**創新科技署**

## Innovation and Technology Commission

**香港特別行政區政府**

# The Government of the Hong Kong Special Administrative Region

|  |  |
| --- | --- |
| To: Innovation and Technology Commission  via:  Hong Kong Science and Technology Parks Corporation (HKSTPC)  Hong Kong Cyberport Management Company Limited (Cyberport)  *(please tick as appropriate)* | Ref. No. :  Date of Receipt :  **(for official use)** |

**Technology Talent Admission Scheme (TechTAS)**

**Quota Application Form**

*Note: Please read the “Guide to Application” (available at the website:* [*www.itc.gov.hk/en/techtas/index.htm*](https://www.itc.gov.hk/en/techtas/index.htm)*) before completing this application form.*

1. **Applicant Company/Institute**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of company/institute : | | | (English) | | | | | | | | | | |
|  | | | (Chinese) | | | | | | | | | | |
| Type : | | | HKSTPC  Incubatee  Tenant / Occupant / Grantee  ( Science Park  InnoCentre  Industrial Estate)  Cyberport  Incubatee ( On-site /  Off-site)  Tenant / Occupant ( Smart-Space) | | | | | | | | | | |
| Incubation/tenancy period : | | | From | / / | | (dd/mm/yyyy) | | | To | / / | | (dd/mm/yyyy) | |
| Business Registration No. (first 8 digits) : | | | |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  |  |  |  |  |  |  |  | (Expiry date: / / ) (dd/mm/yyyy) | | | | | | | | | | | |
| Company/Institute address : | | |  | | | | | | | | | | |
|  | | |  | | | | | | | | | | |
| Nature of business activities :  (may tick more than one box) | | | Artificial intelligence  Biotechnology  Cybersecurity  Data analytics  Financial technologies  Material science  Robotics | | | | | | | | | | |
| Latest staffing position : | | persons as at / / | | | | | | (dd/mm/yyyy) | | | | | |
| Previous adverse record(s) under TechTAS:  No  Yes (Please provide Ref. No.: | | | | | | | | | | |  | | ) |
| (If the applicant company/institute has changed its name, adverse records before its change of name should be included.) | | | | | | | | | | | | | |
| Contact person | Name: |  | | | | | | | | | | | |
|  | Position: |  | | | | | | | | | | | |
|  | Tel No.: |  | | | Email address: | |  | | | | | | |

1. **Details of Quota Request**

|  |  |
| --- | --- |
| Total no. of non-local persons to be employed **Note [[1]](#footnote-1)** : |  |

Details of non-local technology talent to be employed: (*If the space provided below is not sufficient, please use Supplementary Sheet (TechTAS 02) available at* [*www.itc.gov.hk/en/techtas/index.htm*](https://www.itc.gov.hk/en/techtas/index.htm)*.*)

|  |  |
| --- | --- |
| Job position 1**Note [[2]](#footnote-2)** : |  |
| Number of positions: |  |
| Technology area(s)**Note [[3]](#footnote-3)** : |  |
| Main job duties**Note [[4]](#footnote-4)** : |  |
| Minimum entry requirement**Note [[5]](#footnote-5)** : |  |
| Monthly salary (HK$) and major fringe benefits to be offered**Note [[6]](#footnote-6)** : |  |

|  |  |
| --- | --- |
| Job position 2 **Note 2** : |  |
| Number of positions : |  |
| Technology area(s)**Note 3**: |  |
| Main job duties**Note 4** : |  |
| Minimum entry requirement**Note 5** : |  |
| Monthly salary (HK$) and major fringe benefits to be offered**Note 6**: |  |

1. **Justifications for Quota Request**

(a) Please state the justifications for the quota requested (e.g. new setup in Hong Kong, expansion plans, new research and development programme/projects, etc.). If information on the new setup, expansion plan or new programme/projects, etc has already been passed to HKSTPC or Cyberport, please specify the date and occasion.

|  |
| --- |
|  |

(b) Please explain why the applicant company/institute considers talent with the relevant skills, knowledge or experience being sought are short in supply or not readily available in Hong Kong, and hence, the concerned positions cannot be fully taken up by the local workforce (e.g. a certain niche area is new to Hong Kong, local universities have not yet had sufficient graduates in a certain area, and/or intra-company transfer of technology staff from overseas / Mainland office / subsidiary to meet operational or business development needs, etc.).

|  |
| --- |
|  |

(c) Please provide references to support that the remuneration packages to be offered to the non-local technology talent are not lower than the prevailing market for comparable jobs in Hong Kong (e.g. salary of employees holding similar positions (but in other technology areas) in the applicant company/institute, copies of salary benchmark surveys or reports, etc.).

