

Technology Talent Admission Scheme

Application Guide – TechTAS 02

(for Applicants which are NOT tenants / incubatees / grantees / occupants of the Hong Kong Science and Technology Parks Corporation or the Hong Kong Cyberport Management Company Limited)

I. OVERVIEW

The Technology Talent Admission Scheme (“TechTAS”) provides a fast-track arrangement for eligible companies to admit non-local technology talent to undertake research and development (“R&D”) work for them in the Hong Kong Special Administrative Region (“HKSAR”). Eligible companies would first have to apply for a quota. A company allotted with a quota by the Innovation and Technology Commission (“ITC”) can accordingly sponsor an eligible person to apply for an employment visa / entry permit within the 24-month quota validity period.

II. QUOTA APPLICATION

(A) Eligibility

Quota Applicant

2. To apply for a quota under TechTAS, the applicant must –
 - (a) have substantive business in the HKSAR and with a valid Business Registration Certificate; and
 - (b) be engaged in R&D¹ in the area of advanced communication technologies, artificial intelligence, biotechnology, cybersecurity, data analytics, digital entertainment, financial technologies, green technology, integrated circuit design, Internet-of-Things, material science, microelectronics, quantum technology or robotics.(the “applicant company”)
3. This Application Guide – TechTAS 02 should be used by applicant companies which are NOT tenants / incubatees / grantees / occupants of the Hong Kong Science and Technology Parks Corporation (“HKSTPC”) (including Hong Kong Science Park, InnoCentre, or the industrial estates managed by HKSTPC) or the Hong Kong Cyberport Management Company Limited (“Cyberport”).

¹ An R&D activity is –

- (a) an activity in the fields of natural or applied science to extend knowledge;
- (b) an original and planned investigation carried on with the prospect of gaining new scientific or technical knowledge and understanding; or
- (c) the application of research findings or other knowledge to a plan or design for producing or introducing new or substantially improved materials, devices, products, processes, systems or services before they are commercially produced or used.

For details, please refer to Annex A.

Non-local Technology Talent

4. The non-local technology talent admitted under TechTAS must be -

- (a) employed as full-time employees² in the HKSAR by the applicant company;
- (b) engaged principally in conducting R&D³ in the areas of advanced communication technologies, artificial intelligence, biotechnology, cybersecurity, data analytics, digital entertainment, financial technologies, green technology, integrated circuit design, Internet-of-Things, material science, microelectronics, quantum technology or robotics;
- (c) 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 any of the following world university ranking tables -

Ranking Tables	Websites
Quacquarelli Symonds (QS)	www.topuniversities.com/qs-world-university-rankings
Academic Ranking of World Universities (Shanghai Jiao Tong University) (also known as Shanghai Ranking)	www.shanghairanking.com
Times Higher Education	www.timeshighereducation.com/world-university-rankings
U.S. News and World Report’s Best Global Universities Rankings (USNWR)	www.usnews.com/education/best-global-universities/rankings

Work experience is not compulsory for those with a Master’s or Doctoral degree, whereas those with a Bachelor’s degree only should possess a minimum of one year working experience in the relevant technology area; and

- (d) offered remuneration not lower than the prevailing market level for comparable jobs in the HKSAR.

² For the avoidance of doubt, “employees” may include technology persons already employed by the applicant company or its group outside the HKSAR.

³ An R&D activity is –

- (a) an activity in the fields of natural or applied science to extend knowledge;
- (b) an original and planned investigation carried on with the prospect of gaining new scientific or technical knowledge and understanding; or
- (c) the application of research findings or other knowledge to a plan or design for producing or introducing new or substantially improved materials, devices, products, processes, systems or services before they are commercially produced or used.

For details, please refer to Annex A.

5. Persons not meeting the academic requirements in paragraph 4(c) above but possess good technical skills in specialty areas, proven professional abilities and / or relevant experience and achievements can be considered on a case-by-case basis with full justifications. In such case, relevant documentary evidence should be provided when making an application for employment visa / entry permit for the individual concerned (see Part III below). If an applicant company already expects, during the quota application stage, that its target non-local persons to be employed may not meet the requirements as specified in paragraph 4(c) above but should possess specific skills / abilities / experience / achievements, it should set out the details with full justifications in its quota application.

