

Visa / Entry Permit Application Form

**Note:** Please read the 'Guidance Notes' (Form no. ID(E) 937) carefully before completing this form. Chinese version (Form no. ID(C)936) is also available.  
本表格亦備有中文版本 (表格編號 ID(C)936)



Application reference barcode

**Warning:** A person who knowingly and wilfully makes a statement or gives information which he knows to be false or does not believe to be true shall be guilty of an offence under the law and any such visa / entry permit issued shall have no effect.

✓ Tick as appropriate      \* Delete where inappropriate

**1. Purpose of application for entry to Hong Kong** (Please refer to Guidance Notes Item I)

- Employment (other than imported workers or domestic helpers) (please also complete ID(E)936 B, E, F and G)
- Employment as imported workers (please also complete ID(E)936 B, E, F, H and I)
- Employment as domestic helpers (please also complete ID(E)936 ~~B, E and F~~ <sup>F</sup> ~~B, E and F~~) ID(E)936B, E and K
- Investment (please also complete ID(E)936 B, E, F and J)       Student (please also complete ~~ID(E)936 B and E~~)
- Training (please also complete ID(E)936 B, E, F and G)       Residence/dependant (please also complete ID(E)936 B and I)
- Transit (please also complete ID(E)936 B, C and D)
- Leisure visit / Social visit / Business visit (please also complete ID(E)936 B, C and D)

No. of journeys <input type="checkbox"/> Single <input type="checkbox"/> Double <input type="checkbox"/> Triple <input type="checkbox"/> Multiple <small>(for visit only)</small>	No. of journeys <input type="checkbox"/> Single <input type="checkbox"/> Double <small>(for transit only)</small>
Proposed date of entry to Hong Kong :	Duration of proposed stay :

**2. Personal Particulars** (Please refer to Guidance Notes Item II)

<input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms		Marital Status <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed	
Surname			
Other names in full			
Name in Chinese (if applicable):		Maiden surname (if applicable):	
C.C.C. number (if available)			
Date of birth	Day	Month	Year
Place of birth:		Nationality:	
Present address:			
Permanent address (if different from above):			
Daytime Contact Telephone No.:		Fax No.:	
Have you acquired permanent residence in your country/territory of domicile?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Length of residence in country/territory of domicile:			
Travel documents held: (i.e. Passport, Re-entry Permit, Certificate of Identity, Affidavit, PRC Travel Permit, Chinese Travel Permit, etc.)			
Type.....		Number .....	
Date and place of issue.....		Date of expiry.....	

Applicant to fix one recent photograph here  
(not larger than 55mm x 45mm and not smaller than 50mm x 40mm)

The information given above on this page is correct and complete.

Applicant's signature ..... Date.....

✓ Tick as appropriate \* Delete where inappropriate

**2. (continued)**

Occupation:

Name and address of current employer (if applicable):

**3. Particulars of accompanying spouse/children/sibling who is/are included in applicant's passport**

(Separate application form is required for any accompanying spouse/children/sibling who is/are travelling on independent passport.)

Full name (Surname first)	Place of birth	Date of birth			Sex
		Day	Month	Year	
					<input type="checkbox"/> M <input type="checkbox"/> F
					<input type="checkbox"/> M <input type="checkbox"/> F
					<input type="checkbox"/> M <input type="checkbox"/> F
					<input type="checkbox"/> M <input type="checkbox"/> F

**4. Please complete this part for statistical purpose.**

Applicant's educational attainment  University or above  Post-secondary  Secondary  Primary  Below primary

The information given above on this page is correct and complete.

Applicant's signature ..... Date.....

**For official use**

An application for *\*Transit / Visit / Employment / Investment / Training / Student / Residence / Dependant :*

Comments :

.....

.....

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Actions to be taken:  Pending provision of additional information or supporting documents  Approved by case officer  Approval under authority of \_\_\_\_\_ is recommended

\_\_\_\_\_  
Name and post of case officer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Remarks of \_\_\_\_\_:

.....

