



## Guidance Notes to Applicants of iPermit Scheme

### Introduction

1. This leaflet aims at providing information to applicants who wish to make use of the iPermit Scheme (the Scheme) to apply for entry permits, i.e. iPermits to visit Hong Kong. It is not legally binding. The Immigration Department of the Hong Kong Special Administrative Region (HKSAR) may revise the information according to changes in circumstances without prior notice. Any person may make enquiry with the Immigration Department for up-to-date information on the Scheme.

### General Procedures and Criteria

2. Chinese residents of Taiwan born in the Mainland of China or Taiwan who are not in possession of any travel document issued by other authorities outside Taiwan (except “Mainland Travel Permit for Taiwan Residents” (commonly known as “Tai Bao Zheng”), and Entry Permit issued by the Immigration Department of the HKSAR) may apply for an iPermit to visit the HKSAR.
3. If a Chinese resident of Taiwan wants to apply for an iPermit, he/she has to approach the office of an authorised airline (or its representative) in Taiwan to make an application by presenting his/her identification documents indicating his/her returnability to Taiwan. The staff of the authorised airline (or its representative) [the company] will input the applicant’s data into a computer system and transmit the application through Internet to the iPermit System of the Hong Kong Immigration Department of the HKSAR. The application will be processed by the iPermit System automatically.
4. The result of an application will be made known to the applicant instantly. If an application is in order, an e-notification slip will be printed through the iPermit System at the company’s office in Taiwan. The company shall also make prior arrangement with the applicant for collection of the original copy of iPermit in Taiwan **before he or she boards a flight for the HKSAR**. For the removal of doubt, the e-notification slip printed in the company’s office in Taiwan is not a valid document for immigration clearance in the HKSAR.
5. In case an application cannot be processed by the iPermit System, a message will be returned to the company’s office in Taiwan to advise the applicant to make application for an entry permit through the conventional paper application process.

6. The applicant must check the data in the e-notification slip and the iPermit to confirm data accuracy. For applications of children under 16 years of age, either the parent or the legal guardian should check the data accuracy. The iPermit must be signed by the applicant upon collection. For applications of children under 7 years of age, it should be signed by either the parent or the legal guardian. Failure to do so may result in the invalidation of an iPermit.
7. The applicant, when making application for an iPermit as well as presenting the iPermit for immigration arrival clearance in the HKSAR, has to hold a travel document valid for re-entry to Taiwan for at least six months.
8. An iPermit is valid for two months and good for two journeys, with each stay of 30 days, unless otherwise permitted, provided the applicant meets the normal immigration requirements as mentioned in paragraph 10.
9. The prescribed fee for the issue of an iPermit is HK\$50. However, the company may levy a service charge in handling the iPermit application for the applicant.
10. Holder of an iPermit is subject to immigration control under the provisions of the Immigration Ordinance, Chapter 115, Laws of Hong Kong. Upon arrival examination, an iPermit holder needs to fulfill the normal immigration requirements, that is, in possession of a personal document valid for re-entry to Taiwan, holding valid onward/return booking and with sufficient fund as well as having a bona fide purpose of visit before entry to the HKSAR is granted.
11. Holder of an iPermit is not allowed to take any form of employment, whether paid or unpaid, establish or join in any business, or to take up study in any school or educational institution in the HKSAR.
12. Any loss of iPermit must be reported to the Immigration Department of the HKSAR in writing as soon as practicable.

### **Warning**

13. It is an offence in law for an applicant to furnish, or any person aiding and abetting an applicant to furnish, any false statement or information in the application. 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 Laws of Hong Kong and the iPermit issued shall have no effect.

## **Personal Data Privacy**

### **Purpose of Collection**

14. The personal data of an iPermit application shall be used by the Immigration Department for one or more of the following purposes :
- a) to process the application;
  - b) to administer relevant provisions of the Immigration Ordinance (Chapter 115); Immigration Service Ordinance (Chapter 331) and to assist in the enforcement of any other Ordinances and Regulations by other government departments of the HKSAR through carrying out immigration control duties;
  - c) for research and statistical purposes; and
  - d) any other legitimate purposes.

The provision of personal data in the process of application is voluntary. If the applicant does not provide sufficient information, the Immigration Department may not be able to process the application.

### **Classes of Transferees**

15. The personal data of an iPermit application may be disclosed to government bureaux, departments and other organisations in the HKSAR for the purposes mentioned in the above paragraph 14.

### **Access to Personal Data**

16. An applicant has a right to request access to and correction of the personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance, Chapter 486, Laws of Hong Kong. His/her right of access includes the right to obtain a copy of his/her personal data provided for the application subject to the payment of a fee.

### **Enquiries**

17. Enquiries concerning the procedure of the iPermit Scheme and the personal data collected by means of the application, including application for access and correction, should be addressed to :

Senior Immigration Officer  
Pass and Permit Sub-section  
Other Visas and Permits Section  
7<sup>th</sup> Floor, Immigration Tower  
7 Gloucester Road  
Wan Chai, Hong Kong  
Tel. No. (852) 2829 3141  
Fax No. (852) 2824 1161

Immigration Department  
The Government of the  
Hong Kong Special Administrative Region