(B) Quota Assessment Criteria

6. Each eligible quota application will be assessed on its own merits having regard to the following considerations -

- (a) The knowledge or skillsets of the required technology talent must align with the applicant company's technology activities. In particular, the applicant company must demonstrate its engagement in R&D activities in at least one of the technology areas specified in paragraph 2(b) above;
- (b) The number of quota requested is justified for the applicant company (e.g. having regard to considerations such as business volume, venue, and expansion plans);
- (c) The applicant company has confirmed difficulties in recruiting local talent in the technology areas concerned;
- (d) The academic qualifications or other expertise as well as the remuneration packages of the required non-local talent are suitable; and
- (e) Any past records of false representations or misrepresentations in previous quota or employment visa / entry permit applications under TechTAS or breaches of the terms and conditions of quota allotment, etc.

(C) Quota Application and Processing Procedure

7. Eligible companies may make their quota applications throughout the year. Each company may be granted quotas for a maximum of 100 persons per year. Request for more than 100 quotas per year will also be considered on a case-by-case basis if fully supported by justifications.

Application Vetting Arrangements

8. Applicant companies which are not tenants / incubatees / grantees / occupants of HKSTPC or Cyberport should complete the TechTAS Quota Application Form – TechTAS 02. It is available on the website of ITC (techtas.itc.gov.hk) and GovHK website (<https://eform.cefs.gov.hk/form/itc002/en/>). Applicant companies should submit their completed Quota Application Form – TechTAS 02, together with a copy of Business Registration Certificate, remuneration package reference of each job position concerned and supporting documents (please refer to the checklist in Annex B) online to ITC, according to the instructions set out on the website.

9. Making a quota application under TechTAS is free of charge.

10. Upon receipt of a quota application, ITC will consider it and may approve the quota request in full or in part, or reject it altogether. During the processing of quota application, ITC may request the applicant company to submit additional information to justify its case and / or conduct an on-site

visit. Upon receipt of all necessary information and documents, the normal processing time of a quota application will be two weeks⁴. ITC is more likely to visit the applicant company if it could only submit information set 3(B) or 3(C) as required in Annex B to demonstrate its business and R&D activities. Site visit would render additional processing time of the quota application. Failure to properly complete the application form or submit required documents or facilitate ITC's on-site visit may delay the processing of the application.

11. Applicant companies will be informed of the application result in writing. The decision of ITC is final. However, an applicant company may submit a fresh quota application taking into account the comments made by ITC on its original application.

12. If a quota application is approved, ITC will issue a quota allotment letter to the applicant company. It will state the number of quotas of non-local persons to be admitted and relevant particulars being approved, including the technology area(s) involved, main job duties, academic qualifications / expertise required and remuneration packages pertaining to the job position(s) and any other terms and conditions of the approved quota(s). Within the total number of allotted quotas, the company would have the flexibility to admit the exact number of non-local persons for the different job positions set out in the quota allotment letter to suit its needs. If the applicant company wishes to make any change to the particulars of allotted quota(s), it should seek ITC's prior written approval before submitting applications for employment visa / entry permit to ImmD.

13. An allotted quota will be valid for 24 months. Applicant companies which are allotted with quota(s) should, during the quota validity period, sponsor eligible person(s) to submit employment visa / entry permit applications to ImmD using the allotted quota(s). Companies with allotted quotas may write to ITC for extension of quota validity period at least two weeks before quota expiry. Approval would only be given to requests with full justifications, such as needing a long recruitment period as the selected candidate does not accept the job offer.

14. A quota is regarded as being used when an employment visa / entry permit application pertaining to the quota has been approved by ImmD⁵. Transfer of quota to another company is not permitted.

15. Approval of a quota application under TechTAS does not guarantee approval of an individual's employment visa / entry permit application by ImmD. Please refer to Part III below for the details on employment visa / entry permit application under TechTAS.