.....

\_\_\_\_\_  
Name and post of approving officer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

This form is applicable to  
all entry applications

ID(E)936 B

Hong Kong Special Administrative Region (HKSAR)

Sponsor's Certificate  
(to be completed by sponsor)

(Please refer to Guidance Notes Item II)

**For official use**

File ref. no. \_\_\_\_\_

\* Delete where inappropriate

Particulars of Sponsor / Employer in Hong Kong									
Full name: * Mr / Miss / Mrs / Ms					Name in Chinese (if applicable):				
Date of Birth	Day	Month	Year		Hong Kong identity card no.				( )
Nationality:					Travel document type and no.:				
Occupation:					Relationship with applicant :				
Address:									
Daytime contact telephone no.:				Fax no.:			Home telephone no. :		

I certify from my personal knowledge of the applicant \_\_\_\_\_, of the applicant's employer or of the applicant's close family, that I am able to strongly support the applicant as a person whom I believe :

- (a) is suitable to be allowed into Hong Kong for the purpose stated;
- (b) will abide by the law of Hong Kong while here;
- (c) will leave Hong Kong on the expiry of stay granted by Immigration Department, the Government of the HKSAR; and
- \* (d) will not work in any non-contractual address and for non-contractual duties;
- \* (e) will not work in any non-contractual address and for non-domestic duties (for employment as foreign domestic helper).

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

In consideration of the applicant's proposed stay in the Hong Kong, I undertake to assume responsibility for the applicant's repatriation to \_\_\_\_\_ (insert name of country) if at the expiration of stay granted by Director of Immigration, the applicant fails to leave Hong Kong.

\* and I also undertake to inform the Director of Immigration of any changes or cessation in the applicant's employment / investment / training in Hong Kong.

\* and I also undertake not to ask, require, procure or cause the applicant to perform motor vehicle driving duties in relation to the applicant's employment as a domestic helper under any circumstances except with special permission of the Director of Immigration.

/course of study

\* and I also undertake to seek approval from the Director of Immigration prior to applicant's transfer to any educational institution in Hong Kong and inform him the cessation in the applicant's education here.

(Note: An authorised person may sign on behalf of the employing company. In such case, the company chop should be endorsed beside the signature.)

The information given above on this page is correct and complete.

Sponsor's or authorised person's  
name and signature  
and company stamp

Date .....

## Hong Kong Special Administrative Region (HKSAR)

Entry for visit or transit  
(to be completed by **applicant**)

(Please refer to Guidance Notes Item III)

 ✓ Tick as appropriate

\* Delete where inappropriate

**1. Purpose of Visit**

Applicant's name:

Purpose of visit :  Leisure visit  Social visit  Business visit  Transit

Next destination after visiting Hong Kong:

Date of any previous entries (if any) to Hong Kong:

Have you ever been refused a visa/entry permit for or entry to Hong Kong ?  Yes  No

If yes, give reference no. of the previous application or the date of refused entry to Hong Kong \_\_\_\_\_

**2. Particulars of Reference (or Sponsor) in Hong Kong**

Full name:

\* Mr / Miss / Mrs / Ms

Name in Chinese (if applicable):

Date of Birth	Day	Month	Year	Hong Kong identity card no.									( )
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Nationality:

Travel document type and no.:

Length of residence in Hong Kong:

Occupation:

Address:

Daytime contact telephone no.:

Fax no.:

Relationship with applicant (Please provide copies of supporting documents, if any):

If you do not have a local sponsor / reference, please tick here 

The information given above on this page is correct and complete.

Applicant's signature .....

Date.....

