



Immigration Department
The Government of the Hong Kong Special Administrative Region

Guidebook for
Vocational Professionals Admission Scheme

**(Applicable to non-local graduates of eligible Higher Diploma
programmes for the 2024/25 and 2025/26 academic cohorts)**

CONTENTS

	<u>Paragraphs</u>
I. Introduction	1-3
II. Eligibility Criteria	4-5
III. Application Details	6-21
IV. Change of Employer or Termination of Employment Contract	22-24
V. Travel Documentation Requirement	25-27
VI. Entry of Dependants	28-30
VII. Application Procedures	31-32
VIII. Other Information	33-42
IX. Documents to be Uploaded during Online Application	
Annex Letter of Consent from the Applicant's Present Working Unit or Relevant Mainland Authorities [only applicable to Chinese residents of the Mainland]	

I. Introduction

This guidebook sets out the entry arrangements for persons who wish to apply for employment in the Hong Kong Special Administrative Region (hereafter “HKSAR”) under the Vocational Professionals Admission Scheme (hereafter “VPAS”).

2. The VPAS is a pilot scheme, which enables non-local students¹ (see part II of this guidebook for eligibility criteria) enrolled in eligible Vocational Training Council (hereafter “VTC”) full-time Higher Diploma programmes² in the HKSAR for the specified academic years to apply upon graduation to remain in the HKSAR for employment in the skilled trades relevant to their programmes of study.

3. The VPAS does not apply to nationals of Afghanistan, Cuba, Laos, Korea (Democratic People’s Republic of), Nepal and Vietnam, and persons who have been permitted to remain in the HKSAR under the Immigration Arrangements for Non-local Graduates.

II. Eligibility Criteria

4. Non-local VTC graduates refer to those non-local students admitted to the HKSAR to take up study in the specified academic years who have completed an eligible VTC full-time Higher Diploma programme within three academic years after admission. They shall submit applications to the Immigration Department (hereafter “ImmD”) no later than 12 months after the date of graduation (i.e. the date as shown on their graduation certificates). The applicants must be aged 18 or above when submitting an application under the VPAS.

5. Overseas Chinese nationals holding People’s Republic of China (PRC) passports who meet the eligibility criteria and application details stipulated in this guidebook and normal immigration requirements may apply to remain in / return to the HKSAR for employment under the VPAS if:

- (a) the applicant has permanent residence overseas; or
- (b) the applicant has been residing overseas for at least one year immediately before the submission of application (“overseas” means countries or territories outside Chinese Mainland, the HKSAR, the Macao Special Administrative Region (Macao SAR) and Taiwan) and that the application is submitted from overseas.

III. Application Details

Category A applicants

Granting of “initial stay”

6. Non-local VTC graduates who wish to apply to remain in the HKSAR for taking up employment under the VPAS should apply to the VTC for a “Proof of First Application Eligibility (Category A applicants)”³. Non-local VTC graduates who submit applications to the ImmD after

¹ Non-local students refer to persons entering the HKSAR for the purpose of education with a student visa/entry permit issued by the Director of Immigration.

² The list of eligible programmes under the VPAS is available on the website of the VTC (<https://vpas.vtc.edu.hk/en/programme>).

³ The “Proof of First Application Eligibility (Category A applicants)” is issued by the VTC for Category A applicants to verify that they have enrolled in an eligible VTC full-time locally-accredited programme in the HKSAR in the specified academic years, have completed the programme within three academic years after admission and have obtained higher diploma qualifications.

obtaining the “Proof of First Application Eligibility (Category A applicants)” from the VTC and within six months after the date of graduation are classified as Category A applicants. Category A applicants are not required to have secured an offer of employment at the time of application. Provided that normal immigration requirements (see details in paragraph 33 below) are met, they may be granted 12 months’ stay on time limitation only without other conditions of stay to seek and take up a full-time job relevant to the disciplines of their programmes of study (hereafter “full-time job relevant to their disciplines”). Each Category A applicant (irrespective of the number of eligible VTC full-time Higher Diploma programmes completed under the VPAS) can only be granted such “initial stay” once under the VPAS.