(D) Important Notes

16. Inaccurate and incomplete information may result in delay in or inability to process the quota applications. Any person knowingly making any false representations or furnishing information they know to be false or does not believe to be true in a quota application may be guilty of an offence under the Laws of Hong Kong.

17. ITC reserves at all times the absolute right to review all quota applications and adjust the quotas allotted as necessary (for example, in circumstances where false representations or

⁴ The processing time may be longer for those cases not meeting the academic requirements in paragraph 4(c) above but requiring good technical skills in specialty areas, proven professional abilities and / or relevant experience and achievements. Such cases will be considered on a case-by-case basis.

⁵ The quota is still regarded as "being used" even if the person granted the visa / entry permit eventually does not come to work in Hong Kong.

misrepresentations have been made in quota or employment visa / entry permit applications, terms and conditions of quota allotment have been breached, an order is made or a resolution is passed for the winding up of the applicant company, etc.). ITC may also conduct visits to or collect information from the successful companies through telephone interviews, written updates or other appropriate means as and when necessary to keep track of the companies' use of quotas.

18. Applicant companies will be requested to complete a questionnaire within one month after the end of quota validity period or after all allotted quotas are used up, whichever is earlier. The company should submit the completed questionnaire to ITC and provide explanations if it could not use up all the allotted quotas. ITC will decide whether an "adverse record" will be attached to the company if it, without valid justification, has not utilised the quota(s) allotted. An adverse record may lead to the consequences - (a) any unused quotas allotted to the company would be suspended; and (b) the credibility of the company in making any new quota application will be affected.

III. EMPLOYMENT VISA / ENTRY PERMIT APPLICATION

(A) Eligibility Criteria for Application for Employment Visa / Entry Permit

19. TechTAS does not apply to nationals of Afghanistan, Cuba and Korea (Democratic People's Republic of).

20. An application for a visa / entry permit to take up employment under TechTAS may be favourably considered by the Director of Immigration after ITC has approved a quota if -

- (a) there is no security objection and no known record of serious crime in respect of the applicant⁶;
- (b) the employing company has a valid quota approved by ITC at the time of application;
- (c) the applicant fulfils the eligibility criteria set out in paragraphs 4-5 above;
- (d) the applicant meets the specific particulars pertaining to the job position set out in the quota allotment letter issued by ITC (see paragraph 12 above); and
- (e) the bona fides of the employing company and the applicant are not in doubt.

(B) Application Procedures

Submission of Application

21. Applications for entry for employment under TechTAS should be submitted within the quota validity period as specified in the quota allotment letter issued by ITC. Applicants, their accompanying dependant(s) (if any) and the employing company shall submit the applications and upload all supporting documents online with the relevant application fee paid through the designated GovHK website at the following link: www.gov.hk/en/nonresidents/visarequire/visasentrypermits/applytechtas.htm. The application fee paid is non-refundable in any circumstance irrespective of the application result. Applications submitted in person, by post or drop-in-box will not be accepted.

Supporting Documents

⁶ "Applicant" in Part III of this Guide to Application refers to the individual who is applying for a visa / entry permit to enter the HKSAR for employment under TechTAS.

22. Please refer to the checklist in Annex C. Failure to submit required supporting documents may delay the processing of the application. If an individual dependant wishes to join the applicant later, please refer to the website of the Immigration Department ("ImmD") at www.immd.gov.hk/eng/services/visas/residence_as_dependant.html for the application procedures.

(C) Processing Time

23. It normally takes two weeks to process applications for employment visa / entry permit under TechTAS upon receipt of all the required documents and the relevant application fee⁷. ImmD will not be able to finalise the processing of the application unless all the required supporting documents and information together with the relevant application fee have been received. As it will take time to process applications, applicants may regard their applications as being under processing unless they have received a notification of application result from ImmD.

24. All visa / entry permit applications are processed and determined by ImmD, after taking into consideration all circumstances of the applications. 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.