**Hong Kong Special Administrative Region (HKSAR)****Declaration for visit or transit**(to be completed by **applicant**)

(Please refer to Guidance Notes Item III)

\* Delete where inappropriate

Applicant's name: \_\_\_\_\_

**Important Notice:**

- (a) Under the Hong Kong Immigration Regulations, permission given to a person to land in Hong Kong as a visitor shall be subject to the conditions of stay that he shall not take any employment whether paid or unpaid; establish or join in any business; and become a student at a school, university or other educational institution.
- (b) Under the existing immigration policy of Hong Kong, a foreign national who wishes to come to Hong Kong to take up residence for employment, training, study at a school, join in any business or join any Hong Kong resident as his/her dependant should apply for an appropriate visa before entry. Application for change of status after arrival as a visitor will normally not be considered.

**Declaration**

- ◆ I have read and understand the above notice and I will abide by the said conditions and policy.
- ◆ I have the following relatives in Hong Kong:

NameRelationship (with the applicant)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- ◆ I intend to come to Hong Kong for the purpose of \_\_\_\_\_ and stay for (duration) \_\_\_\_\_. During my stay in Hong Kong, I *\*intend / do not intend* to apply for extension of stay or change of status.
- ◆ In respect of this application, I understand that I may be required to provide further information.
- ◆ I understand that failure to disclose to Immigration Department, the Government of the HKSAR any change of circumstances between the date of this application and my arrival in Hong Kong may invalidate the visa / entry permit. I declare that the information given in the application form is correct to the best of my knowledge and belief.
- ◆ I consent to the making of any enquiries necessary for the processing of my application.
- ◆ I authorise all government departments or authorities and other quasi-government organisations to release any record or information which the Immigration Department, the Government of the HKSAR may require for the processing of my application.

Applicant's signature .....

Date.....

## Hong Kong Special Administrative Region (HKSAR)

### Declaration on Applicant's educational attainment

(to be completed by **applicant**)

*(Please refer to Guidance Notes Items IV -V)*

Applicant's name:

**Applicant's educational attainment (in chronological order), please provide copies of supporting documents**

Names of all Schools Colleges/Universities attended	City, Province, Country	Academic / Professional Attainment	Period of Study		For official use
			From	To	

The information given above on this page is correct and complete.

Applicant's signature .....

Date.....

**ID(E)936 F**

**Hong Kong Special Administrative Region (HKSAR)**

**Declaration on Applicant's working experience**

(to be completed by **applicant**)

*(Please refer to Guidance Notes Item IV)*

Applicant's name:

**Important Notice :**

Permission given to you for employment in Hong Kong will be subject to the condition that you shall only engage in such employment as may be approved. Change of employment is normally not allowed unless permission is obtained from the Immigration Department.

**Applicant's working experience (in chronological order) , please provide copies of supporting documents**

Name & Location of Company/ Employer	Position	Nature of Duties	Period of Employment		For official use
			From	To	

The information given above on this page is correct and complete.

Applicant's signature .....

Date.....

**ID(E)936 G**

**Hong Kong Special Administrative Region (HKSAR)**

**Particulars of Employing Company in Hong Kong  
(to be completed by employing company)**

*(Please refer to Guidance Notes Item IV(a))*

*✓ Tick as appropriate*

**1. Particulars of Employing Company in Hong Kong**

Name and address of employer:	Authorised person / Contact person:
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Contact Telephone No.:	Fax No.:
------------------------	----------

Business Registration No.:	Date of commencement:
----------------------------	-----------------------

Nature of Business:

**Note:** Please provide a copy of the company's Business Registration Certificate, Certificate of Incorporation and/or Memorandum of Incorporation and Articles of Association.

**For official use**

**2. Details of job to be performed by the applicant in Hong Kong**

Job Title:	Monthly Salary ( <i>in HK dollars</i> ):
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Intra-company transfer  Yes  No

Other fringe benefits (*e.g. any provision of accommodation or housing allowance*):

Full details of duties:

Address/Place where the above stated duties are to be performed:

The information given above on this page is correct and complete.

Authorised person's name and signature and company stamp.....

Designation .....

Date.....