Extension of stay to work in the HKSAR

7. Category A applicants may apply for extension of stay in the HKSAR within three months before their limit of stay expires, provided that they fulfill the normal immigration requirements (see details in paragraph 33 below) and have secured an offer of or taken up a full-time job relevant to their disciplines. When Category A applicants apply for their first extension of stay, they are required to furnish the “Proof of Eligible Employment” issued by the VTC to verify that they have secured an offer of or taken up a full-time job relevant to their disciplines, and the job is at a level commonly taken up by holders of higher diploma qualifications or above, with the remuneration package at market level and an employment contract period of not less than one year. Applicants who have established or joined in a business in the HKSAR will not be regarded as having secured an offer of employment.

8. Unless approved by the Director of Immigration under exceptional circumstances, persons subject to a limit of stay must depart Hong Kong before the expiry of their limit of stay, even if they have applied to the Director of Immigration for an extension of stay and the application is under processing. Breach of condition of stay (including overstaying) is a serious criminal offence. Offenders may be liable to prosecution and removal from Hong Kong.

9. Applicants should submit an application for extension of stay as early as possible within three months before their limit of stay expires, and in all circumstances, at least six weeks before their limit of stay expires. It normally takes about two to three weeks to finish processing an application upon receipt of all the required documents and the relevant application fee. The actual processing time is subject to the specific circumstances of individual applications and the number of applications received at the time. Please note that not all applications for extension of stay will necessarily be approved. Unless approved by the Director of Immigration under exceptional circumstances, applicants for an extension of stay must still depart Hong Kong before the expiry of their limit of stay while awaiting the application result.

10. Successful applicants will normally be granted 24 months’ stay on employment condition, or in accordance with the duration of the employment contract (whichever is earlier) and shall only take such employment as approved by the Director of Immigration.

11. Thereafter, applicants may apply to the ImmD for extension of stay in the HKSAR within three months before their limit of stay expires. In addition to meeting the normal immigration requirements (see details in paragraph 33 below), the applicants are required to furnish the “Proof of Extension Eligibility” issued by the VTC to verify that they have been taking such employment as approved by the Director of Immigration during their latest permission to remain in the HKSAR on employment condition under the VPAS; and confirm that they will continue to be employed in the same job/have secured another offer of a full-time job relevant to their disciplines, and the job is at a level commonly taken up by holders of higher diploma qualifications or above, with the remuneration package at market level and an employment contract period of not less than one year. Applicants who have established or joined in a business in the HKSAR will not be regarded as having secured an offer of employment.

12. Unless approved by the Director of Immigration under exceptional circumstances, persons subject to a limit of stay must depart Hong Kong before the expiry of their limit of stay, even if they have applied to the Director of Immigration for an extension of stay and the application is under processing. Breach of condition of stay (including overstaying) is a serious criminal offence. Offenders may be liable to prosecution and removal from Hong Kong.

13. Applicants should submit an application for extension of stay as early as possible within three months before their limit of stay expires, and in all circumstances, at least six weeks before their limit of stay expires. It normally takes about two to three weeks to finish processing an application upon receipt of all the required documents and the relevant application fee. The actual processing time is subject to the specific circumstances of individual applications and the number of applications received at the time. Please note that not all applications for extension of stay will necessarily be approved. Unless approved by the Director of Immigration under exceptional circumstances, applicants for an extension of stay must still depart Hong Kong before the expiry of their limit of stay while awaiting the application result.

14. Successful applicants will normally be granted 24 months' stay on employment condition, or in accordance with the duration of the employment contract (whichever is earlier) and shall only take such employment as approved by the Director of Immigration.

After 48 months of continuous stay on employment condition in the HKSAR

15. If applicants have been granted to stay in the HKSAR on employment condition for a continuous period of 48 months or more under the VPAS, they may again apply to the ImmD for extension of stay in the HKSAR within three months before their limit of stay expires. In addition to meeting the normal immigration requirements (see details in paragraph 33 below), the applicants are required to furnish the "Proof of Extension Eligibility" issued by the VTC to verify that they have been taking such employment as approved by the Director of Immigration during their latest permission to remain in the HKSAR on employment condition under the VPAS. While they are not required to secure an offer of a full-time job relevant to their disciplines after the extension of stay, they are required to prove that they will continue to be employed in the HKSAR on a full-time basis. The applications will be favourably considered if the job is at a level commonly taken up by holders of higher diploma qualifications or above, with the remuneration package at market level and an employment contract period of not less than one year. Applicants who have established or joined in a business in the HKSAR will not be regarded as having secured an offer of employment.