(D) Payment of Fees

25. For the purpose of Schedule 2 of the Immigration Regulations (Cap.115A), TechTAS is a "specified scheme". For entry visa/permit applications or change of condition of stay (including extension of limit of stay) applications made under a "specified scheme", the principal applicant and each of his/her dependant(s) (if any) are required to pay a non-refundable application fee and the corresponding visa issuance fee. For more details on the fee structure, please visit the Immigration Department's website at www.immd.gov.hk/eng/specifiedschemes.html.

26. Upon approval of the applications, the notification of the application result issued by the Immigration Department will include a webpage link for payment of the visa issuance fee. Payment of relevant fees could be made through the said webpage link or the GovHK website or the ImmD Mobile Application by credit card (VISA, Mastercard, UnionPay and JCB only), Payment by Phone Service (PPS), Faster Payment System (FPS) or Mainland China's Licensed Digital Wallets (Alipay, WeChat Pay and UnionPay App only). After payment, applicants could instantly download or print the "e-Visa" by themselves.

(E) Travel Documentation Requirement

27. A visa / entry permit (in the form of "e-Visa") will be issued upon successful application and payment of fees.

Mainland Residents

28. Successful applicant should apply for an Exit-entry Permit for Travelling to and from Hong Kong and Macao ("EEP") and a relevant exit endorsement from the relevant Mainland authorities. Upon immigration arrival clearance in the HKSAR, the applicant holding an EEP bearing the relevant exit endorsement should also present the "e-Visa" saved on a personal mobile device or printed on a sheet of A4 white paper, and scan the encrypted QR code on the "e-Visa" with the optical reader at an immigration counter. For overseas Chinese nationals holding People's Republic

⁷ The processing time may be longer in complicated cases.

of China (“PRC”) passports, applicant should present his / her valid PRC passport and “e-Visa” for immigration examination upon arrival in the HKSAR (only applicable to overseas Chinese who have obtained overseas permanent residence; or have been residing overseas for at least one year immediately before the submission of an application and the application is submitted from overseas).

Non-Mainland Residents

29. Upon immigration arrival clearance in the HKSAR, applicant should present his / her valid travel document and the “e-Visa” saved on a personal mobile device or printed on a sheet of A4 white paper, and scan the encrypted QR code on the “e-Visa” with the optical reader at an immigration counter.

(F) Extension of Stay

30. Persons admitted under TechTAS will normally be granted an initial stay of 36 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 with the relevant application fee paid. The application fee paid is non-refundable in any circumstance irrespective of the application result. Such applications will be considered only when the applicants continue to meet the eligibility criteria under TechTAS as set out in paragraph 20⁸. Successful applicants will normally be granted an extension of stay following the 3-2 year pattern, also on employment condition, or be in accordance with the duration of the employment contract (whichever is shorter).

31. Persons admitted under TechTAS who continue to meet the eligibility criteria under TechTAS and fulfil the criteria as stipulated at paragraph 32 may apply for assessment under the top-tier employment stream. They will normally be granted an extension of stay on time limitation only without other conditions of stay for a period of five years upon approval.

32. The criteria for top-tier employment stream are as follows:

- (a) the applicant has been permitted to take up employment in the HKSAR under TechTAS 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 tax assessment⁹.

(G) Conditions of Stay

33. Persons admitted under TechTAS 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 employment¹⁰.

⁸ For the avoidance of doubt, no quota is needed for the employing company to sponsor the applicant for application for extension of stay.

⁹ 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 tax assessment, e.g. notice of salaries tax assessment of the previous tax assessment year issued by the Inland Revenue Department or relevant tax documents.

¹⁰ In case the applicant applies for change of employment and the new employing company does not have any valid quota under TechTAS, a new application should be submitted and assessed under the General Employment Policy or Admission Scheme for Mainland Talents and Professionals as appropriate.

34. For top-tier talents who are permitted to remain in the HKSAR on time limitation only without other conditions of stay, they only need to notify the change of their employment within the currency of their permitted limit of stay to the ImmD through the ImmD's online service system.

