一般就業政策 General Employment Policy  
香港灣仔告士打道七號  
入境事務大樓  
總入境事務主任（就業及旅遊簽證組）  
電話：(852) 2294 2299  
Chief Immigration Officer (Employment and Visit Visas)  
Immigration Tower, 7 Gloucester Road  
Wan Chai, Hong Kong  
Tel.: (852) 2294 2299
- 輸入中國籍香港永久性居民第二代計劃 Admission Scheme for the Second Generation of Chinese Hong Kong Permanent Residents  
香港灣仔告士打道七號  
入境事務大樓  
總入境事務主任（延期逗留）  
電話：(852) 2829 3123  
Chief Immigration Officer (Extension)  
Immigration Tower, 7 Gloucester Road  
Wan Chai, Hong Kong  
Tel.: (852) 2829 3123

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### 一般查詢 General Enquiries



有關申請的一般查詢，請透過以下方式與本處聯絡：

For general enquiries, please contact us at:

電話 Tel.: (852) 2824 6111  
傳真 Fax: (852) 2877 7711  
電郵 E-mail: enquiry@immd.gov.hk  
網址 Website: www.immd.gov.hk

## 須遞交的表格及文件核對清單（供申請人及僱主自用）

### 申請人及受養人（在適當方格內填上「✓」號）

|                      | 申請人及每名受養人須遞交的申請表格／文件<br>（「一般就業政策」及「輸入內地人才計劃」<br>下便利措施詳情載於另頁單張）  | 「一般就業政策」或<br>「輸入內地人才計劃」<br>的申請人                                  | 「非本地畢業生<br>留港／回港就業<br>安排」的申請人                                      | 受養人<br>（如有）  |       |      |            |                          |                          |
|----------------------|---|--|--|--|-------|------|------------|--------------------------|--------------------------|
| 1.                   | 申請表（ID990A）<br>- 附有近照<br>- 已填妥及簽署   | <input type="checkbox"/><br><input type="checkbox"/>             | <input type="checkbox"/><br><input type="checkbox"/>               | <input type="checkbox"/><br><input type="checkbox"/>                             |       |      |            |                          |                          |
| 2.                   | 身份、居留及關係證明（影印本）<br>- 有效旅遊證件<br>- 香港身份證（如有）<br>- 受養人與申請人的關係證明  | <input type="checkbox"/><br><input type="checkbox"/><br>不適用      | <input type="checkbox"/><br><input type="checkbox"/><br>不適用        | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |       |      |            |                          |                          |
|                      | - 其他：<br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">持有中國護照而<br/>居於海外的中國公民</td> <td>海外居留證明</td> </tr> <tr> <td>澳門居民</td> <td>澳門身份證</td> </tr> <tr> <td>台灣居民</td> <td>台灣戶籍及台灣身份證</td> </tr> </table> | 持有中國護照而<br>居於海外的中國公民   | 海外居留證明   | 澳門居民   | 澳門身份證 | 台灣居民 | 台灣戶籍及台灣身份證 | <input type="checkbox"/> | <input type="checkbox"/> |
| 持有中國護照而<br>居於海外的中國公民 | 海外居留證明  |  |  |  |       |      |            |                          |                          |
| 澳門居民                 | 澳門身份證   |  |  |  |       |      |            |                          |                          |
| 台灣居民                 | 台灣戶籍及台灣身份證  |  |  |  |       |      |            |                          |                          |
| 3.                   | 學歷／工作經驗證明（影印本）  | <input type="checkbox"/> 學歷@<br><input type="checkbox"/> 工作經驗證明@ | <input type="checkbox"/> 申請人修讀全日制<br>課程而獲得學士學位<br>(或更高學歷)的<br>證明文件 | 不適用  |       |      |            |                          |                          |
| 4.                   | 已填妥及簽署的赴港工作同意書（ID990A 第 10 頁）   | <input type="checkbox"/> 內地居民須填寫                                 | <input type="checkbox"/> 內地居民須填寫                                   | 不適用  |       |      |            |                          |                          |