16. Unless approved by the Director of Immigration under exceptional circumstances, persons subject to a limit of stay must depart Hong Kong before the expiry of their limit of stay, even if they have applied to the Director of Immigration for an extension of stay and the application is under processing. Breach of condition of stay (including overstaying) is a serious criminal offence. Offenders may be liable to prosecution and removal from Hong Kong.

17. Applicants should submit an application for extension of stay as early as possible within three months before their limit of stay expires, and in all circumstances, at least six weeks before their limit of stay expires. It normally takes about two to three weeks to finish processing an application upon receipt of all the required documents and the relevant application fee. The actual processing time is subject to the specific circumstances of individual applications and the number of applications received at the time. Please note that not all applications for extension of stay will necessarily be approved. Unless approved by the Director of Immigration under exceptional circumstances, applicants for an extension of stay must still depart Hong Kong before the expiry of their limit of stay while awaiting the application result.

18. Successful applicants will normally be granted 36 months' stay on employment condition, or in accordance with the duration of the employment contract (whichever is earlier) and shall only

take such employment as approved by the Director of Immigration.

Category B applicants

Application to return to work in the HKSAR

19. Non-local VTC graduates who submit applications to the ImmD to return to work in the HKSAR within 7th to 12th months after the date of graduation are classified as Category B applicants. Category B applicants are required to have secured an offer of a full-time job relevant to their disciplines, which is at a level commonly taken up by holders of higher diploma qualifications or above, with the remuneration package at market level and an employment contract period of not less than one year. Upon application, they are required to furnish the “Proof of First Application Eligibility (Category B applicants)”⁴ issued by the VTC. Applicants who have established or joined in a business in the HKSAR will not be regarded as having secured an offer of employment.

20. Successful applicants will normally be granted 24 months’ stay on employment condition, or in accordance with the duration of the employment contract (whichever is earlier) and shall only take such employment as approved by the Director of Immigration.

Extension of stay to work in the HKSAR

21. For applications for extension of stay by Category B applicants, please refer to paragraphs 11 to 18 above.

IV. Change of Employer or Termination of Employment Contract

22. Non-local VTC graduates admitted under the VPAS who are on employment condition shall only take such employment as approved by the Director of Immigration within the currency of their permitted limit of stay. During the first 48 months’ stay on employment condition, applicants shall take up a full-time job relevant to their disciplines and shall only apply to change their employer once⁵, while the change of employer upon application for extension of stay after expiry of each limit of stay is not subject to this restriction. For any change of employer, they should obtain a fresh “Proof of Extension Eligibility” issued by the VTC and submit relevant applications to the ImmD after receiving the proof. Such applications may be favourably considered if the applicants and their new employment continue to fulfil the eligibility criteria and requirements under the VPAS.

23. For non-local VTC graduates permitted to stay on employment condition under the VPAS whose employment contract is terminated before the expiry of their limit of stay, the non-local VTC graduates and the employer should notify the ImmD through the ImmD’s online service system within 7 days before the date of termination (www.gov.hk/en/residents/immigration/nonpermanent/terminatecontractorstudies.htm). If the employment contract is terminated without prior notice, the non-local VTC graduates and the employer should notify the ImmD of the termination within one working day after the termination. The non-local VTC graduates and the employer are also required to notify the VTC through the VTC’s online service system or in writing regarding the termination of the employment contract within the above-

⁴ The “Proof of First Application Eligibility (Category B applicants)” is issued by the VTC for Category B applicants to verify that (a) they have enrolled in an eligible VTC full-time locally-accredited programme in the HKSAR in the specified academic years, have completed the programme within three academic years after admission and have obtained higher diploma qualifications, and (b) they have secured an offer of a full-time job relevant to their disciplines, which is at a level commonly taken up by holders of higher diploma qualifications or above, with the remuneration package at market level and an employment contract period of not less than one year. Applicants who have established or joined in a business in the HKSAR will not be regarded as having secured an offer of employment.