(H) Entry of Dependants

35. Persons admitted or seeking admission under TechTAS may apply, under their sponsorship, to bring their spouse or the other party to a same-sex civil partnership, same-sex civil union, “same-sex marriage”, opposite-sex civil partnership or opposite-sex civil union entered into by him / her in accordance with the local law in force of the place of celebration and with such status being legally and officially recognised by the local authorities of the place of celebration¹¹, and unmarried dependent children under the age of 18 to the HKSAR under the prevailing dependant policy. An application for admission of a dependant may be favourably considered if normal immigration requirements (see paragraph 38 below) 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.

36. The entry arrangement for dependants does not apply to -

- (a) former Mainland Chinese residents residing in the Macao Special Administrative Region (“SAR”) who have obtained Macao identity cards for less than seven years, unless they have acquired residence in the Macao SAR through the One-way Permit Scheme; and
- (b) nationals of Afghanistan and Korea (Democratic People's Republic of).

37. The length of stay of such dependants will normally be linked to that of their sponsors. They will remain in the HKSAR on time limitation only without other conditions of stay and are not prohibited from taking up employment or studies in the HKSAR. Any subsequent applications for extension of stay of such dependants will be considered only if the dependants continue to meet the eligibility criteria set out in paragraph 35 above (including that there is no change in circumstances which would have otherwise resulted in loss of sponsorship for the applicant, e.g. change in marriage relationship between the dependent spouse and the sponsor, or death of sponsor) and the sponsor remains a bona fide Hong Kong resident living in the HKSAR. For further details on the entry and extension of stay arrangements for dependants, please refer to the “Guidebook for Entry for Residence as Dependants in Hong Kong” [ID(E) 998].

(I) Other Information

¹¹ For the avoidance of doubt, the terms “civil partnership” and “civil union” above mean a legal institution of a nature which is akin to spousal relationship in a marriage. The same-sex civil partnership, same-sex civil union, “same-sex marriage”, opposite-sex civil partnership and opposite-sex civil union entered into in accordance with laws outside Hong Kong are limited to only relationships which are legally and officially recognised in the places of celebration. Such relationships normally have the following features: (a) the entering into and dissolution of the relationship are governed by legislation of the place where it is entered into; (b) the relationship requires registration by the competent authority specified by the legislation of the place where it is entered into; (c) the registration is evidenced in a written instrument issued by the competent authority; and (d) parties to the relationship have a mutual commitment to a shared life akin to spouses to the exclusion of others on a permanent basis. Such relationships do not include de facto spouse, partners in cohabitation, fiancé / fiancée, etc.

38. 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 or reside 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 and subsequent extension of stay. It should be noted that the eligibility criteria may be subject to change from time to time without prior notice. Please check ImmD's website at www.immd.gov.hk for up-to-date information.

Re-entry into the HKSAR

39. Non-permanent residents of the HKSAR (including persons admitted under TechTAS and their dependants), 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

40. Persons admitted under TechTAS 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.

(J) Warning

41. 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 / entry permit application, ImmD may conduct field visits. 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.

IV. OTHER INFORMATION

(A) Prevention of Bribery

42. The applicant company shall observe the Prevention of Bribery Ordinance (Cap. 201) ("POBO") and shall procure that its directors, employees, agents and other personnel who are in any way involved in the quota / employment visa / entry permit application(s) shall **not** offer to or solicit or accept from any person any advantages, including money, gifts, loan, etc. (as defined in the POBO) in relation to the quota / employment visa / entry permit application(s).

(B) Disclaimer

43. The information in this Guide serves as reference only. The Government of the HKSAR is not responsible for any loss or damage whatsoever arising out of or in connection with any information in this Guide. ITC and ImmD reserve the right to omit, suspend or edit any information in this Guide at any time in its absolute discretion without giving any reason or prior

notice. ITC and ImmD further reserve the right to change the eligibility criteria and details of the arrangements set out above from time to time without prior notice.