### 僱主（在適當方格內填上「✓」號）

|    | 僱主所須遞交的表格／文件                      | 「一般就業政策」或<br>「輸入內地人才計劃」<br>的申請人 | 「非本地畢業生<br>留港／回港就業<br>安排」的申請人 |
|----|-----------------------------------|---------------------------------|-------------------------------|
| 1. | 申請表（ID990B）- 已填妥及簽署               | <input type="checkbox"/>        | <input type="checkbox"/>      |
| 2. | 僱傭合約或聘書（影印本）                      | <input type="checkbox"/>        | <input type="checkbox"/>      |
| 3. | 商業登記證（影印本）                        | <input type="checkbox"/> @      | <input type="checkbox"/> ^    |
| 4. | 公司經濟狀況的證明文件（影印本）                  | <input type="checkbox"/> @      | <input type="checkbox"/> ^    |
| 5. | 有關公司背景詳情的文件                       | <input type="checkbox"/> @      | 不適用                           |
| 6. | 詳細的業務計劃<br>[只適用於在過去 12 個月內成立的新公司] | <input type="checkbox"/> @      | <input type="checkbox"/> ^    |

^ 如聘用公司已在香港聯合交易所有限公司主板或創業板上市，或僱主在緊接遞交此申請前的 24 個月內有一名非本地僱員曾成功獲批准就業或培訓簽證／進入許可，無須提交有關文件（請於表格 ID990B 第 1(iii) 部份及 1(v)(1) 部份填上相關的股份代號及申請檔案號碼）。

@ 如申請人或僱主符合一般就業政策和輸入內地人才計劃的便利措施，便無須提交這些文件。有關便利措施的詳情，請參閱 <https://www.immd.gov.hk/hkt/services/visas/facilitation-measures-under-GEP-and-ASMTP.html>

### 重要須知

- 申請詳情請參閱《專業人士來港就業入境指南》（下載網址：<https://www.immd.gov.hk/hkt/forms/forms/id-c-991.html>）
- 欠缺遞交有關文件或遞交未填妥的申請表格會延誤審核申請的進度。
- 申請人、隨行受養人和僱主即使已經提供所需的文件和資料，入境事務處在有需要時仍可能要求他們遞交更多與申請有關的證明文件和資料。
- 若提交的文件並非以中文或英文書寫，必須附上經由宣誓翻譯員、法庭翻譯員、認可翻譯員、註冊翻譯員、專家翻譯員或官方翻譯員核證為真實譯本的中文或英文譯本。

## Checklist of Forms and Documents to be Submitted (for own use by Applicant and Employing Company)

### Applicant and Dependant(s) (✓ as appropriate)

|  | Forms / Documents to be submitted by applicant and <u>each</u> accompanying dependant (Details of facilitation measures under GEP and ASMTP are set out in separate leaflet)   | Applicant under GEP or ASMTP  | Applicant under IANG  | Accompanying Dependant(s) (if any)                   |                     |                        |   |  |  |  |
|--|--|---|---|--|---------------------|------------------------|---|--|--|--|
| 1.   | Application Form(ID990A)<br>- Recent photo attached<br>- Duly completed and <b>signed</b>  | <input type="checkbox"/><br><input type="checkbox"/>  | <input type="checkbox"/><br><input type="checkbox"/>  | <input type="checkbox"/><br><input type="checkbox"/> |                     |                        |   |  |  |  |
| 2.   | Proof of identity, residence and relationship (Photocopy)<br>- Valid travel document<br>- Hong Kong identity card (if any)<br>- Proof of applicant's relationship with dependant(s)<br>- Others:<br><table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;"><b>Overseas Chinese holding PRC passport</b></td> <td>Proof of overseas residence</td> </tr> <tr> <td><b>Macao resident</b></td> <td>Macao identity card</td> </tr> <tr> <td><b>Taiwan resident</b></td> <td>Household registration in Taiwan and Taiwan identity card</td> </tr> </table> | <b>Overseas Chinese holding PRC passport</b>  | Proof of overseas residence   | <b>Macao resident</b>                                | Macao identity card | <b>Taiwan resident</b> | Household registration in Taiwan and Taiwan identity card | <input type="checkbox"/><br><input type="checkbox"/><br>N.A.<br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br>N.A.<br><input type="checkbox"/> | <input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/><br><input type="checkbox"/> |
| <b>Overseas Chinese holding PRC passport</b> | Proof of overseas residence  |   |   |  |                     |                        |   |  |  |  |
| <b>Macao resident</b>                        | Macao identity card  |   |   |  |                     |                        |   |  |  |  |
| <b>Taiwan resident</b>                       | Household registration in Taiwan and Taiwan identity card  |   |   |  |                     |                        |   |  |  |  |
| 3.   | Proof of academic qualification / work experience (Photocopy)  | <input type="checkbox"/> Academic qualification@<br><br><input type="checkbox"/> Work experience@ | <input type="checkbox"/> Documentary proof indicating that the applicant has obtained an undergraduate qualification (or higher qualification) in a full-time programme | N.A.   |                     |                        |   |  |  |  |
| 4.   | Duly completed and signed letter of consent (page 10 of ID 990A)   | <input type="checkbox"/> (Mainland resident only)   | <input type="checkbox"/> (Mainland resident only)   | N.A.   |                     |                        |   |  |  |  |

