

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 12-month quota validity period. It also has to fulfil the requirement to employ new local employees in technology-related work.

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 artificial intelligence, biotechnology, cybersecurity, data analytics, financial technologies, material science, robotics, 5G communications, digital entertainment, green technology, integrated circuit design, Internet-of-Things or microelectronics.(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 artificial intelligence, biotechnology, cybersecurity, data analytics, financial technologies, material science, robotics, 5G communications, digital entertainment, green technology, integrated circuit design, Internet-of-Things or microelectronics;
 - (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	Examples of STEM-related Subjects
Quacquarelli Symonds (QS) (www.topuniversities.com/qs-world-university-rankings)	- Engineering and Technology - Life Sciences and Medicine - Natural Sciences
Academic Ranking of World Universities (Shanghai Jiao Tong University) (also known as Shanghai Ranking) (www.shanghairanking.com)	- Life and Agriculture Sciences (LIFE) - Natural Sciences and Mathematics (SCI) - Engineering / Technology and Computer Sciences (ENG) - Clinical Medicine and Pharmacy (MED)
Times Higher Education (www.timeshighereducation.com/world-university-rankings)	- Engineering and Technology - Computer Science - Life Sciences - Physical Sciences - Clinical, Pre-clinical and Health

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.

5. Persons not meeting the academic requirements in paragraph 4(c) above but possess good

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.

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) Local Talent Employment Requirement

6. When making a quota application, the applicant company must undertake to also employ the required number of new local employees – i.e. for every one to three non-local persons approved to be admitted for employment by the Immigration Department (“ImmD”) under TechTAS, the applicant company would need to employ one new local full-time employee plus two local interns⁴. Companies are welcome to employ more local full-time employees in lieu of local interns. The detailed requirements are as follows -

	Local Full-time Employee	Local Intern
Duration	With employment contract for at least one year	Internship period of at least three months
Qualifications	Bachelor’s degree-holder or above	Undergraduate or above

7. All these local employees should be engaged in technology-related work. Besides R&D, technology-related work includes positions such as technology or intellectual property lawyer, technology transfer personnel, etc., but does not include general supporting positions such as administration clerk. Employment of local persons with contracts signed **within three months before quota application and three months after the quota expiry date** would count towards satisfying the local talent employment requirement. If the matching local employees / interns leave the company within the requisite duration of employment, the company should employ another local employee for the remainder of the requisite duration of employment within a reasonable timeframe.

8. “Local employees” or “local persons” in the context of TechTAS refer to persons falling within any one of the following categories -

- (a) Hong Kong permanent residents;
- (b) Hong Kong residents with the right to land;
- (c) Hong Kong residents on unconditional stay;
- (d) Persons admitted under the Quality Migrant Admission Scheme;
- (e) Persons admitted under the Capital Investment Entrant Scheme;
- (f) Persons admitted for residence as dependants of the persons in categories (a) to (e) above; and
- (g) One-way permit entrants.

(C) Quota Assessment Criteria

⁴ In calculating the number of local employees required, figures will be rounded up. For example, if a company has secured employment visa for 10 non-local persons under the TechTAS, it will have to employ 4 new local full-time employees ($10 / 3 = 3.3$, being rounded up to 4) and 7 local interns ($10 / 3 \times 2 = 6.7$, being rounded up to 7). If a company has secured employment visa for 1 non-local person under the TechTAS, it will have to employ 1 new local full-time employee and 2 local interns.

9. 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 demonstrated genuine 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 adverse records of the applicant company under TechTAS (e.g. not using up the quotas allotted without reasonable justifications, not having employed the requisite number of local employees (see paragraphs 6 to 8 above), having made false representations or misrepresentations in previous quota or employment visa / entry permit applications under TechTAS, having breached the terms and conditions of quota allotment, etc.).

(D) Quota Application and Processing Procedure

10. Eligible companies may make their quota applications throughout the year. Each company may be granted quotas for a maximum of 100 persons per year.

Application Vetting Arrangements

11. 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.one.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.

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

13. 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 weeks⁵. 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.

⁵ 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.

14. 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.

15. 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.

16. An allotted quota will be valid for 12 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.

17. A quota is regarded as being used when an employment visa / entry permit application pertaining to the quota has been approved by ImmD⁶. Transfer of quota to another company is not permitted.