|  |
| --- |
|  |

1. **Declaration**

I, as the authorised person of the applicant company/institute, hereby declare that :

|  |  |  |
| --- | --- | --- |
|  | all information provided in this application as well as the accompanying information is true, valid and accurate, and reflects the status of affairs as at the date of application. I shall inform HKSTPC/Cyberport immediately if there are any subsequent changes to the above information. In the event that any information is found untrue, incomplete or inaccurate, the Innovation and Technology Commission (ITC) reserves the right to revoke the approval of any quota. | |
|  |
|  | I understand and agree that the information provided in this form will be used by and/or disclosed to the recommending organisations (i.e. HKSTPC or Cyberport), ITC and relevant parties to process the application, and if the application is successful, to monitor the use of approved quotas including the employment of talent (non-local/local) under the TechTAS, or for other related purposes. I also understand and agree that the recommending organisations (i.e. HKSTPC or Cyberport) and ITC have the right at all times to seek or collect any additional information from the company/institute to substantiate and process the application, and monitor the use of approved quota where necessary. | |
|  |
|  | I understand and agree that HKSTPC/Cyberport may visit or contact the company/institute and the technology talent employed under the TechTAS as and when necessary to collect information on the usage of quota and progress in fulfilling the local talent employment requirement. | |
|  |
|  | I understand and agree that if my company/institute fails to employ the requisite number of local employees in accordance with the terms and conditions as set out in the quota allotment letter or fails to well utilise the quota allotted, an adverse record may be attached to my company/institute, which may adversely affect subsequent quota applications. I also understand and agree that processing of new quota applications or unused quota allotted to the company/institute would be suspended until my company/institute has employed the requisite number of local persons. | |
|  |
|  | I understand and agree that ITC reserves at all times the absolute right to review all quota applications and adjust the quota approved as necessary. | |
|  |
|  | I understand that employment visa/entry permit applications under the TechTAS are processed and determined by the Immigration Department and approval of a quota application under the TechTAS does not guarantee approval of an individual’s employment visa/entry permit application by the Immigration Department. I also understand that approval of visa/entry permit applications is entirely discretionary and is subject to changes in government policies and the Director of Immigration reserves absolute discretion to refuse any visa/entry permit application even if the application meets all eligibility criteria. | |
|  |
| **Authorised Signature with Company Chop:** |
| Name of authorised signatory: |
| Position: |
| Name of applicant company: |
| Date: |

**Personal Information Collection Statement**

1. Purpose of Collection

The personal data provided in the application form will be used by the Hong Kong Science & Technology Parks Corporation / Hong Kong Cyberport Management Company Limited and the Government for one or more of the following purposes:

1. To process your quota application;
2. To keep track of your quota usage and fulfillment of relevant local talent employment requirement;
3. For statistics and research purpose 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
4. Any other legitimate purposes as may be required and authorised by the Government.

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.

1. Classes of Transferees

The personal data you provide may be disclosed to Innovation and Technology Commission, Immigration Department or other government bureaux for the purposes mentioned above.

1. Access to Personal Data

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.

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

Innovation and Technology Commission

21/F, West Wing, Central Government Offices   
2 Tim Mei Avenue, Tamar, Hong Kong

Tel: (852) 3655 5856

Fax: (852) 2877 9251

Email: techtas@itc.gov.hk

|  |  |
| --- | --- |
| Hong Kong Science and Technology Parks Corporation  8/F Bio-informatics Centre  2 Science Park West Avenue  Science Park, Shatin, Hong Kong  Tel: (852) 2629 6706 / (852) 2780 6938  Email: techtas@hkstp.org | Hong Kong Cyberport Management Company Limited  Units 1102-04, Level 11 Cyberport 2, 100 Cyberport Road, Hong Kong  Tel: (852) 3166 3800  Fax: (852) 3166 3118  Email: techtas@cyberport.hk |

1. **Note**

   Each applicant company/institute may be granted up to 100 quotas per year. [↑](#footnote-ref-1)
2. An applicant company/institute may seek quotas for more than one job position. If the applicant wishes to offer different job titles to the same job position, please state the possible job titles as well. However, given that job positions of different seniority will have different entry requirements, applicants should apply for different quotas for different job positions if they intend to employ non-local persons with different seniorities. Applicants are also required to state the number of persons intended to be employed for each job position. Noting that companies/institutes may update their recruitment plans during the quota validity period, they will have the flexibility to use the approved quotas for employing persons to fill any of the job positions under request and as set out in the quota allotment letter. [↑](#footnote-ref-2)
3. Please indicate which of the following technology areas are relevant to this particular job position: (1) Artificial intelligence; (2) Biotechnology; (3) Cybersecurity; (4) Data analytics; (5) Financial technologies; (6) Material science; (7) Robotics. [↑](#footnote-ref-3)
4. The persons to be admitted under TechTAS must be engaged principally in conducting R&D in Hong Kong in the relevant technology area(s). [↑](#footnote-ref-4)
5. Please include academic qualification, year(s) of relevant work experience, skills, etc. Paragraph 3(c) of the Guide to Application stipulated that non-local persons admitted under TechTAS must be degree-holders in science, technology, engineering or mathematics (“STEM”) from a well-recognised university, which is among the top 100 universities for STEM-related subjects in the latest publication of Quacquarelli Symonds (QS); Academic Ranking of World Universities (Shanghai Jiao Tong University) (also known as Shanghai Ranking); or Times Higher Education. If the applicant company/institute expects the persons to be employed may not meet the academic requirements as specified in paragraph 3(c) of the Guide to Application but possesses good technical skills in specialty areas, proven professional abilities and/or relevant experience and achievements, please set out the details (e.g. the skills and experience required) with full justifications. [↑](#footnote-ref-5)
6. Please indicate the range of monthly salary offer and the major fringe benefits (e.g. availability of housing benefits) for this particular job position. The remuneration package of the technology talent should not be lower than the prevailing market level for comparable jobs in Hong Kong. [↑](#footnote-ref-6)