



**Immigration Department**  
**The Government of the Hong Kong Special Administrative Region**

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**Guidebook for Entry under Sector-specific Labour**  
**Importation Schemes**

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## **I. Introduction**

This guidebook sets out the entry arrangements for persons who wish to enter the Hong Kong Special Administrative Region (hereafter “HKSAR”) for employment as imported labour under the Sector-specific Labour Importation Schemes (hereafter “Sector-specific Schemes”).

2. The Government of the HKSAR implements the Sector-specific Schemes to handle applications for importation of labour for specific sectors<sup>1</sup>. Administered by the concerned bureaux/departments of the Government of the HKSAR or the concerned statutory organisations of the HKSAR with the specific sectors, the Sector-specific Schemes allow employers with genuine difficulties in recruiting suitable labour locally to import labour from outside the HKSAR.

3. Employers intending to import labour under the Sector-specific Schemes need to first apply to the concerned bureaux/departments for quota(s)<sup>2</sup>. Upon the grant of quota(s), the employer shall arrange for his/her prospective labour to be imported to each submit a visa/entry permit application to the Immigration Department (hereafter “ImmD”) within the period specified in the Notice of Quota Application Result/Quota Allocation Result Notification Letter/Notice of Quota Approval (please refer to the Annex to this Guidebook for the reference number of the document). Individual quota will automatically lapse if no visa/entry permit application is submitted within the aforementioned period.

4. Imported labour admitted under the Sector-specific Schemes are not allowed to bring in their dependants.

5. The entry arrangements of the Sector-specific Schemes do not apply to nationals of Afghanistan, Cuba, Laos, Korea (Democratic People’s Republic of), Nepal and Vietnam.

## **II. Eligibility Criteria**

6. An application for a visa/entry permit to enter the HKSAR for employment as imported labour under the Sector-specific Schemes may be favourably considered if:

- (a) the employer has been granted a quota for importing labour by the designated officers of the concerned bureaux/departments (please refer to the Annex to this Guidebook) and the quota is still valid;

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<sup>1</sup> For the coverage of the specific sectors and posts under the Sector-specific Schemes, please visit the website of the respective bureau/department concerned.

<sup>2</sup> For details of the application for quota for importation of labour, please visit the website of the respective bureau/department concerned.

- (b) the applicant is suitably qualified and experienced for the job in question<sup>3</sup>;
- (c) the terms and conditions of employment are comparable to those in the local market, including that the wage level of the applicant must be no less than the median monthly wage of relevant post in Hong Kong;
- (d) the applicant will remain under the direct employment of the same employer as stipulated in the Standard Employment Contract (please refer to the Annex to this Guidebook for the reference number of the document) to perform specified duties for the specified job in the specific workplace(s)<sup>4</sup> as prescribed in the Notice of Quota Application Result/Quota Allocation Result Notification Letter/Notice of Quota Approval (including the Quota Details attached thereto) and stipulated in the Standard Employment Contract, and will not be employed by other companies or sub-contractors;
- (e) there is no adverse record to the detriment of the applicant or the employer; and
- (f) the employer is financially capable of employing the applicant, providing him/her with suitable accommodation and guaranteeing his/her maintenance and repatriation upon termination of his/her contract.

### **III. Application Procedures**

#### **Application Forms**

7. Applicant should complete the application form (ID 1030A). The employer should complete the application form (ID 1030B). The application forms can be obtained free of charge from the following offices:

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

The application forms can also be downloaded from the ImmD's website at [www.immd.gov.hk](http://www.immd.gov.hk).

#### **Supporting Documents**

8. Please refer to the table of forms and documents in Part VII.

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<sup>3</sup> For the requirement on the qualification or work experience of the imported labour for specific sectors, please visit the website of the respective bureau/department concerned.

<sup>4</sup> For details of regulations relating to workplace(s), please visit the website of the respective bureau/department concerned.

## Submission of Application

### *Online Submission*

9. Applicants can submit their applications online and upload all supporting documents through the designated GovHK website at [www.immd.gov.hk/applsys\\_en.html](http://www.immd.gov.hk/applsys_en.html).



