



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

\*\*\*\*\*

**Guidebook for Entry for Visit/Transit in Hong Kong**

## CONTENTS

	<u>Paragraphs</u>
<b>I. Introduction</b>	<b>1-2</b>
<b>II. Eligibility Criteria</b>	<b>3</b>
<b>III. Application Procedures</b>	<b>4-8</b>
<b>IV. Travel Documentation Requirement</b>	<b>9-10</b>
<b>V. Other Information</b>	<b>11-20</b>
<b>VI. Checklist of Forms and Documents to be Submitted</b>	

## **I. Introduction**

This guidebook sets out the entry arrangement for persons who require a visa/entry permit to visit/transit the Hong Kong Special Administrative Region (HKSAR). If a person wishes to visit or transit the HKSAR but does not enjoy the visa waiver concession; or if he/she wishes to stay beyond the entitled visa free period, he/she must obtain a visa/entry permit before coming. Information on the visa waiver concession and visa requirements of the HKSAR for respective countries can be found in the pamphlet “Do you need a visa for the Hong Kong Special Administrative Region of the People’s Republic of China?” (ID 290) or on the Immigration Department’s website at [www.immd.gov.hk](http://www.immd.gov.hk).

2. This entry arrangement does not apply to Chinese residents of the Mainland of China (the Mainland) and Taiwan (other than People’s Republic of China passport holders and Chinese residents of Taiwan living overseas).

## **II. Eligibility Criteria**

3. An application for a visa/entry permit to enter the HKSAR for a visit or transit may be favourably considered if:

- (a) the applicant’s bona fides are not in doubt;
- (b) the applicant has adequate funds to cover the duration of his/her stay without working; and
- (c) where the application is for a transit visa/entry permit, he/she holds an onward ticket to the place of his/her destination unless the destination is the Mainland of China or Macao.

## **III. Application Procedures**

### *Application Forms*

4. Applicant should complete application form ID 1003A. The sponsor should complete application form ID 1003B. The application forms (ID 1003A and ID 1003B) can be obtained free of charge from the following offices:

- (a) Immigration Department Headquarters;
- (b) Immigration Branch Offices;
- (c) Overseas Chinese Diplomatic and Consular Missions; and

- (d) HKSAR Government offices outside Hong Kong.

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

*Sponsor in Hong Kong*

5. The nomination of a local sponsor will assist the Immigration Department in processing the application. A local sponsor can either be a company or an individual. If the local sponsor is an individual, he/she should be:

- (a) of the age of 18 or above;
- (b) a bona fide Hong Kong resident; and
- (c) acquainted with the applicant.

*Supporting Documents*

6. Please refer to the checklist at Part VI.

*Submission of Application*

7. All the forms must be duly completed and signed. For an applicant under the age of 16, the form must be signed by the parent or legal guardian. Completed application forms, i.e. ID 1003A and ID 1003B, and all supporting documents should be submitted by the applicant or the local sponsor in one of the following ways:

- (a) By post directly or through the local sponsor in the HKSAR to:

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

- (b) Applicants residing in overseas countries or territories may submit their application forms together with the relevant supporting documents and their travel documents in person to the nearest Chinese diplomatic and consular mission in their place of domicile.

- (c) Holders of foreign passports who are living in the Mainland may submit the application forms together with all supporting documents to the Immigration Division of the Office of the Government of the HKSAR in Beijing (Beijing Office). Applicants are required to produce their travel documents to the Immigration Division of the Beijing Office so that a visa/entry permit could be issued if the application is approved. The address of the Beijing Office is:

No. 71, Di'anmen Xidajie, Xicheng District  
Beijing 100009  
People's Republic of China

8. To shorten the processing time, application forms and supporting documents can be sent by fax to (852) 2824 1133 in the first instance. However, the original copy of the duly completed application forms and the photograph required should be sent immediately to the Hong Kong Immigration Department by air mail. A visa/entry permit will be issued only on receipt of original, properly completed visa application forms.