(C) Enquiries

44. Enquiries on TechTAS may be made as follows -

Applications for quota

Innovation and Technology Commission

Enquiry hotline: (852) 2180 9041 / 2180 9176

Fax: (852) 2730 4633

Email: techtas@itc.gov.hk

Website: www.itc.gov.hk

Applications for employment visa / entry permit

Immigration Department

General enquiry

Enquiry hotline: (852) 2824 6111

Fax: (852) 2877 7711

Email: enquiry@immd.gov.hk

Website: www.immd.gov.hk

Application status enquiry

Enquiry hotline: (852) 3160 8663 (24-hour)

Website: www.gov.hk/immdstatusenquiry

Innovation and Technology Commission

Immigration Department

February 2025

R&D Activities

- The following activities are **NOT** considered to be R&D activities for the purpose of TechTAS -
 - (a) any efficiency survey, feasibility study, management study, market research or sales promotion;
 - (b) the application of any publicly available research findings or other knowledge to a plan or design, with an anticipated outcome and without any scientific or technological uncertainty;
 - (c) an activity that does not seek to directly contribute to achieving an advance in science or technology by resolving scientific or technological uncertainty;
 - (d) any work to develop the non-scientific or non-technological aspect of a new or substantially improved material, device, product, process, system or service;
 - (e) quality control;
 - (f) routine testing of materials, devices, products, processes, systems or services;
 - (g) routine data collection;
 - (h) routine, cosmetic or stylistic modifications or changes to materials, devices, products, processes, systems or services;
 - (i) market survey for the purpose of ascertaining the needs of customers where no systematic, investigative or experimental activity is involved; and
 - (j) production and distribution of goods and services.

The above list is not exhaustive.

- In general, an R&D activity takes place when a project seeks to achieve an advance in science or technology. Any activity which does not directly contribute to achieving this advance in science or technology through the resolution of scientific or technological uncertainty is not an R&D activity.

Checklist of Documents to be Submitted for Quota Application

- (1) Business Registration Certificate
- (2) Remuneration package reference of each job position concerned
- (3) Information set on business and R&D activities of the applicant company ^{Note}

3(A)

<input type="checkbox"/>	Latest filed “Profits Tax Return – Corporations” (BIR51) / “Profits Tax Return – Persons Other than Corporations” (BIR52) <u>and</u> “Supplementary Form – Expenditure on Research & Development” (BIRS3) showing “Type B expenditure” for in-house R&D activity that can be used for claiming enhanced tax deduction for R&D expenditures.
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If 3(A) is not available

3(B)

<i>At least three of the following items:</i>	
<input type="checkbox"/> (a)	Payroll proof (latest month) and documentary proof showing R&D-related job duties (e.g. offer letter, employment contract, company letter) of at least one existing R&D staff;
<input type="checkbox"/> (b)	Tenancy agreement or other documentary proof showing the premises for conducting R&D activities;
<input type="checkbox"/> (c)	Rental agreement / receipts / instalment payment records / invoices of facilities / equipment used for R&D activities;
<input type="checkbox"/> (d)	Record of previous R&D outcome (e.g. research report, competition entry form / award, contract on provision of R&D service to clients, etc.).

If neither 3(A) nor 3(B) is available

3(C)

<input type="checkbox"/>	Business plan (including information on nature / mode of business activities, technology area(s), details of R&D plan, target customers, proposed creation of R&D position(s), source of funding, etc.) with at least the following documents:
<input type="checkbox"/> (a)	organisation chart of R&D team (including job duties and academic background / experience of each of the planned R&D positions); and
<input type="checkbox"/> (b)	tenancy agreement or other documentary proof showing the premises for conducting R&D activities; and
<input type="checkbox"/> (c)	list of R&D facilities / equipment to be purchased / leased; and
<input type="checkbox"/> (d)	contract / agreement on possible capital injection / business cooperation / technology cooperation with business partners, if any.

- (4) Signed Declaration with company chop

Note:

ITC is more likely to visit the applicant company if it could only submit information set 3(B) or 3(C).