⁵ Change of employer due to closure of the employing company or dismissal by the employer are regarded as exemptions, yet the applicants are required to produce relevant documentary proof.

mentioned periods.

24. If the employment contract is terminated before the expiry of their limit of stay, non-local VTC graduates permitted to stay on employment condition are permitted to remain in the HKSAR only for 12 weeks from the date of termination of contract or for the balance of the permitted stay, whichever is earlier. If non-local VTC graduates have secured an offer of a new employment relevant to their disciplines within 12 weeks or before the expiry of their permitted limit of stay (whichever is earlier), they may apply to the VTC for a new “Proof of Extension Eligibility” and submit an application for extension of stay to the ImmD. Such applications may be favourably considered if the applicants and their new employment continue to fulfil the eligibility criteria and requirements under the VPAS.

V. Travel Documentation Requirement

Mainland residents

25. Successful applicants will be issued with an entry permit. Upon immigration arrival clearance in the HKSAR, they should present an Exit-entry Permit for Travelling to and from Hong Kong and Macao (hereafter “EEP”) and a relevant exit endorsement issued by the relevant Mainland authorities.

Overseas Chinese nationals

26. If the applicant is an overseas Chinese national holding a PRC passport, he/she should present his/her valid PRC passport and entry permit 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

27. Upon approval of the application, the applicant will be issued with a visa/entry permit. Upon immigration arrival clearance in the HKSAR, the applicant should present his/her valid travel document and the visa/entry permit.

VI. Entry of Dependants

28. Persons admitted or seeking admission under the VPAS may apply to bring their spouse or the other party to a same-sex civil partnership, same-sex civil union, “same-sex marriage”, opposite-sex civil partnership or opposite-sex civil union entered into by him/her outside Hong Kong in accordance with the local law in force of the place of celebration and with such status being legally and officially recognised by the local authorities of the place of celebration⁶ and unmarried dependent children under the age of 18 to the HKSAR under the prevailing dependant policy. Persons admitted or applying for admission to take up employment in the HKSAR under the VPAS will be the sponsors of their accompanying dependants to the HKSAR. An application for admission of a dependant may

⁶ For the avoidance of doubt, the terms “civil partnership” and “civil union” above mean a legal institution of a nature which is akin to spousal relationship in a marriage. The same-sex civil partnership, same-sex civil union, “same-sex marriage”, opposite-sex civil partnership and opposite-sex civil union entered into in accordance with laws outside Hong Kong are limited to only relationships which are legally and officially recognised in the places of celebration. Such relationships normally have the following features: (a) the entering into and dissolution of the relationship are governed by legislation of the place where it is entered into; (b) the relationship requires registration by the competent authority specified by the legislation of the place where it is entered into; (c) the registration is evidenced in a written instrument issued by the competent authority; and (d) parties to the relationship have a mutual commitment to a shared life akin to spouses to the exclusion of others on a permanent basis. Such relationships do not include de facto spouse, partners in cohabitation, fiancé/fiancée, etc.

be favourably considered if normal immigration requirements (see details in paragraph 33 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.

29. This entry arrangement does not apply to:

- (a) former Chinese Mainland residents residing in the Macao 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).

30. 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 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 28 above (including that there is no change in circumstances which would have otherwise resulted in loss of sponsorship for the applicant, e.g. change in marriage relationship between the dependent spouse and the sponsor, or death of sponsor) and the sponsor remains a bona fide Hong Kong resident living in the HKSAR. If their sponsor is permitted to remain on employment condition and the sponsor's employment contract is terminated before the expiry of the sponsor's limit of stay, such dependants have to leave the HKSAR within 12 weeks from the date of termination of their sponsor's employment contract, or before the expiry of their limit of stay, whichever is earlier.

VII. Application Procedures

Submission of Application

31. Applicants, their accompanying dependant(s) (if any) and the employing company shall submit their applications and upload all supporting documents online with the relevant application fee paid through the designated GovHK website at the following link: www.gov.hk/en/residents/immigration/nonpermanent/applyvpas/npr.htm. **The application fee paid is non-refundable in any circumstance irrespective of the application result.** For individual dependant who wishes to join the applicant later and submit the application separately, please refer to the website of the ImmD at www.immd.gov.hk/eng/services/visas/residence_as_dependant.html for the application procedures.