#### **IV. Travel Documentation Requirement**

9. A visa/Entry permit label will be issued upon successful application. It should be collected by the sponsor from the Immigration Department for onward transmission to the successful applicant. For applications submitted to the Chinese diplomatic and consular missions or the Immigration Division of the Beijing Office, visa/entry permits will be issued through the relevant Chinese diplomatic and consular missions or the Immigration Division of the Beijing Office as appropriate. For a direct postal application, a visa/entry permit label will be mailed to the applicant directly by registered air mail if his/her application is successful.

10. The visa/entry permit label should be affixed onto a blank visa page of the applicant's travel document for presentation to the immigration officer upon arrival in the HKSAR.

#### **V. Other Information**

11. 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 stay in the HKSAR as a visitor longer than the allowed visa free period. 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 Immigration Department's website at [www.immd.gov.hk](http://www.immd.gov.hk) for up-to-date information.

### **Conditions of Stay**

12. A successful applicant entering the HKSAR as a visitor shall be subject to the following conditions of stay that:

- (a) he/she shall not take up any employment whether paid or unpaid;
- (b) he/she shall not establish or join in any business; and
- (c) he/she shall not become a student at a school, university or other educational institution.

13. Persons permitted to enter the HKSAR as visitors may generally engage in the following business-related activities: concluding contracts or submitting tenders; examining or supervising the installation/packaging of goods or equipment; participating in exhibitions or trade fairs (except selling goods or supplying services direct to the general public), settling compensation or other civil proceedings; participating in product orientation; and attending short-term seminars or other business meetings.

### **Payment of Fees**

14. If the application is submitted to the Immigration Department direct by post, the fees in the form of a cashier order or a bank draft should be sent together with the application. The cashier order or bank draft should be issued by a bank which has a connected bank in the HKSAR and made payable to "The Government of the Hong Kong Special Administrative Region". No cash should be sent with the application. If the application is submitted to the Immigration Department through a local sponsor, payment of fees 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.

15. If the application is submitted to an overseas Chinese diplomatic and consular mission or the Immigration Division of the Beijing Office, the visa/entry permit fee should

be paid directly to the Chinese diplomatic and consular mission or the Immigration Division of the Beijing Office as appropriate.

### **Processing Time**

16. It normally takes four weeks to process a visit/transit visa/entry permit application upon receipt of all the required documents. The Immigration Department would not be able to start processing the application unless all the required documents and information have been received.

17. All applications are processed and determined by the Immigration Department. 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**

18. It is an offence to make false statements or representations to an immigration officer. 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**

19. The information in this guidebook serves as reference only. The Immigration Department 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 Immigration Department reserves the right to omit, suspend or edit all information in this guidebook at any time in its absolute discretion without giving any reason or prior notice. The Immigration Department further reserves the right to change the eligibility criteria and details of the arrangement set out above from time to time without prior notice.

### **Enquiries**

20. For more information, please contact the Immigration Department 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 Immigration Department's website at [www.immd.gov.hk](http://www.immd.gov.hk).

## VI. Checklist of Forms and Documents to be Submitted

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

<b>Forms/Documents Required</b>
Application for Entry for Visit/Transit in Hong Kong (ID 1003A)
The applicant's recent photograph (affixed on page 1 of the application form ID 1003A)
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)
Photocopy of proof of the applicant's financial standing, e.g. bank statements, savings accounts passbooks, tax receipts, etc. and proof of employment (if any), e.g. company leave letter, salary slips, etc.
Photocopy of proof of transportation arrangement, e.g. flight itinerary
Photocopy of proof of the proposed leisure visit to Hong Kong, e.g. receipt of joining a package tour to Hong Kong, itinerary, etc. <i>(for leisure visit only)</i>
Photocopy of proof of the proposed visit in the next destination after visiting Hong Kong, itinerary, etc. <i>(for transit only)</i>
Photocopy of proof of the proposed business visit to Hong Kong, e.g. letter issued by the applicant's employing company to confirm his/her proposed business activities in Hong Kong, invitation letter issued by a local company, letter issued by a trade body to confirm the applicant's attendance at trade fairs and exhibitions, etc. <i>(for business visit only)</i>
Photocopy of proof of relationship with the local sponsor <i>(for family visit only)</i>
Photocopy of proof of the proposed visit to Hong Kong <i>(for purposes of visit other than leisure, transit, business or family visit)</i>