18. 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.

(E) Progress Updates

Interim Progress Update

19. ITC will, **by the end of the sixth month of the quota validity period**, collect information from a successful applicant company through telephone interviews or other appropriate means, on its use of quotas and employment of local talent. A successful applicant company will also be required to, **during the ninth month of the quota validity period**, provide ITC with a written update on the use of quotas and employment of local talent.

Final Report

20. As soon as the company has used up all the quota(s) allotted and has employed all the requisite number of local persons to fulfil the local talent employment requirement, it should submit to ITC a written Final Report on its quota usage and local talent employment situation. In any case, the Final Report should be provided no later than **four months after the expiry of quota validity period**. The company should provide reasonable justifications if it could not use up all the allotted quotas. The company should also submit proofs of local persons employed (e.g. appointment letters) in the Final Report. ITC will decide whether an "adverse record" will be attached to the company if it, without

⁶ 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.

reasonable justification, has not well utilised the quota(s) allotted, or has not employed sufficient number of local employees. An adverse record may lead to the following consequences -

- (a) any new quota application from the company will not be processed until it has complied with the local talent employment requirement;
- (b) any unused quota allotted to the company will be suspended until it has complied with the local talent employment requirement; and
- (c) the credibility of the company in making any new quota application will be affected.

21. ITC may also conduct visits to or collect information from the successful applicant companies as and when necessary to keep track of the companies' use of quotas and latest situation in fulfilling the local talent employment requirement.

(F) Important Notes

22. 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.

23. 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 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.).

III. EMPLOYMENT VISA / ENTRY PERMIT APPLICATION

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

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

25. 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 applicant⁷;
- (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 15 above); and
- (e) the bona fides of the employing company and the applicant are not in doubt.

(B) Application Procedures

⁷ "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.

Application Form

26. Applicants should complete Part A of application form ID 1024 while the employing company should complete Part C of the form. The application form can be obtained free of charge from the following offices -

- (a) ImmD Headquarters; and
- (b) Immigration Branch Offices.

The addresses of ImmD Headquarters and Branch Offices are available in ImmD's website at www.immd.gov.hk/eng/contactus/address.html. The application form can also be downloaded from ImmD's website at www.immd.gov.hk/eng/forms/forms/id1024.html.

Supporting Documents

27. Please refer to the checklist in Annex C.

Submission of Application

28. 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. The application form must be duly completed and signed before submission. Failure to properly complete the form or submit required supporting documents may delay the processing of the application. Where there are accompanying dependants, each dependant must complete and sign Part B of the application form ID 1024 individually (see paragraphs 41 to 43 below). If an individual dependant wishes to join the applicant later and submit the application separately, he / she should complete the application form "Application for Entry for Residence as Dependants in Hong Kong" (ID 997) instead. For any dependant under the age of 16, the application form must be signed by his / her parent or legal guardian.

29. Completed application form, ID 1024 or ID 997 as appropriate, and all supporting documents are to be submitted directly or through the employing company or a local representative in the HKSAR in person or by post to -

Quality Migrants and Mainland Residents Section
Hong Kong Immigration Department
6/F, Immigration Tower
7 Gloucester Road
Wan Chai, Hong Kong

30. Underpaid mail items will not be accepted by ImmD. For proper delivery of mail items, please ensure the mail items bear sufficient postage with return address before posting.

(C) Processing Time

31. It normally takes two weeks to process applications for employment visa / entry permit under TechTAS upon receipt of all the required documents⁸. ImmD will not be able to finalise the processing of the application unless all the required supporting documents and information 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.

⁸ The processing time may be longer in complicated cases.

32. 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

33. Payment of visa / entry permit fee, applicable to each applicant / dependant, will be settled after the application is approved and 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.

(E) Travel Documentation Requirement

34. A visa / entry permit label will be issued upon successful application and payment of fees. It should be collected from ImmD in person or by the employing company or a local representative for onward transmission to the successful applicant.