Online Application for  
the Sector-specific  
Schemes

### *Other Means of Submission*

10. All the forms must be duly completed and signed. Completed application forms, i.e. ID 1030A and ID 1030B, and all supporting documents can be submitted by the applicant by post directly or through the employer in the HKSAR to:

Receipt and Despatch Sub-unit  
Hong Kong Immigration Department  
2/F, Immigration Tower  
7 Gloucester Road  
Wan Chai, Hong Kong

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

11. The employer shall enter into a Standard Employment Contract with the applicant. The contract period will be for a maximum period as specified in the Notice of Quota Application Result/Quota Allocation Result Notification Letter/Notice of Quota Approval (including the Quota Details attached thereto), with the longest being 24 months. The Standard Employment Contract shall be completed in quadruplicate and submitted together with the application forms (ID 1030A and ID 1030B) to the ImmD. The Standard Employment Contract can be obtained free of charge from the ImmD Headquarters or the concerned bureaux/departments/statutory organisations.

## Imported Labour from the Mainland

12. For Chinese residents of the Mainland wishing to come to work in the HKSAR under the Sector-specific Schemes, applications must be submitted to the ImmD through their prospective employers. Direct applications by Chinese residents of the Mainland will not be accepted. Furthermore, employers must recruit the imported labour through the foreign labour service cooperation enterprises approved by the relevant Mainland authorities.

## **IV. Travel Documentation Requirement**

### **Mainland residents**

13. Upon approval of the application, the applicant will be issued with an entry permit (in the form of “e-Visa”). Successful applicant should obtain an Exit-entry Permit for Travelling to and from Hong Kong and Macao (hereafter “EEP”) and a relevant exit endorsement from the relevant Mainland authorities. Upon immigration arrival clearance in the HKSAR, the applicant holding an EEP bearing the relevant exit endorsement should also present the “e-Visa” saved on a personal mobile device or printed on a sheet of A4 white paper, and scan the encrypted QR code on the “e-Visa” with the optical reader at an immigration counter.

### **Non-Mainland residents**

14. Upon approval of the application, the applicant will be issued with a visa/entry permit (in the form of “e-Visa”). Upon immigration arrival clearance in the HKSAR, the applicant should present his/her valid travel document and the “e-Visa” saved on a personal mobile device or printed on a sheet of A4 white paper, and scan the encrypted QR code on the “e-Visa” with the optical reader at an immigration counter.

## **V. Conditions of Stay**

15. The visa/entry permit for the imported labour is normally granted for a period of 24 months or the full term of the employment contract, whichever is shorter.

16. After entry into the HKSAR, the imported labour admitted on employment condition must remain under the direct employment of the same employer for the specified job and in the specific workplace(s) as stipulated in the Standard Employment Contract and cannot be employed by other companies or sub-contractors. Change of the employer, post or place of work (unless stipulated in the Standard Employment Contract) is not permitted.

17. The imported labour is required to return to his/her place of origin on completion or termination of his/her employment contract. If the contract is prematurely terminated, the imported labour is permitted to remain in the HKSAR only for two weeks from the date of termination of contract or for the balance of permitted stay, whichever is the shorter period.

18. The imported labour under the Sector-specific Schemes shall not be treated as ordinarily resident in Hong Kong during any period in which he/she remains in Hong Kong while employed as a contract worker, who is from outside Hong Kong in accordance with

section 2(4)(a)(v) of Immigration Ordinance (Cap. 115). In other words, no person will acquire the right of abode in Hong Kong by virtue of his/her stay in Hong Kong as the imported labour.

## **VI. Other Information**

19. 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 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. It should be noted that the eligibility criteria may be subject to change from time to time without prior notice. Please check the ImmD's website at [www.immd.gov.hk](http://www.immd.gov.hk) for up-to-date information.

### **Levy**

20. Successful employers are required to pay the Employees Retraining Levy (hereafter "levy") that goes to the Employees Retraining Board for funding its provision of retraining courses and services for local workers, so as to encourage a larger latent labour force to receive training and enter into the employment market. The levy shall be payable in a lump sum in respect of each imported labour, and the payment amount is HK\$400 multiplied by the number of months covered by the employment contract up to a maximum of 24 months. The employer shall pay the levy to the ImmD after the approval for the application for visa/entry permit for an imported labour and before the issue of visa/entry permit by the ImmD. The levy paid is not refundable under any circumstances.