Supporting Documents

32. Please refer to Part IX of this guidebook.

VIII. Other Information

33. 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 remain in/return to the HKSAR to work. 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 for up-to-date information.

Re-entry into the HKSAR

34. Non-permanent residents of the HKSAR, 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

35. Persons admitted under the VPAS 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.

Payment of Fees

36. For the purpose of Schedule 2 of the Immigration Regulations (Cap.115A), the VPAS is "specified scheme". For entry visa/permit applications or change of condition of stay (including extension of limit of stay) applications made under a "specified scheme", the principal applicant and each of his/her dependant(s) (if any) are required to pay a non-refundable application fee and the corresponding visa issuance fee. For more details on the fee structure, please visit the ImmD's website at <http://www.immd.gov.hk/eng/specifiedschemes.html>.

37. Upon approval of the applications, the notification of the application result issued by the ImmD will include a webpage link for payment of the visa issuance fee. Payment of relevant fees could be made through the said webpage link or the GovHK website or the ImmD Mobile Application by credit card (VISA, Mastercard, UnionPay and JCB only), Payment by Phone Service (hereafter "PPS"), Faster Payment System (hereafter "FPS") or Mainland e-wallets (Alipay, WeChat Pay and UnionPay App only). After payment, applicants could instantly download or print the "e-Visa" by themselves.

Processing

38. It normally takes four weeks to process visa/entry permit applications under the VPAS upon receipt of all the required documents and the relevant application fee. However, the processing time will depend on the circumstances of individual applications and the number of applications received at a particular time. A longer processing time may be required during the application rush period. The ImmD will not be able to start processing the application unless all the required documents and the relevant application fee have been received.

39. All 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

40. 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 willfully 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

41. The information in this guidebook serves as reference only. The ImmD of the HKSAR Government 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

42. For more information, please contact the ImmD by enquiry hotline at (852) 2824 6111, by fax at (852) 2877 7711, by email to enquiry@immd.gov.hk, or visit the ImmD's website at www.immd.gov.hk.

IX. Documents to be Uploaded during Online Application

(i) Documents required for applicants' first application under the VPAS

Documents required	Category A applicants	Category B applicants
The applicant's recent photograph	✓	✓
The applicant's Hong Kong identity card	✓	✓
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)	✓	✓
Official transcript of academic records, graduation certificate and the "Proof of First Application Eligibility" issued by the VTC	✓*	✓#
Letter of consent from the applicant's working unit or relevant Mainland authorities upon application (Annex of this guidebook) [<i>for Mainland residents only</i>]	✓	✓
The applicant's Visit Permit for Residents of Macao SAR to Hong Kong SAR and Macao identity card [<i>for Macao SAR residents only</i>]	✓	✓
The applicant's household registration transcript in Taiwan and Taiwan identity card [<i>for Taiwan residents only</i>]	✓	✓
Proof of the applicant's overseas residence, such as official documents showing the applicant's conditions of stay and limit of stay endorsed by overseas authorities [<i>for overseas Chinese holding PRC passports only</i>]	✓	✓

* The "Proof of First Application Eligibility (Category A applicants)" is issued by the VTC for Category A applicants to verify that they have enrolled in an eligible VTC full-time locally-accredited programme in the HKSAR in the specified academic years, have completed the programme within three academic years after admission and have obtained higher diploma qualifications.

The "Proof of First Application Eligibility (Category B applicants)" is issued by the VTC for Category B applicants to verify that (a) they have enrolled in an eligible VTC full-time locally-accredited programme in the HKSAR in the specified academic years, have completed the programme within three academic years after admission and have obtained higher diploma qualifications, and (b) they have secured an offer of a full-time job relevant to their disciplines, which is at a level commonly taken up by holders of higher diploma qualifications or above, with the remuneration package at market level and an employment contract period of not less than one year. Applicants who have established or joined in a business in the HKSAR will not be regarded as having secured an offer of employment.