### Employing company (✓ as appropriate)

|    | Form / Documents to be submitted by employing company                                   | Applicant under GEP or ASMTP | Applicant under IANG       |
|----|---|------------------------------|----------------------------|
| 1. | Application form (ID990B) - Duly completed and <b>signed</b>                            | <input type="checkbox"/>     | <input type="checkbox"/>   |
| 2. | Employment contract / letter of appointment (Photocopy)                                 | <input type="checkbox"/>     | <input type="checkbox"/>   |
| 3. | Business Registration Certificate (Photocopy)   | <input type="checkbox"/> @   | <input type="checkbox"/> ^ |
| 4. | Proof of financial standing (Photocopy)   | <input type="checkbox"/> @   | <input type="checkbox"/> ^ |
| 5. | Documents with details of company background  | <input type="checkbox"/> @   | N.A.                       |
| 6. | Detailed business plan<br><br><b>[For companies newly set up within 12 months only]</b> | <input type="checkbox"/> @   | <input type="checkbox"/> ^ |

^ Submission of the documents is not required if the employing company is listed on the Main Board or the Growth Enterprise Market of the Stock Exchange of Hong Kong Limited, or has successfully obtained an employment or training visa/entry permit for a non-local staff in the past 24 months immediately before submission of the application (Please provide the relevant stock code and application reference at Part 1(iii) and Part 1(v)(1) of form ID990B respectively).

@ Submission of the documents is not required if the applicant or the employing company fulfills the facilitation measure(s) under the GEP and ASMTP. For details of the facilitation measures, please refer to <https://www.immd.gov.hk/eng/services/visas/facilitation-measures-under-GEP-and-ASMTP.html>

### Important Notice

- For details of applications, please refer to the “Guidebook for Entry for Employment as Professionals in Hong Kong” (Download link: <https://www.immd.gov.hk/eng/forms/forms/id-e-991.html>)
- Insufficient documents submitted or incomplete application form will delay the processing of the application.
- Notwithstanding that the applicant, accompanying dependants and employing company have furnished the required documents and information, the Immigration Department may still require them to submit further supporting documents and information in connection with the application when necessary.
- 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.



## 附錄

### 調整「非本地畢業生留港／回港就業安排」 簽證／進入許可的申請方式

由二零二三年四月二日起，「非本地畢業生留港／回港就業安排」的申請人須使用電子化服務遞交簽證／進入許可的申請。親身遞交、郵遞或投遞等方式遞交的申請將不被接受。

電子化簽證申請服務讓申請人可透過「入境處流動應用程式」、入境處網頁 (<https://www.immd.gov.hk/hkt/index.html>) 或香港政府一站通網頁 (<https://www.gov.hk/tc/nonresidents/>) 完成申請程序。

請掃描以下二維碼瀏覽相關網站：



入境處網頁二維碼



香港政府一站通網頁二維碼

香港特別行政區政府  
入境事務處  
二零二三年四月



## **Addendum**

### **Adjustment of Submission Means for Visa/Entry Permit Application of Immigration Arrangements for Non-local Graduates**

With effect from 2 April 2023, applicants applying for visa/entry permit application of the Immigration Arrangements for Non-local Graduates must submit applications by electronic services. Applications submitted in person, by post or drop-in-box will no longer be accepted.

Electronic services for visa application allow applicants to complete the process of submission through the ImmD mobile application, the ImmD website (<https://www.immd.gov.hk/eng/index.html>) or the GovHK website (<https://www.gov.hk/en/nonresidents/>).

Please scan the following QR codes to visit the relevant website:



ImmD website QR Code



GovHK website QR Code

Immigration Department  
The Government of the Hong Kong  
Special Administrative Region  
April 2023