



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

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**Guidebook for**  
**Top Talent Pass Scheme**

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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 (HKSAR) for employment under the Top Talent Pass Scheme (hereafter “TTPS”).

2. The TTPS seeks to attract top talents with rich work experience and good academic qualifications from all over the world to explore opportunities in Hong Kong. These top talents include high-income talents and graduates from the world’s top universities.

3. The TTPS does not apply to nationals of Afghanistan, Cuba, and Korea (Democratic People's Republic of).

## II. Eligibility Criteria

4. Persons who wish to apply to enter the HKSAR under the TTPS may choose to apply under one of the categories as listed in paragraphs 4(a) to (c) below:

- (a) persons with annual income<sup>1</sup> reaching HK\$2.5 million or above, or its equivalent in foreign currency, in the year immediately preceding the date of application (Category A);
- (b) degree graduates<sup>2&3</sup> of the eligible universities<sup>4</sup> with at least three years of work experience<sup>5</sup> over the past five years immediately preceding the date of application<sup>6</sup> (Category B); or

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<sup>1</sup> Annual income means taxable employment or business income including salary, allowances, stock options and profits from self-owned companies. Regarding business income, in general, applicants should continually hold the relevant company shares throughout the tax assessment year preceding the date of application for the calculation of the annual income they can acquire from the profits of their self-owned companies. Income generated from personal investment will not be taken into consideration.

<sup>2</sup> The level of academic qualifications of applicants obtained from the eligible universities must be equivalent to the recognised Hong Kong standard of bachelor’s degrees. For the avoidance of doubt, honorary bachelor’s degrees will not be accepted.

<sup>3</sup> Applicants are required to submit verification proof issued by a third-party credential verification organisation or the awarding institution regarding their academic qualifications, and to provide necessary information to conduct online authentication on respective platforms. For the list of third-party credential verification organisations, please refer to the Immigration Department’s website at [www.immd.gov.hk/eng/services/visas/TTPS.html](http://www.immd.gov.hk/eng/services/visas/TTPS.html).

<sup>4</sup> The eligible universities refer to those universities/institutions on the aggregate list of eligible universities (hereafter “the aggregate list”), which is compiled by the Labour and Welfare Bureau. The aggregate list is based on (i) the top 100 universities/institutions in four designated world university rankings in the past 5 years, namely Times Higher Education World University Rankings, Quacquarelli Symonds (QS) World University Rankings, U.S. News and World Report’s Best Global Universities Rankings and Shanghai Jiao Tong University Academic Ranking of World Universities; (ii) the top five universities/institutions providing specialised hotel programmes on the QS World University Rankings in the discipline of “hospitality and leisure management” in the past five years; (iii) the top 20 Mainland universities under the Shanghai Jiao Tong University Best Chinese Universities Ranking in the past five years and (iv) the top five specialised institutions on the QS World University Rankings in the discipline of “Art and Design” in the past five years. For the avoidance of doubt, the academic qualifications obtained from the continuing and professional education arms, the branch schools, the extension schools or the subsidiary schools, etc., established by the eligible universities will not be accepted. For the latest aggregate list, please refer to the Immigration Department’s website at [www.immd.gov.hk/eng/services/visas/TTPS.html](http://www.immd.gov.hk/eng/services/visas/TTPS.html).

<sup>5</sup> The relevant work experience shall be accumulated from full-time employment, or else self-employment, after graduation.

- (c) degree graduates<sup>2&3</sup> of the eligible universities<sup>4</sup> in the past five years immediately preceding the date of application<sup>6</sup> with less than three years of work experience<sup>5</sup>, subject to an annual quota which is to be allotted on a first-come, first-served basis (Category C); however, Category C does not apply to those non-local students<sup>7</sup> who have obtained the undergraduate qualification in a full-time and locally-accredited programme in the HKSAR.

Applicants are not required to have taken up employment in the HKSAR upon initial entry application.

5. If applicants are persons who are permitted to remain in the HKSAR under any of the talent admission schemes (whether as principal or dependant applicants) at the time of or within 6 months prior to submission of application, they are required to meet the eligibility criteria for both entry application (paragraph 4) and extension of stay application (paragraphs 15-18) (including having taken up employment in the HKSAR with a stable income, or having established or joined in a business in the HKSAR) under this Scheme. Information on the supporting documents required is detailed at Part IX(A) & (C) of this Guidebook.

