

# Technology Talent Admission Scheme

## Guide to Application

### I. OVERVIEW

The Technology Talent Admission Scheme (“TechTAS”) is a three-year pilot scheme. It provides a fast-track arrangement for eligible technology companies/institutes 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 technology companies/institutes would first have to apply for a quota. A company/institute 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 six-month quota validity period. It also has to fulfill the requirement to employ new local employees in technology-related work.

### II. QUOTA APPLICATION

#### (A) Eligibility

##### *Applicant Company/Institute*

2. To apply for a quota under TechTAS, the applicant technology company/institute must be -
  - (a) a tenant/incubatee/grantee/occupant of the Hong Kong Science and Technology Parks Corporation (“HKSTPC”) (including Hong Kong Science Park, InnoCentre, or the industrial estates managed by HKSTPC) or Hong Kong Cyberport Management Company Limited (“Cyberport”); and
  - (b) engaged in the area of biotechnology, artificial intelligence, cybersecurity, robotics, data analytics, financial technologies or material science.

Those technology companies/institutes which have received HKSTPC’s or Cyberport’s offer of admission as their tenants/incubatees/grantees/occupants may also apply for a quota. However, only those technology companies/institutes which are existing tenants/incubatees/grantees/occupants of HKSTPC or Cyberport can make use of the quotas allotted to submit employment visa/entry permit applications to the Immigration Department (“ImmD”) under TechTAS (see Part III below).

##### *Non-local Technology Talent*

3. The non-local technology talent admitted under TechTAS must be -
  - (a) employed as full-time employees<sup>1</sup> in the HKSAR by the applicant company/institute;
  - (b) engaged principally in conducting R&D in the areas of biotechnology, artificial intelligence, cybersecurity, robotics, data analytics, financial technologies or material science;
  - (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 -

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<sup>1</sup> For the avoidance of doubt, “employees” may include technology persons already employed by the applicant company/institute or its group outside the HKSAR.

| <b>Ranking Tables</b>                            | <b>STEM-related Subjects</b>   |
|--|--|
| Quacquarelli Symonds (QS)                        | <ul style="list-style-type: none"> <li>- Engineering and Technology</li> <li>- Life Sciences and Medicine</li> <li>- Natural Sciences</li> </ul>   |
| Shanghai Jiao Tong University (Shanghai Ranking) | <ul style="list-style-type: none"> <li>- Life and Agriculture Sciences (LIFE)</li> <li>- Natural Sciences and Mathematics (SCI)</li> <li>- Engineering/Technology and Computer Sciences (ENG)</li> <li>- Clinical Medicine and Pharmacy (MED)</li> </ul> |
| Times Higher Education                           | <ul style="list-style-type: none"> <li>- Engineering and Technology</li> <li>- Computer Science</li> <li>- Life Sciences</li> <li>- Physical Sciences</li> <li>- Clinical, Pre-clinical and Health</li> </ul>  |

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 of work experience in the relevant technology area; and

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

Persons not meeting the academic requirements in (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/institute already expects, during the quota application stage, that its target non-local persons to be employed may not meet the requirements as specified in (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**

4. When making a quota application, the applicant company/institute has to undertake to employ a certain number of new local employees – i.e. for every three non-local persons approved to be admitted for employment by ImmD under TechTAS, the applicant company/institute would need to employ one new local full-time employee (with an employment contract for at least one year), plus two local interns (for an internship period of at least three months)<sup>2</sup>. Companies/institutes are welcome to employ more local full-time employees in lieu of local interns. 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/institute within the requisite duration of employment, the company/institute

<sup>2</sup> 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.

should employ another local employee for the remainder of the requisite duration of employment within a reasonable timeframe.

5. All these local employees should be engaged in technology-related work<sup>3</sup>. The full-time employees should possess at least a Bachelor's degree while the interns can be undergraduates, graduates or post-graduates.

6. "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**

7. 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/institute's technology activities;
- (b) The number of quota requested is justified for the applicant company/institute (e.g. having regard to considerations such as business volume, venue, and expansion plans);
- (c) The applicant company/institute 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/institute under TechTAS (e.g. have not used up the quotas allotted, have not employed the requisite number of local employees (see paragraphs 4 to 6 above), have made false representations or misrepresentations in previous quota or employment visa/entry permit applications under TechTAS, have breached the terms and conditions of quota allotment, etc.).