### **Termination of a Contract prior to its Expiry**

21. The employer or the imported labour may terminate the employment contract prior to its expiry by giving to the other party notice in writing or wages in lieu of notice as stipulated in the employment contract. The employer shall send a copy of the Notice of Termination of Employment Contract (please refer to the Annex to this Guidebook for the reference number of the document) to the concerned bureaux/departments/statutory organisations (please refer to the Annex to this Guidebook for the addresses and fax numbers) and to the Admission of Labour Section of the ImmD (fax number: 2824 2067) within seven days before the date of termination. If the contract is terminated without prior notice, the employer shall send a copy of the Notice of Termination of Employment Contract to the concerned bureaux/departments/statutory organisations and the ImmD within one working day after the

termination. The Notice of Termination of Employment Contract should bear the name of the imported labour in English and Chinese (if applicable), his/her Hong Kong identity card number, the date of termination, the application reference number of the ImmD and the quota number. It should also indicate whether application for replacement of the imported labour is required by the employer. The Notice of Termination of Employment Contract can be downloaded from the websites of the concerned bureaux/departments/statutory organisations. For details of application for replacement of imported labour, please refer to paragraph 22 below.

### **Application for Replacement of Imported Labour**

22. Upon obtaining permission by the concerned bureaux/departments/statutory organisations<sup>5</sup> for the application for replacement of imported labour, a Notice of Application Result for Replacement of Imported Labour/Notification Letter for Replacement of Imported Labour Application Result (please refer to the Annex to this Guidebook for the reference number of the document) will be issued to the employer by the concerned bureaux/departments/statutory organisations. The employer shall arrange for his/her prospective labour to be imported to submit a visa/entry permit application to the ImmD within the period specified in the concerned notice by following the application procedures as stipulated in paragraphs 7 to 12 above.

### **Contract Renewal with Same Employer**

23. Employers who wish to renew the employment contract with an existing imported labour shall make a fresh application for quota to the concerned bureaux/departments. Upon the grant of the quota, the employer shall arrange for his/her imported labour whose contract is to be renewed to submit a visa/entry permit application to the ImmD within the period specified in the Notice of Quota Application Result/Quota Allocation Result Notification Letter/Notice of Quota Approval by following the application procedures as stipulated in paragraphs 7 to 12 above.

### **Extension of Stay**

24. Where the validity of the imported labour's travel document is shorter than the duration of the employment contract, a shorter limit of stay having regard to the validity of the travel document may be granted upon arrival of the imported labour. After renewal of the imported labour's travel document, an application should be made, within the limit of stay granted, for an extension of stay for completing the remaining period of the current contract,

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<sup>5</sup> For details of the application for replacement of imported labour, please visit the website of the respective bureau/department /statutory organisation concerned.



provided that the employer confirms to continue the employment of the imported labour. Extension of stay will not normally be granted to the imported labour upon completion or termination of his/her employment contract. A new application for a visa/entry permit should be submitted for a new employment contract.

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

25. Non-permanent residents of the HKSAR (including imported labour admitted under the Sector-specific Schemes), 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.

### **Payment of Fees**

26. Upon approval of the applications, the notification of the application result issued by the ImmD will include a webpage link for payment. Payment of relevant fees could be made through the said webpage link or the GovHK website or the ImmD Mobile Application by credit cards, Payment by Phone Service (PPS) or Faster Payment System (FPS). After payment, applicants could instantly download or print the “e-Visa” by themselves.

27. If the applicant or his/her authorised representative attend the relevant Immigration office in person to pay, the relevant fee could be settled by cash, EPS, Octopus, FPS or cheque. The cheque should be crossed, made payable to “The Government of the Hong Kong Special Administrative Region”, properly dated and signed. After payment, the applicant or his/her authorised representative will be issued with an “e-Visa” printed on a sheet of A4 white paper on the spot. The applicant can then download or print the “e-Visa” through the GovHK website or the ImmD Mobile Application.