6. An application for a visa/entry permit to enter the HKSAR under the TTPS from a person under any category set out in paragraph 4 above may be favourably considered if:

- (a) normal immigration requirements (see details in paragraph 24 below) are met;
- (b) there is no security objection and no known record of serious crime in respect of the applicant; and
- (c) the annual quota is available for allotment (applicable to Category C's applicants only).

7. Successful TTPS applicant will normally be granted an initial stay of 36 months (Category A) or 24 months (Categories B and C) on time limitation only without other conditions of stay. Such initial stay does not apply to persons as mentioned in paragraph 5 above or persons (whether as principal or dependant applicants) who have been granted such initial stay under the TTPS.

### **Overseas Chinese Nationals**

8. Overseas Chinese nationals holding People's Republic of China (PRC) passports who meet the eligibility criteria stipulated above and normal immigration requirements (see details in paragraph 24 below) may apply to enter the HKSAR for employment under the TTPS 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 the Mainland, the HKSAR, the Macao Special Administrative Region (Macao SAR) and Taiwan) and that the application is submitted from overseas.

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<sup>6</sup> Graduation in the past five years is counted by "year of graduation".

<sup>7</sup> 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.

### III. Application Procedures

#### *Submission of Application*

9. Persons applying for a visa/entry permit to enter the HKSAR under the TTPS, including the accompanying dependant(s), shall complete the online application with the relevant application fee paid through the designated GovHK website at the following link:

[www.gov.hk/en/nonresidents/visarequire/visasentrypermits/applytttps.htm](http://www.gov.hk/en/nonresidents/visarequire/visasentrypermits/applytttps.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 Immigration Department's website at [www.immd.gov.hk/eng/services/visas/residence\\_as\\_dependant.html](http://www.immd.gov.hk/eng/services/visas/residence_as_dependant.html) for the application procedures.

#### *Supporting Documents*

10. Please refer to the checklist in Part IX of this Guidebook.

### IV. Travel Documentation Requirement

#### *Mainland residents*

11. 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 (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.

#### *Overseas Chinese nationals*

12. If the applicant is an overseas Chinese national holding a PRC passport, he/she should present his/her valid PRC passport and "e-Visa" 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*

13. 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

14. Persons admitted under the TTPS, who are on time limitation only without other conditions of stay, are free to take up and change employment or to establish or join in business in the HKSAR during their permitted stay without the need to seek prior approval from the Director of Immigration.

## VI. Extension of Stay

15. Persons admitted under the TTPS will normally be granted an initial stay of 36 months (Category A) or 24 months (Categories B and C) on time limitation only without other conditions of stay upon entry. They may apply for extension of stay in the HKSAR online with the relevant application fee paid within four weeks before their limit of stay expires. **The application fee paid is non-refundable in any circumstance irrespective of the application result.** Upon applying for extension, applicants are required to prove either that they have taken up employment in the HKSAR with a stable income, or that they have established or joined in a business in the HKSAR.

16. For applicants who have taken up employment, the job secured should be at a level commonly taken up by degree holders or persons with good professional/technical qualifications, proven professional abilities and/or relevant experience and achievements supported by documentary evidence, and the remuneration package should be at market level. The basic documentation requirements are detailed in Part IX(C)i of this guidebook. If applicant is assigned to work in the HKSAR under the “intra-company transfer arrangement” and holds a managerial or professional position in the company, his/her application for extension of stay will also be considered, provided that his/her job in the HKSAR meets the above criteria. When assessing an application for extension of stay, various factors will be taken into consideration, including but not limited to the applicant’s remuneration package, economic benefits brought by his/her work, and duration of his/her stay in the HKSAR, etc.

17. For applicants who have established or joined in a business in the HKSAR, their application for extension of stay may be favourably considered if the proof of business provided can clearly show that the business is indeed operating healthily and sustainably in the HKSAR and is able to contribute to the economy of the HKSAR. The basic documentation requirements are detailed in Part IX(C)ii of this guidebook. When assessing an application for extension of stay, various factors will be taken into consideration, including but not limited to the operation and development of the business, such as turnover, financial resources, investment sum, number of jobs created locally, economic benefits brought by the business, and duration of the applicant’s stay in the HKSAR, etc.