**3. Financial standing of the company**

Value of turnover of the Company in the past 3 years:

(1) \_\_\_\_\_ :HK\$ \_\_\_\_\_ (2) \_\_\_\_\_ :HK\$ \_\_\_\_\_ (3) \_\_\_\_\_ :HK\$ \_\_\_\_\_  
 (Year) (Year) (Year)

**Note:** Please provide proofs on the financial standing of the company (e.g. audited financial reports, trading profit and loss account, profit tax return, income tax return etc.)

**For official use**

**4. Staffing position of the company**

Present staffing position as at (Date): \_\_\_\_\_

	<u>Local</u>	<u>Foreign</u>
(1) Number of professional, managerial & supervisory staff	_____	_____
(2) Number of secretarial & clerical workers	_____	_____
(3) Number of production workers	_____	_____
(4) Others	_____	_____
<i>Total number of all employees</i>	_____	_____

**Note:** Please provide company staff list with salary offered and position held and list of expatriate staff previously or currently recruited from overseas.

**For official use**

**5. Justifications for need to employ applicant**

- (a) Why can the post not be filled through local recruitment? Please state the reasons.
  
- (b) Has the company tried to recruit a local resident to fill the post? If positive, please produce proof of local recruitment (e.g. newspaper advisement, employment agencies record, etc.)
  
- (c) Has there been any response to the company's recruitment efforts? If positive, please provide the resume of the candidates who applied for the posts, their salaries expected, and the records of interview, and the reasons why they were not recruited.

**For official use**

The information given above on this page is correct and complete.

Authorised person's name and signature and company stamp.....

Designation .....

Date.....

**Hong Kong Special Administrative Region (HKSAR)**  
**Particulars of Employing Company in Hong Kong (for imported worker only)**  
 (to be completed by employing company)

*(Please refer to Guidance Notes Item IV(c))*

**Important Notice:**

- (a) The importation of labour scheme is a scheme which allows employers with genuine difficulties in finding suitable staff locally to import workers. However, to ensure the priority of local workers in employment, and to safeguard their salaries and benefits, employers must accord priority to fill available job vacancies with local workers.
- (b) The applicant is by law precluded from commencing employment, whether paid or unpaid, until he/she has been granted approval by the Director of Immigration for the specific purpose. Non-compliance may lead to prosecution of both the employer and employee and removal of the employee.
- (c) Separate sheets may be attached if the space provided below is insufficient to include full information.

**1. Particulars of employing company**

Name of Company:

Location address:

Mailing address (if different from location address):

Telephone No.:

Fax No.:

Business Registration Certificate No.:

Date of commencement of business:

If a subsidiary, state the principal company and location:

Nature of business conducted:

Number of employees:

**2. Details of position offered to the applicant**

Job title:

Monthly Salary (in HK Dollars):

Other fringe benefits (e.g. any provision of accommodation or housing allowance):

Full details of duties:

Address/Place where the above stated duties are to be performed:

The information given above on this page is correct and complete.

 Authorised person's  
 name and signature  
 and company stamp.....

Designation ..... Date.....

ID(E)936 I

## Hong Kong Special Administrative Region (HKSAR) Statement of Applicant's and Sponsor's family background

*(Please refer to Guidance Notes Item VI)*

**(Note : For applications of imported workers, only Section A needs to be completed.)**

### Section A - Statement of applicant's family background (to be completed by **applicant**)

**\* Note :** Details of all children, brothers and sisters (including those deceased or living overseas) should be provided.

	Name	Sex	Date and place of birth	Marital Status <small>(e.g. Single / Married)</small>	Occupation	Present country of domicile	Length of residence in Hong Kong <small>(if applicable)</small>	Hong Kong I/C No. <small>(if applicable)</small>
Applicant								
Father								
Mother								
Spouse								
Children <small>(See *Note above)</small>								
Brothers and Sisters <small>(See *Note above)</small>								

The information given above on this page is correct and complete.

Applicant's signature .....

Date .....

**Section B - Statement of sponsor's family background**  
 (to be completed by **sponsor**)

\* **Note** : Details of all children, brothers and sisters (including those deceased or living overseas) should be provided.