#### **(D) Quota Application and Processing Procedure**

8. In its first year of operation, TechTAS will admit a maximum of 1 000 non-local persons. Eligible technology companies/institutes may make their quota applications throughout the year, so long as there is still quota not yet allotted. Each company/institute may be granted quotas for a maximum of 100 persons per year.

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<sup>3</sup> Besides R&D, technology-related work includes positions such as technology or intellectual property lawyer, technology transfer expert, etc., but will not include general supporting positions such as administration clerk.

### *Application Vetting Arrangements*

9. Applicant companies/institutes should complete the TechTAS Quota Application Form (TechTAS 01), which is available in ITC's website at [www.itc.gov.hk/en/techtas/index.htm](http://www.itc.gov.hk/en/techtas/index.htm).

10. Completed Quota Application Form together with a copy of the Business Registration Certificate and supporting documents (if any) of the applicant company/institute should be submitted by post, in person or email to HKSTPC or Cyberport as appropriate -

#### HKSTPC

8/F, Bio-informatics Centre  
2 Science Park West Avenue  
Science Park, Shatin, New Territories  
Email: [techtas@hkstp.org](mailto:techtas@hkstp.org)

#### Cyberport

Units 1102-04, Level 11  
Cyberport 2, 100 Cyberport Road  
Hong Kong  
Email: [techtas@cyberport.hk](mailto:techtas@cyberport.hk)

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

12. HKSTPC/Cyberport, upon receipt of the quota applications, will process and assess the applications, and make recommendations to ITC. ITC will then consider the applications and HKSTPC/Cyberport's recommendations. ITC may approve the quota request in full or in part, or reject it altogether, notwithstanding the recommendations of HKSTPC/Cyberport. During the processing of quota application, HKSTPC/Cyberport or ITC may request the applicant company/institute to submit additional information to justify its case. Upon receipt of all necessary information and documents, the normal processing time of a quota application will be two weeks<sup>4</sup>. Failure to properly complete the application form or submit required documents may delay the processing of the application. Applicant companies/institutes will be informed of the application result in writing. The decision of ITC is final. However, an applicant company/institute may submit a fresh quota application taking into account the comments made by ITC/HKSTPC/Cyberport on its original application.

13. If a quota application is approved, ITC will issue a quota allotment letter to the applicant company/institute. 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 non-local talent sought under the quota, and any other terms and conditions of the approved quota. Within the allotted quotas, the company/institute would have the flexibility to admit the exact number of non-local persons for the different job duties set out in the quota allotment letter to suit its needs.

14. An approved quota will be valid for 6 months. Applicant companies/institutes which are allotted 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).

15. A quota is regarded as being used when an employment visa/entry permit application pertaining to the quota has been approved by ImmD<sup>5</sup>. Transfer of quota to another company/institute is not permitted. A company/institute which has changed its recruitment plans and will not use up the

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<sup>4</sup> The processing time may be longer for those cases not meeting the academic requirements in paragraph 3(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.

<sup>5</sup> 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.

quota(s) allotted should inform ITC via HKSTPC/Cyberport and relinquish unused quota(s) earliest possible to facilitate re-allocation of quotas.

16. 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**

17. HKSTPC/Cyberport will, **during the fourth month of the quota validity period**, collect information from successful applicant company/institute on the use of quota and employment of local talent for onward passage to ITC.

18. As soon as the company/institute has used up all the quota(s) allotted and has employed all the requisite number of local persons to fulfill the local talent employment requirement, it should submit to HKSTPC/Cyberport proofs of such local persons employed (e.g. appointment letters). In any case, such proofs should be provided no later than **four months after the expiry of quota validity period**. HKSTPC/Cyberport will pass such information to ITC. On the recommendation of HKSTPC/Cyberport, ITC will decide whether an "adverse record" will be attached to the company/institute if, without reasonable justification, it has not well utilised the quota(s) allotted, or it 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/institute will not be processed until it has complied with the local talent employment requirement;
- (b) any unused quota allotted to the company/institute will be suspended until it has complied with the local talent employment requirement; and
- (c) the credibility of the company/institute in making any new quota application will be affected.