18. Successful applicants will normally be granted an extension of stay on time limitation only without other conditions of stay for not more than three years, or until the expiry of their employment contract in the HKSAR, whichever is shorter. For those who have established or joined in a business in the HKSAR, the various factors as detailed in paragraph 17 above will be considered in determining the length of extension of stay to be granted.

19. Persons admitted under Categories B and C of the TTPS who have not submitted verification proof of academic qualifications before are required to provide verification proof<sup>3</sup> authenticating their academic qualifications during their application for extension of stay.

20. Persons admitted under the TTPS who meet the criteria stipulated in paragraphs 15-17 and fulfil the following criteria at the time of application for extension of stay may apply for assessment under the top-tier employment stream:

- (a) the applicant has been permitted to remain in the HKSAR under the TTPS for not less than two years; and
- (b) the applicant has an assessable income for salaries tax of not less than HK\$2 million in the previous year of tax assessment<sup>8</sup>.

Successful applicants will normally be granted an extension of stay on time limitation only without other conditions of stay for a period of six years. The basic documentation requirements are detailed in Part IX(C)i of this guidebook.

## VII. Entry of Dependants

21. Persons admitted or seeking admission under the TTPS may apply, under their sponsorship, 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 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 celebration<sup>9</sup> and unmarried dependent children under the age of 18 to the HKSAR under the prevailing dependant policy. Persons admitted or applying for admission under the TTPS will be the sponsors of their accompanying dependants to the HKSAR. An application for admission of a dependant may be favourably considered if normal immigration requirements (see details in paragraph 24 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.

22. This entry arrangement does not apply to:

- (a) former Mainland Chinese 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).

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<sup>8</sup> Applicants should provide documentary proof of having an assessable income for salaries tax of not less than HK\$2 million in the previous year of assessment, e.g. notice of salaries tax assessment of the previous assessment year issued by the Inland Revenue Department or relevant tax documents.

<sup>9</sup> 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.

23. The length of stay of such dependants will normally be linked to that of their sponsors. Any subsequent applications for extension of stay will be considered only when the applicant continues to meet the eligibility criteria for entry for residence as dependants (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. These dependants are not prohibited from taking up employment or studies in the HKSAR under the existing policy.

## **VIII. Other Information**

24. 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 Immigration Department's website at [www.immd.gov.hk](http://www.immd.gov.hk) for up-to-date information.

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

25. Non-permanent residents of the HKSAR (including persons admitted under the TTPS and their dependants), 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**

26. Persons admitted under the TTPS 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**

27. For the purpose of Schedule 2 of the Immigration Regulations (Cap.115A), the TTPS is a "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 Immigration Department's website at [www.immd.gov.hk/eng/specifiedschemes.html](http://www.immd.gov.hk/eng/specifiedschemes.html).

28. Upon approval, the notification of the application result issued by the Immigration Department 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](http://www.gov.hk) or the Immigration Department Mobile Application by credit card (VISA, Mastercard, UnionPay and JCB only), Payment by Phone Service (PPS), Faster Payment System (FPS), or Mainland China's Licensed Digital Wallets (Alipay, WeChat Pay and UnionPay App only). After payment, applicants can instantly download or print the "e-Visa" by themselves.



## **Processing Time**

29. It normally takes four weeks to process visa/entry permit applications under the TTPS upon receipt of all the required documents and the relevant application fee. The Immigration Department will not be able to start processing the application unless all the required documents and the relevant application fee have been received.

30. 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**

31. 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**

32. The information in this guidebook serves as reference only. The Immigration Department 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 Immigration Department 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 Immigration Department 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**

33. 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).