Checklist of Documents to be Uploaded during Online Application**(A) Documents to be uploaded by the applicant for entry application**

1	Applicant's recent photograph
2	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). A Chinese resident of the Mainland who has not been issued with a travel document may upload his / her People's Republic of China ("PRC") resident identity card
3	Applicant's Hong Kong identity card (if any)
4	Proof of academic qualifications and relevant work experience, or proof of good technical skills in specialty areas, proven professional abilities and / or relevant experience and achievements (if applicable)
5	Other documents where applicable
(a)	Macao Special Administrative Region ("SAR") residents - Applicant's Visit Permit for Residents of Macao SAR to Hong Kong SAR and Macao identity card
(b)	Taiwan residents - Applicant's household registration transcript in Taiwan and Taiwan identity card
(c)	PRC passport holders living overseas - Proof of the applicant's overseas residence, such as official documents showing the applicant's conditions of stay and limit of stay endorsed by overseas authorities (only applicable to overseas Chinese who have obtained overseas permanent residence; or have been residing overseas for at least one year immediately before the submission of an application and the application is submitted from overseas)
(d)	Mainland residents - Letter of consent from the applicant's present working unit or relevant Mainland authorities (Annex D of this Application Guide)

(B) Documents to be uploaded by the employing company (Employing company will receive a link by e-mail after application submission from the applicant. Employing company is required to fill in the online form and upload relevant supporting documents listed below to complete the rest of the application)

1	Quota allotment letter issued by the Innovation and Technology Commission
2	Employing company's employment contract with or letter of appointment to the applicant containing information about post, salaries, other fringe benefits and employment period
3	Business Registration Certificate <i>(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)</i>

(C) Documents to be uploaded by each accompanying dependant

1	Dependant's recent photograph
2	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). A Chinese resident of the Mainland who has not been issued with a travel document may upload his / her PRC resident identity card
3	Dependant's Hong Kong identity card (if any)
4	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)
5	Other documents where applicable
(a)	Macao SAR residents - Dependant's Visit Permit for Residents of Macao SAR to Hong Kong SAR and Macao identity card
(b)	Taiwan residents - Dependant's household registration transcript in Taiwan and Taiwan identity card

(D) Documents to be uploaded by the applicant for extension of stay application

1	Applicant's valid travel document and, where applicable, his / her previous travel document page showing the latest visa / entry permit label / arriving stamp / landing slip / extension of stay label in the Hong Kong Special Administrative Region and the latest issued "e-Visa" (if applicable)
2	Applicant's Hong Kong identity card
3	Supporting letter from the current employing company stating applicant's position, total monthly remuneration and period of employment (only applicable to applicant without change of employment)
4	Documentary proof of applicant having an assessable income for salaries tax of not less than HK\$2 million in the previous year of tax assessment, e.g. notice of salaries tax assessment of the previous tax assessment year issued by the Inland Revenue Department or relevant tax documents <i>(only applicable to those who apply for assessment under the top-tier employment stream)</i>

Important Notice

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 (including original documents) and information in connection with the applications 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.

此同意書只適用於申辦赴港工作的內地中國居民申請人。

This letter of consent is only applicable to the applicant who is a Chinese resident of the Mainland and applies to work in Hong Kong.

內地的中國居民赴港工作同意書
(適用於根據「科技人才入境計劃」申辦赴港工作進入許可的申請)

本工作單位／檔案所在單位 _____ 證明以下人員
現時在 _____ 單位／公司工作。

姓名：_____

出生日期：_____

性別：_____

倘若上述人員根據香港「科技人才入境計劃」成功獲得批准前往香港特別行政區工作，本單位同意讓該人員赴港工作。

工作單位／檔案所在單位印章

負責人姓名及簽署

單位地址：_____

負責人聯絡電話：_____

電郵地址（如有）：_____

日期：_____

注意：

- (一) 此「赴港工作同意書」適用於所有內地的中國居民根據「科技人才入境計劃」申辦赴港工作進入許可的申請。
- (二) 簽發此同意書旨在讓內地工作單位／檔案所在單位知悉申請人根據香港「科技人才入境計劃」申辦赴港工作進入許可。倘若申請人成功獲得批准前往香港特別行政區工作，有關單位同意讓他們赴港。