### **Processing Time**

28. It normally takes six weeks to process a visa/entry permit application for employment as an imported labour upon receipt of all the required documents. The ImmD will not be able to start processing the application unless all the required documents and information have been received. Please refrain from making enquiries about the progress of the application unless it is absolutely necessary, as it may delay the processing of the application.

29. All visa/entry permit applications are processed and determined by the ImmD. 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.

## **Warning**

30. 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, field visits may be conducted. 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.

## **Disclaimer**

31. The information in this guidebook serves as reference only. The ImmD of the HKSAR is not responsible for any loss or damage whatsoever arising out of or in connection with any information in this guidebook. The ImmD reserves the right to omit, suspend or edit any information in this guidebook at any time in its absolute discretion without giving any reason or prior notice. The ImmD further reserves the right to change the eligibility criteria and details of the arrangements set out above from time to time without prior notice.

## **Enquiries**

32. For more information about the entry arrangements for imported labour, please contact the ImmD by enquiry hotline at (852) 2824 6111, by fax at (852) 2877 7711, by email to [enquiry@immd.gov.hk](mailto:enquiry@immd.gov.hk), or visit the ImmD's website at [www.immd.gov.hk](http://www.immd.gov.hk).

## VII. Table of Forms and Documents to be Submitted

### (A) Forms and Documents to be Submitted by the Applicant

S/N	Forms/ Documents Required	Type of Application	
		Visa/Entry Permit (for a contract with a new employer/ contract renewal with the same employer/ replacement of an imported labour)	Extension of Stay (for completion of the remaining period of the current contract)
1.	Application Form for Visa / Entry Permit/ Extension of Stay under Sector-specific Labour Importation Schemes (to be completed by the applicant) (ID 1030A)	✓	✓
2.	The applicant's recent photograph (affixed on page 1 of the application form ID 1030A)	✓	
3.	Photocopy of the 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). For an applicant who is currently staying in the HKSAR, photocopy of his/her travel document page containing the latest arrival stamp/landing slip/extension of stay label/"e-Visa" (if applicable) in the HKSAR. 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 resident identity card.	✓	✓
4.	Photocopy of the applicant's Hong Kong identity card (if any)	✓	✓
5.	Photocopy of proof of academic qualifications, a recognised non-local driving licence for driving motor vehicles of the class equivalent to private cars/light goods vehicles ( <i>if applicable</i> ) and relevant work experience	✓	
6.	Letter of consent completed by the applicant (please refer to the Annex to this Guidebook for the reference number of the document)	✓	
7	Photocopy of the applicant's Macao identity card [ <i>for Macao residents only</i> ]	✓	✓
8.	Photocopy of the applicant's household registration in Taiwan and Taiwan identity card [ <i>for Taiwan residents only</i> ]	✓	✓

(B) Forms and Documents to be Submitted by the Employer

S/N	Forms/ Documents Required	Type of Application	
		Visa/Entry Permit (for a contract with a new employer/ contract renewal with the same employer/ replacement of an imported labour)	Extension of Stay (for completion of the remaining period of the current contract)
1.	Application Form for Sector-specific Labour Importation Schemes (to be completed by the employer) (ID 1030B)	✓	
2.	Four original copies of the standard employment contract signed between the employer and the imported labour	✓	
3.	Photocopy of the standard employment contract signed between the employer and the imported labour		✓
4.	Photocopy of the Business Registration Certificate	✓	
5.	Photocopy of the Passenger Service Licence ( <i>if applicable</i> )	✓	
6.	Photocopy of the Notice of Quota Application Result/Quota Allocation Result Notification Letter/Notice of Quota Approval and the Quota Details attached thereto issued by the concerned bureaux/departments [ <i>for a contract with a new employer/contract renewal with the same employer</i> ]  Photocopy of the Notice of Application Result for Replacement of Imported Labour/ Notification Letter for Replacement of Imported Labour Application Result issued by the concerned bureaux/departments/statutory organisations [ <i>for replacement of an imported labour</i> ]	✓	
7.	Employer's supporting letter to confirm continuous employment (stating the job title, the employer's name, the total monthly remuneration and the period of employment of the imported labour)		✓

### **Important Notice**

1. Notwithstanding that the documents and information required have been furnished, applicants and employers may still be required to submit further supporting documents and information in connection with the application when necessary.
2. 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.