## IX. Checklist of Documents to be Uploaded during Online Application

### (A) Documents to be Uploaded by the Applicant for Entry Application

| Documents Required (in softcopy)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | TTPS applicants applying for an entry visa/entry permit under |            |            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|------------|------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Category A                                                    | Category B | Category C |
| The applicant's recent photograph                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ✓                                                             | ✓          | ✓          |
| 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, his/her valid 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 upload his/her PRC resident identity card.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | ✓                                                             | ✓          | ✓          |
| The applicant's Hong Kong identity card (if any)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | ✓                                                             | ✓          | ✓          |
| Official bachelor's degree graduation certificate and transcript showing the applicant's attainment of a bachelor's degree at any eligible universities/tertiary institutions which are listed on the aggregate list of eligible universities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                               | ✓          | ✓          |
| Verification proof of the bachelor's degree qualification                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                               | ✓          | ✓          |
| Documentary proof of the applicant's work experience                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | ✓                                                             | ✓          |            |
| Documentary proof of the applicant's annual individual income of HK\$2.5 million or above (or its equivalent in foreign currency) from employment and/or self-owned companies in the year immediately preceding the date of application<br><br>Relevant proof of income from employment: notice of salaries tax assessment of the previous assessment year issued by a local competent authority (e.g. taxation office or revenue department), tax payment certificates, documentary proof issued by the applicant's employing company specifying the value of the stock options granted to the applicant, etc.<br><br>Relevant proof of income from self-owned companies: annual notice of profit tax assessment of the previous assessment year issued by a local competent authority (e.g. taxation office or revenue department), tax payment certificates, documentary proof of the financial standing of the applicant's self-owned companies (e.g. the latest audited financial report, trading profit and loss account, or profit tax return). | ✓                                                             |            |            |
| Letter of consent from the applicant's present working unit or relevant Mainland authorities (Annex of this Guidebook) <i>[for Mainland residents only]</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | ✓                                                             | ✓          | ✓          |
| The applicant's Macao identity card <i>[for Macao SAR residents only]</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | ✓                                                             | ✓          | ✓          |
| The applicant's household registration 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<br><i>[for overseas Chinese holding PRC passports only]</i>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | ✓                                                             | ✓          | ✓          |

(B) Documents to be Uploaded by Each Accompanying Dependant of an Applicant for Entry Application under the TTPS

| Documents Required (in softcopy)                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 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 is currently staying in the HKSAR, 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 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. (if applicable)                                                                                                                                                                                                                                                              |
| The dependant's Macao identity card [ <i>for Macao SAR residents only</i> ]                                                                                                                                                                                                                                                                                                                                                                                                                         |
| The dependant's household registration 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> ]                                                                                                                                                                                                                                                                   |

(C) Documents to be Uploaded by the Applicant for Extension of Stay Application

i. For applicants who have taken up employment

| Documents Required (in softcopy)                                                                                                                                                                        | Applicants applying for extension of stay under the TTPS                        |                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------|
|                                                                                                                                                                                                         | First extension of stay or subsequent extension of stay with change of employer | Subsequent extension of stay without change of employer |
| The applicant's valid travel document and, where applicable, his/her previous travel document showing the latest arrival stamp/landing slip/"e-Visa" (if applicable) in the HKSAR                       | ✓                                                                               | ✓                                                       |
| The applicant's Hong Kong identity card                                                                                                                                                                 | ✓                                                                               | ✓                                                       |
| Verification proof of the bachelor's degree qualification [ <i>for applicants under Categories B and C who have not submitted verification proof of their bachelor's degree qualifications before</i> ] | ✓                                                                               | ✓                                                       |
| Supporting letter bearing the current employing company's stamp, stating the applicant's position, total monthly remuneration and period of employment.                                                 | ✓                                                                               | ✓                                                       |
| Employment contract or letter of appointment between the employing company and the applicant, containing information about the position, salary, other fringe benefits and period of employment, etc.   | ✓                                                                               |                                                         |
| Business Registration Certificate of the employing company ^                                                                                                                                            | ✓                                                                               |                                                         |

|                                                                                                                                                                                                                                                                                                                                                                                              |   |   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| Proof of financial standing of the employing company (e.g. the latest audited financial report, trading profits and loss account, or profits tax return, etc.) ^                                                                                                                                                                                                                             | ✓ |   |
| Detailed business plan of the employing company (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.) <i>[for companies newly set up within 12 months only]</i> ^                                                | ✓ |   |
| Proof of the applicant's salary / income (e.g. pay slip/statement, records of monthly contributions to the Mandatory Provident Fund Scheme, etc.) (if applicable)                                                                                                                                                                                                                            | ✓ |   |
| Proof of the applicant's tax status in HKSAR (e.g. salaries tax return, tax documents of the previous assessment year issued by the Inland Revenue Department. (if applicable))                                                                                                                                                                                                              | ✓ |   |
| Supporting documents for "intra-company transfer arrangement" (if applicable)                                                                                                                                                                                                                                                                                                                | ✓ |   |
| Documentary proof of the applicant having an assessable income for salaries tax of not less than HK\$2 million in the previous year of assessment, e.g. notice of salaries tax assessment of the previous assessment year issued by the Inland Revenue Department or relevant tax documents. <i>[only applicable to those who apply for assessment under the top-tier employment stream]</i> | ✓ | ✓ |