19. HKSTPC and Cyberport may also conduct visits to or collect information from the successful applicant companies/institutes during the quota validity period as and when necessary.

### **(F) Important Notes**

20. 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.

21. ITC reserves at all times the absolute right to review all quota applications and adjust the quotas approved 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/institute, etc.).

### **III. EMPLOYMENT VISA/ENTRY PERMIT APPLICATION**

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

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

23. 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 applicant<sup>6</sup>;
- (b) the employing company/institute has a valid quota approved by ITC at the time of application;
- (c) the applicant fulfills the eligibility criteria set out in paragraph 3 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 13 above); and
- (e) the bona fides of the employing company/institute and the applicant are not in doubt.

#### **(B) Application Procedures**

##### *Application Form*

24. Applicants should complete Part A of application form ID 1024 while the employing company/institute 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](http://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](http://www.immd.gov.hk/eng/forms/forms/id1024.html).

##### *Supporting Documents*

25. Please refer to the checklist in Annex.

##### *Submission of Application*

26. 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 39 to 41 below). If an individual dependant wishes to join the applicant later and submit the application separately, he/she should complete the application form

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<sup>6</sup> "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 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.

27. Completed application form, ID 1024 or ID 997 as appropriate, and all supporting documents are to be submitted directly or through the employing company/institute 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

28. 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**

29. It normally takes two weeks to process applications for employment visa/entry permit under TechTAS upon receipt of all the required documents<sup>7</sup>. 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.

30. 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**

31. 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**

32. 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/institute or a local representative for onward transmission to the successful applicant.

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<sup>7</sup> The processing time may be longer in complicated cases.

### *Mainland Residents*

33. 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*

34. 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**

35. 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 23<sup>8</sup>. 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).

36. Persons admitted under TechTAS who continue to meet the eligibility criteria under TechTAS as set out in paragraph 23 and fulfill 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 assessment<sup>9</sup>.

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.

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

<sup>9</sup> 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.



## **(G) Conditions of Stay**

37. 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 employment<sup>10</sup>.

38. 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**

39. Persons admitted or seeking admission under TechTAS may apply, under their sponsorship, to bring in their spouse 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 42 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.

40. 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).

41. 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 39 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**

42. 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

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<sup>10</sup> In case the applicant applies for change of employment and the new employing company/institute 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.

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](http://www.immd.gov.hk) for up-to-date information.

#### *Re-entry into the HKSAR*

43. 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*

44. 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**

45. 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**

46. The applicant company/institute 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**

47. 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

48. Enquiries on TechTAS may be made as follows -

### *General enquiry on TechTAS*

Innovation and Technology Commission

Enquiry hotline: (852) 3655 5856

Fax: (852) 2877 9251

Email: [techtas@itc.gov.hk](mailto:techtas@itc.gov.hk)

Website: [www.itc.gov.hk](http://www.itc.gov.hk)

### *Quota applications*

Hong Kong Science and Technology Parks  
Corporation

Enquiry hotline: (852) 2629 6706/  
(852) 2780 6938

Email: [techtas@hkstp.org](mailto:techtas@hkstp.org)

Website: [www.hkstp.org](http://www.hkstp.org)

Hong Kong Cyberport Management Company  
Limited

Enquiry hotline: (852) 3166 3800

Fax: (852) 3166 3118

Email: [techtas@cyberport.hk](mailto:techtas@cyberport.hk)

Website: [www.cyberport.hk](http://www.cyberport.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](mailto:enquiry@immd.gov.hk)

Website: [www.immd.gov.hk](http://www.immd.gov.hk)

#### Application status enquiry

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

Website: [www.gov.hk/immdstatusenquiry](http://www.gov.hk/immdstatusenquiry)

Innovation and Technology Commission

Immigration Department

June 2018

**Checklist of Forms and Documents to be Submitted**

(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/institute

|   |   |
|---|---|
| 1 | Technology Talent Admission Scheme - Application for Visa/Entry Permit (ID 1024), with Part C duly completed by the employing company/institute   |
| 2 | Photocopy of the quota allotment letter issued by the Innovation and Technology Commission  |
| 3 | Photocopy of the employing company/institute'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<br><i>(not required if the employing company/institute 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

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| 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/institute 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<br><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/institutes 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.