	Name	Sex	Date and place of birth	Marital Status (e.g. <i>Single / Married</i> )	Occupation	Present country of domicile	Length of residence in Hong Kong (if applicable)	Hong Kong I/C No. (if applicable)
Sponsor								
Father								
Mother								
Spouse								
Children (See *Note above)								
Brothers and Sisters (See *Note above)								

The information given above on this page is correct and complete.

Sponsor's signature .....

Date .....

**ID(E)936 J**

**Hong Kong Special Administrative Region (HKSAR)**  
**Investment application - Information sheet on sponsoring company**  
**(to be completed by applicant)**

*(Please refer to Guidance Notes Item IV(a))*

Tick as appropriate

<b>1. Company particulars</b>	
Name of company:	
Type of company <input type="checkbox"/> sole-proprietorship <input type="checkbox"/> partnership <input type="checkbox"/> limited company	
Date of establishment/ incorporation:	
Parent company in overseas:	

<b>2. Capital, Shareholders and Allotments</b>				
Capital ( <i>for <u>limited company</u> only</i> )	authorized		paid-up	
Shareholders and allotments:				

<b>3. Directors / Partners</b>
Names and Hong Kong identity cards No.:

<b>4. Office</b>	
Office <input type="checkbox"/> existing <input type="checkbox"/> to be set up	Area size:
Address:	
Monthly rent:	Purchase price:

<b>5. Financial situation of company (<i>give bankers and amounts of fund</i>)</b>
Current account:
Savings accounts:
Time-deposit account:
Banking facilities:
Letter of credit:
Overdraft:

The information given above on this page is correct and complete.

Applicant's signature.....

Date.....

Tick as appropriate

**6. Applicant's financial situation (give bankers and amounts of fund)**

Current account:

Savings accounts:

Time-deposit account:

Overdraft:

**7. Nature of business (please also specify type)**

Industry:

Service:

Trading:

Others (please state):

**8. Mode of operations (ways to conduct business)**

Mode of operations (ways to conduct business):

**9. Staff situation**

Number of existing employees:

Number of employees in the coming year:

**10. Business connections**

In Hong Kong:

In overseas:

**11. Co-operation with local manufacturers**

Yes  No

If yes, give details:

**12. Business situation**

Date of commencement of business:

Turnover / income as at last month:

Estimated turnover/income in the coming year:

The information given above on this page is correct and complete.

Applicant's signature.....

Date.....

ID(E) 936K

**Hong Kong Special Administrative Region (HKSAR)  
Declaration on Applicant's living cost and financial proof**

(to be completed by **applicant**)

Applicant's name:

**A. Applicant's cost of living in HK**

	Item	Cost (HK\$)	Brief description (if needed)
1.	School fee (each academic year)		
2.	Accommodation (each month) (residential hall/rented flat/lives with relative)*		
3.	Transport costs and meal (each month)	(around 2,000 to 3,000/ 3,000 to 4,000/ 4,000 to 5,000/ 5,000 or above)*	
4.	Others (each month)		

\*Delete where inappropriate

**B. Applicant's or sponsor's proofs of financial standing (with copy)**

	Item	Amount	Brief description (if needed)
1.	Proof of deposit		
2.	Proof of income		
3.	Others (please state briefly)		

The information given above on this page is correct and complete.

Applicant's signature..... Date .....



香港特別行政區政府  
入境事務處

Immigration Department  
The Government of the Hong Kong  
Special Administrative Region

本處在處理有關外籍家庭傭工申請時，只會接受新版的標準僱傭合約（表格 I.D.407 (Rev. 10/2003)）。

香港特別行政區政府  
入境事務處  
二零零四年六月一日

Only new version of Standard Employment Contracts [i.e. ID407 (Rev. 10/2003)] will be accepted by the Immigration Department for processing applications for foreign domestic helpers.

Immigration Department  
The Government of Hong Kong  
Special Administrative Region  
1 June 2004