^ 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.

i i . For applicants who have established or joined in a business in the HKSAR

| Documents Required (in softcopy)                                                                                                                                                                                                                                                                                                                                                  | Applicants applying for extension of stay under the TTPS                       |                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|--------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                   | First extension of stay or subsequent extension of stay with change of company | Subsequent extension of stay without change of company |
| The applicant's valid travel document and, where applicable, his/her previous travel document showing the latest arrival stamp/landing slip/"e-Visa" (if applicable) in the HKSAR.                                                                                                                                                                                                | ✓                                                                              | ✓                                                      |
| The applicant's Hong Kong identity card                                                                                                                                                                                                                                                                                                                                           | ✓                                                                              | ✓                                                      |
| Verification proof of the bachelor's degree qualification <i>[for applicants under Categories B and C who have not submitted verification proof of their bachelor's degree qualifications before]</i>                                                                                                                                                                             | ✓                                                                              | ✓                                                      |
| Business Registration Certificate <ul style="list-style-type: none"> <li>a. for local limited companies in the HKSAR, the Certificate of Incorporation;</li> <li>b. for overseas companies registered in the HKSAR, the Certificate of Registration;</li> <li>c. for sole proprietorships or partnerships, Certified Extracts of Information on the Business Register.</li> </ul> | ✓                                                                              | ✓                                                      |

|                                                                                                                                                                                                                                                                                                                |   |   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|---|
| Proof of the applicant's absolute beneficial ownership (e.g. relevant returns or registers containing the latest shareholding condition and names of directors)                                                                                                                                                | ✓ | ✓ |
| Other licences or certificates for the operation of the business (e.g. relevant licences for financial institutions issued by the Securities and Futures Commission (if applicable))                                                                                                                           | ✓ | ✓ |
| Proof of the company's financial standing (e.g. the latest audited financial report, trading profit and loss account, profits tax return, and tax documents of the previous assessment year issued by the Inland Revenue Department)                                                                           | ✓ | ✓ |
| Documents with details of company background such as business activities, mode of operation, background/connection of company, product catalogues and brochures, membership of chamber of commerce (if any), etc.                                                                                              | ✓ |   |
| Supporting documents on office set-up (e.g. tenancy agreements)                                                                                                                                                                                                                                                | ✓ |   |
| Proof of the company's business activities such as contracts, invoices or proof of business deals under negotiation. (if applicable)                                                                                                                                                                           | ✓ |   |
| Proof of posts created for local employees such as records of monthly contributions to the Mandatory Provident Fund Scheme                                                                                                                                                                                     | ✓ |   |
| Supporting letter from the current company stating the applicant's contribution to the HKSAR (including the amount of capital invested and to be invested in the coming three years, the number of posts created for local employees with post titles and those to be created in the coming three years, etc.) |   | ✓ |

*(D) Forms and Documents to be Uploaded by Each Accompanying Dependant of an Applicant for Extension of Stay Application under the TTPS*

| Documents Required (in softcopy)                                                                                                                                   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| The dependant's valid travel document and, where applicable, his/her previous travel document showing the latest arrival stamp/landing slip/"e-Visa" in the HKSAR. |
| The dependant's Hong Kong identity card                                                                                                                            |
| ID 481A - Declaration of Sponsor                                                                                                                                   |
| ID 481B - Declaration of Dependant Applicant                                                                                                                       |
| The sponsor's valid travel document and, where applicable, his/her previous travel document showing the latest arrival stamp/landing slip/"e-Visa" in the HKSAR.   |
| The sponsor's Hong Kong identity card                                                                                                                              |

**Important Notice:**

1. Notwithstanding that the documents and information required have been furnished, applicants, accompanying dependants and employing companies 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「高端人才通行證計劃」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「高端人才通行證計劃」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「高端人才通行證計劃」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。