*(B) Forms and Documents to be Submitted by the Sponsor*

i) For applications in which the sponsor is a Company:

<b>Forms/Documents Required</b>
Application for Entry for Visit/Transit (Sponsor) in Hong Kong (ID 1003B)
Photocopy of Business Registration Certificate

ii) For applications in which the sponsor is an Individual:

<b>Forms/Documents Required</b>
Application for Entry for Visit/Transit (Sponsor) in Hong Kong (ID 1003B)
Photocopy of the sponsor's Hong Kong identity card
Photocopy of the sponsor's valid travel document containing personal particulars, date of issue, date of expiry, and the latest arrival stamp/extension of stay label in the HKSAR (for non-permanent resident of the HKSAR only)

**Important Notice:**

1. Notwithstanding that the documents and information required have been furnished, applicants and sponsors may still be required to submit further supporting documents and information in connection with the applications 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.



**Notice of Amendment to the “Guidebook for  
Entry for Visit/Transit in Hong Kong” ID(E) 1004**

*Paragraph 7(b), 7(c), 9 and 15 are amended to read as:*

**Paragraph 7(b)**

Applicants residing in overseas countries or territories may submit their application forms together with the relevant supporting documents and their travel documents in person to the nearest Chinese diplomatic and consular mission in their place of domicile (visit visa applications from Indian nationals should be submitted to the Immigration Department direct).

**Paragraph 7(c)**

Holders of foreign passports who are living in the Mainland may submit the application forms together with all supporting documents to the Immigration Division of the Office of the Government of the HKSAR in Beijing (Beijing Office) or the Immigration Division of the Hong Kong Economic and Trade Office in Shanghai (SHETO) (visit visa applications from Indian nationals should be submitted to the Immigration Department direct). Applicants are required to produce their valid travel documents to the Immigration Division of the Beijing Office or the Immigration Division of the SHETO so that a visa/entry permit could be issued if the application is approved. The addresses of the two Mainland offices are:

The Office of the Government of the HKSAR in Beijing  
No. 71, Di'anmen Xidajie, Xicheng District  
Beijing 100009  
People's Republic of China

The Hong Kong Economic and Trade Office in Shanghai  
21/F, The Headquarters Building  
168 Xizang Road (M), Huangpu District  
Shanghai 200001  
People's Republic of China

## **Paragraph 9**

A visa/entry permit label will be issued upon successful application. It should be collected by the sponsor from the Immigration Department for onward transmission to the successful applicant. For applications submitted to Chinese diplomatic and consular missions or the Immigration Division of the Beijing Office or the Immigration Division of the SHETO, visas/entry permits will be issued through the relevant Chinese diplomatic and consular missions or the Immigration Division of the Beijing Office or the Immigration Division of the SHETO as appropriate. For a direct postal application, a visa/entry permit label will be mailed to the applicant directly by registered air mail if his/her application is successful.

## **Paragraph 15**

If the application is submitted to an overseas Chinese diplomatic and consular mission or the Immigration Division of the Beijing Office or the Immigration Division of the SHETO, the visa/entry permit fee should be paid directly to the Chinese diplomatic and consular mission or the Immigration Division of the Beijing Office or the Immigration Division of the SHETO as appropriate.

Immigration Department  
The Government of the Hong Kong  
Special Administrative Region  
March 2017