(ii) Documents required for applicants' extension of stay application

Documents required	Category A applicants' first application for extension of stay	Category A applicants' (subsequent application for extension of stay) or Category B applicants' application for extension of stay	Category A & Category B applicants' application for extension of stay after being permitted to remain on employment condition in the HKSAR for a continuous period of 48 months or more
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)	✓	✓	✓
The applicant's Hong Kong identity card	✓	✓	✓
The "Proof of Eligible Employment" issued by the VTC	✓		
The "Proof of Extension Eligibility" issued by the VTC		✓#	✓^
Supporting documents listed in Part IX(iii) of this guidebook	✓	✓*	✓*

The "Proof of Extension Eligibility" is issued by the VTC for applicants to verify that they have been taking such employment as approved by the Director of Immigration during their latest permission to remain in the HKSAR on employment condition under the VPAS; and confirm that they will continue to be employed in the same job/have secured another offer of a full-time job relevant to their disciplines, and the job is at a level commonly taken up by holders of higher diploma qualifications or above, with the remuneration package at market level and an employment contract period of not less than one year.

^ The "Proof of Extension Eligibility" is issued by the VTC for applicants to verify that they have been taking such employment as approved by the Director of Immigration during their latest permission to remain in the HKSAR on employment condition under the VPAS.

* Applicants without change of employment are only required to provide a supporting letter from the current employer stating the applicant's position, total monthly remuneration and period of employment.

(iii) Documents to be uploaded by employers

Documents required
The company's employment contract with or letter of appointment to the applicant containing information about post, salary, other fringe benefits and employment period
Company chop
Business Registration Certificate^
Proof of financial standing (e.g. the latest audited financial report, trading profit and loss account, or profit tax return)^
Documents with details of company background such as business activities, mode of operation, background/connection of company, product ranges, sources and markets, membership of chamber of commerce (if any), etc. (supported with catalogues, brochures, etc.) ^
Detailed business plan (e.g. information on source of funds, estimated capital injection, nature/mode of business activities, expected turnover, sales volume, gross and net profit in the coming years, and proposed creation of local job posts, etc.) [for companies newly set up within 12 months only]^

^ Submission of the documents is not required if the employing company is listed on the Main Board or the Growth Enterprise Market of The Stock Exchange of Hong Kong Limited, or has successfully obtained an employment or training visa/entry permit for a non-local staff in the past 24 months immediately before submission of the application.

(iv) Documents to be uploaded by each accompanying dependant of an applicant for entry

Documents required
The dependant's recent photograph
The 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). For a dependant who has stayed in the HKSAR, his/her travel document page containing the latest landing slip/extension of stay label/"e-Visa" in the HKSAR. A Chinese resident of the Mainland who has not been issued with a travel document may upload his/her PRC resident identity card.
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
The dependant's Visit Permit for Residents of Macao SAR to Hong Kong SAR and Macao identity card [<i>for Macao SAR residents only</i>]
The dependant's household registration transcript in Taiwan and Taiwan identity card [<i>for Taiwan residents only</i>]
Proof of the dependant's overseas residence, such as official documents showing the dependant's conditions of stay and limit of stay endorsed by overseas authorities [<i>for overseas Chinese holding PRC passports only</i>]

Important Notice:

1. Notwithstanding that the documents and information required have been furnished, applicants, accompanying dependants and employers may still be required to submit further supporting documents and information in connection with the application(s) 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.

此同意書只適用於申辦赴港工作的內地中國居民申請人。

This letter of consent is only applicable to the applicant who is a Chinese resident of the Mainland and applies to work in Hong Kong.

**內地的中國居民
赴港工作同意書**

本工作單位／檔案所在單位_____證明以下人
員現時在 _____單位／公司工作。

姓名： _____

出生日期： _____

性別： _____

倘若上述人員根據香港「職專畢業生留港計劃」成功獲得批准前往香港特別行政區工作，本單位同意讓該人員赴港工作。

工作單位／檔案所在單位印章

負責人姓名及簽署

單位地址： _____

負責人聯絡電話： _____

電郵地址(如有)： _____

日期： _____

注意：

- (一) 此赴港工作同意書適用於所有內地的中國居民根據「職專畢業生留港計劃」申辦赴港工作進入許可的申請。
- (二) 簽發此同意書旨在讓內地工作單位／檔案所在單位知悉申請人根據香港「職專畢業生留港計劃」申辦赴港工作進入許可。倘若申請人成功獲得批准前往香港特別行政區工作，有關單位同意讓他們赴港。