## Annex to Guidebook for Sector-specific Labour Importation Schemes

### Other Details of Sector-specific Labour Importation Schemes

#### I. Specific Sectors

The Government of the Hong Kong Special Administrative Region (hereafter “HKSAR”) implements the Sector-specific Labour Importation Schemes (hereafter “Sector-specific Schemes”) to handle applications for importation of labour for specific sectors. Administered by the concerned bureaux/departments of the Government of the HKSAR or the concerned statutory organisations of the HKSAR with the specific sectors, the Sector-specific Schemes allow employers with genuine difficulties in recruiting suitable labour locally to import labour from outside the HKSAR.

2. At present, the specific sectors covered by the Sector-specific Schemes, the concerned bureaux/departments/statutory organisations and the designated officers for approval of quota(s) are as follows:

<b>Title of the scheme for specific sectors</b>	<b>Concerned bureau/department/statutory organisation</b>	<b>Designated officer for approval of quota(s)</b>
Labour Importation Scheme for the Construction Sector	Development Bureau	Permanent Secretary for Development (Works)
Labour Importation Scheme for the Transport Sector - Aviation Industry	Transport and Logistics Bureau and Airport Authority Hong Kong	Permanent Secretary for Transport and Logistics
Labour Importation Scheme for the Transport Sector - Public Light Bus/Coach Trade	Transport Department	Commissioner for Transport

3. Please contact the concerned bureaux/departments/statutory organisations or visit the websites of the concerned bureaux/departments/statutory organisations for matters relating to the application for quota for importation of labour, (including the coverage of posts under the schemes, requirements on the qualification and work experience of the imported labour, details of regulations relating to workplace(s), etc.), notification of termination of contract prior to its expiry and application for replacement of imported labour, etc.

<b>Title of the scheme for specific sectors</b>	<b>Contact of concerned bureau/department/statutory organisation</b>	<b>Website of the concerned bureau/department/statutory organisation</b>
Labour Importation Scheme for the Construction Sector	Development Bureau (Works Policies 1 Section) Telephone: 3199 7128 Fax: 2882 7152 Address: 15/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong	<a href="http://www.devb.gov.hk">www.devb.gov.hk</a>
Labour Importation Scheme for the Transport Sector - Aviation Industry	Airport Operations and Facilities Planning Department, Airport Authority Hong Kong Telephone: 2188 6603 Fax: 2182 9160 Address: HKIA Tower, 1 Sky Plaza Road, Hong Kong International Airport, Lantau, Hong Kong	<a href="http://www.tlb.gov.hk">www.tlb.gov.hk</a>
Labour Importation Scheme for the Transport Sector - Public Light Bus/ Coach Trade	The Secretariat for the Labour Importation Scheme, Transport Department Telephone: 2804 2600 Fax: 2824 0433 Address: 10/F, South Tower, West Kowloon Government Offices, 11 Hoi Ting Toad, Yau Ma Tei, Kowloon	<a href="http://www.td.gov.hk">www.td.gov.hk</a>

## II. Reference Number of Documents

<b>Documents</b>	<b>Labour Importation Scheme for the Construction Sector</b>	<b>Labour Importation Scheme for the Transport Sector - Aviation Industry</b>	<b>Labour Importation Scheme for the Transport Sector - Public Light Bus/ Coach Trade</b>
Standard Employment Contract	DEVB-CSS-16_e	LIS(A)-5	TD-ID-16
Notice of Quota Application Result/ Quota Allocation Result Notification Letter/ Notice of Quota Approval	DEVB-CSS-8_e	LIS(A)-4	TD-ID-8
Notice of Termination of Employment Contract	DEVB-CSS-18_e	LIS(A)-2d	TD-ID-18
Notice of Application Result for Replacement of Imported Labour/ Notification Letter for Replacement of Imported Labour Application Result	DEVB-CSS-18a_e	AA/LIS	TD-ID-18b
Letter of Consent completed by the applicant	DEVB-CSS-8c_e	LIS(A)-2b	TD-ID-8b