Mainland Residents

35. 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 Public Security Bureau office where his / her household registration is kept. If 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 examination upon arrival in the HKSAR. In case the applicant’s EEP on which his / her relevant exit endorsement has been obtained is of booklet type, the entry permit label should be affixed onto a blank endorsement page of the EEP. The applicant should present the EEP for immigration arrival examination. For overseas Chinese nationals holding People’s Republic of China (“PRC”) passports, the entry permit label should be affixed onto a blank visa page of the applicant’s valid PRC passport 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

36. The visa / entry permit label should be affixed onto a blank visa page of the applicant’s valid travel document for immigration examination upon arrival in the HKSAR.

(F) Extension of Stay

37. Persons admitted under TechTAS 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 expiry of their limit of stay. Applications for extension of stay will be considered only when the applicants meet the eligibility criteria under TechTAS as set out in paragraph 25⁹. 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).

38. Persons admitted under TechTAS who continue to meet the eligibility criteria under TechTAS as

⁹ For the avoidance of doubt, no quota is needed for the employing company to sponsor the applicant for application for extension of stay.

set out in paragraph 25 and fulfil the following criteria at the time of application for extension of stay may choose to be assessed under the top-tier employment stream -

- (a) the applicant has been permitted to take up employment 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 assessment¹⁰.

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.

(G) Conditions of Stay

39. 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 employment¹¹.

40. For top-tier talent who are permitted to remain in the HKSAR on time limitation only without other conditions of stay, they only need to notify ImmD in writing of the change of their employment within the currency of their permitted limit of stay.

(H) Entry of Dependants

41. Persons admitted or seeking admission under TechTAS may apply, under their sponsorship, to bring in 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 celebration¹², 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 44 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

¹⁰ 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.

¹¹ 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.

¹² 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.

- (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.

42. 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).

43. 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 41 above 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

44. 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

45. 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

46. 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

47. 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

48. 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

49. 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

50. Enquiries on TechTAS may be made as follows -

Applications for quota

Innovation and Technology Commission
Enquiry hotline: (852) 2180 9041 / 2180 9040
Fax: (852) 3691 8655
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
September 2020

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

<i>At least three of the following items:</i>		
3(B)	<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 Forms and Documents to be Submitted for Entry Application**(A) Form and documents to be submitted by the applicant for entry application**

1	Technology Talent Admission Scheme - Application for Visa / Entry Permit (ID 1024), with Part A duly completed by the applicant and applicant's recent photograph affixed
2	Photocopy of 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 submit a photocopy of his / her People's Republic of China ("PRC") resident identity card
3	Photocopy of applicant's Hong Kong identity card (if any)
4	Photocopy of 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 - Photocopy of the applicant's Macao identity card
(b)	Taiwan residents - Photocopy of the applicant's household registration in Taiwan and Taiwan identity card
(c)	PRC passport holders living overseas - 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 (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 (page 9 of application form ID 1024)

(B) Form and documents to be submitted by the employing company

1	Technology Talent Admission Scheme - Application for Visa / Entry Permit (ID 1024), with Part C duly completed by the employing company
2	Photocopy of the quota allotment letter issued by the Innovation and Technology Commission
3	Photocopy of the employing company's employment contract with or letter of appointment to the applicant containing information about post, salaries, other fringe benefits and employment period
4	Photocopy of the Business Registration Certificate <i>(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)</i>

(C) Forms and documents to be submitted by each accompanying dependant

1	The applicant's application form, Technology Talent Admission Scheme - Application for Visa / Entry Permit (ID 1024), with Part B duly completed by the dependant and dependant's recent photograph affixed
2	Photocopy of 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 submit a photocopy of his / her PRC resident identity card
3	Photocopy of dependant's Hong Kong identity card (if any)
4	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)
5	Other documents where applicable
(a)	Macao SAR residents - Photocopy of the dependant's Macao identity card
(b)	Taiwan residents - Photocopy of the dependant's household registration in Taiwan and Taiwan identity card

(D) Forms and documents to be submitted by the applicant for extension of stay application

1	Application for Extension of Stay (ID 91)
2	Original and photocopy of applicant's valid travel document and, where applicable, his / her previous travel document showing the latest visa / entry permit label and landing slip / extension of stay label in the Hong Kong Special Administrative Region
3	Photocopy of applicant's Hong Kong identity card
4	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)
5	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 choose to be assessed 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.