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## Hong Kong – Training Visa Procedures and Fees

As the world's leading cosmopolitan city, Hong Kong is inherently well positioned for business and has attracted many prominent multinational investors to establish a permanent presence. Its unique business environment has allowed all industries to flourish and Hong Kong has attracted the best and brightest from around the world to excel in different fields. Many companies regard Hong Kong as an important center for training talents and send their employees to Hong Kong for training.

Hong Kong provide Training Visa for those who wish to enter for a limited period (approximately no more than 12 months) of training to acquire special skills and knowledge not available in applicants' country/territory of domicile.

This visa is not for nationals from Afghanistan, Cuba, Laos, North Korea, Nepal and Chinese residents of Mainland (exc. Mainland employees and business associates of well-established and multinational companies based in Hong Kong).

Any person who enters Hong Kong for training must apply for an entry visa/permit and meet the relevant eligibility criteria unless having he/she has the right of abode or right to land in Hong Kong. It should be noted that the eligibility criteria may be subject to change from time to time.

During the validity period of the Training Visa, the accompanying dependents can work in Hong Kong without restriction, but the period of stay in Hong Kong is linked to their sponsors.

**Note: The information and eligibility criteria contained in this document are subject to change by the Hong Kong Immigration Department without prior notice. Please consult with Kaizen before applying.**

## 1. Services Fees

Our fee for handling training visa in Hong Kong is HKD8,800 per application, and HKD2,200 per dependent visa. A 15% off discount will be provided if sponsor company apply 5 or above training visa application.

The above fees are inclusive of government fee but exclusive of delivery charges, translation fees, notarial fee etc.

In particular, our fees cover the following services:

- (1) Continuous advice and consultation throughout the training visa application
- (2) Assistance with the preparation of supporting documentation;
- (3) Review of application documents gathered by the applicant(s);
- (4) Preparation of the application forms;
- (5) Drafting of authorization letter(s), statements and arguments;
- (6) Submission of the application package to the Hong Kong Immigration Department;
- (7) Correspondence with the Hong Kong Immigration Department regarding the application;
- (8) Application status reporting to the applicant;
- (9) Responding to request(s) for additional supporting documents, if any;
- (10) Coordinating the payment of fees and collection of the approved visa label;
- (11) Forwarding of the visa label to the address specified by the applicant;
- (12) Assistance with the application of Hong Kong ID card(s), where needed.

## 2. Payment Term and Method

Kaizen currently accepts Hong Kong Dollar cheque, cash or TT and credit card through PayPal only. If payment is settled through PayPal, extra 5% services fee will be charged. Upon receipt of your confirmation of engagement, we will issue an invoice to you for your settlement. Due to nature of the service, payment must be fully settled in advance. No fees will be refunded once services are provided.

If a China or Taiwan official tax invoice is required, the Value-Added Tax or Business Tax at the prevailing rate in their respective jurisdiction will be charged and collected.

### 3. Eligibility Criteria

This visa is not for nationals from Afghanistan, Cuba, Laos, North Korea, Nepal and Chinese residents of Mainland (exc. Mainland employees and business associates of well-established and multinational companies based in Hong Kong).

Any person who enter Hong Kong for training must apply for an entry visa/permit and meet the relevant eligibility criteria unless having he/she has the right of abode or right to land in Hong Kong. It should be noted that the eligibility criteria may be subject to change from time to time.

#### Requirement for Trainee

Applicant enter Hong Kong for a limited period (approximately no more than 12 months) of training to acquire special skills and knowledge not available in applicants country/territory of domicile and meet the following criteria:

- (1) no security objection and no known record of serious crime in respect of the applicant
- (2) the bona fides of the applicant and the sponsoring company are satisfied
- (3) the sponsoring company is a well-established company, capable of providing the proposed training
- (4) there is a contract signed between the sponsoring company and the applicant
- (5) the sponsoring company guarantees in writing the maintenance and repatriation of the applicant and that the applicant will receive training in the sponsor's premises until the end of the agreed period, after which the applicant will return to his/her place of residence; and
- (6) the proposed duration and content of the training program can be justified.

#### Requirement for Dependents

Training visa applicant may bring their spouse and unmarried dependent children under age of 18 to Hong Kong. The visa holder will be the sponsors of his/her accompanying dependents. The length of stay will be linked to the sponsors. Dependents are not prohibited from taking up employment in the HKSAR under existing policy. The dependents should meet the following criteria:

- (1) reasonable proofs of a genuine relationship between the dependent and the sponsor
- (2) no known record to the detriment of the dependent; and
- (3) the sponsor is able to support the dependent's living at a standard well above the subsistence level and provide him/her with suitable accommodation in Hong Kong.

#### 4. Required Document

The following document and material need to be prepared by the Training visa applicant:

- (1) Training visa form ID 992A
- (2) Photocopy of valid travel document containing personal particulars, date of issue, date of expiry and/or details of any re-entry visa held (if applicable)
- (3) Photocopy of the applicant's Hong Kong identity card (if any)
- (4) Photocopy of proof of academic qualifications and relevant working experience
- (5) Photocopy of the applicant's Macao identity card [for Macao residents only]
- (6) Photocopy of the applicant's household registration in Taiwan and Taiwan identity card [for Taiwan residents only]

Document prepared by sponsoring companies:

- (1) Training visa (sponsor) form ID 992B
- (2) Photocopy of the company's training contract with the applicant containing information about post, salaries, other fringe benefits and training periods
- (3) Photocopy of the Business Registration Certificate\*
- (4) Photocopy of proof of financial standing (e.g. latest audited financial report, trading profit and loss account, or profit tax return)\*
- (5) 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.)\*
- (6) Detailed training schedule includes training content and the timeframe for every session of training. In order to provide the tracking and monitoring progress of the trainee.
- (7) Detailed business plan (e.g. information on source of fund, 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]\*

\* No need to submit if the sponsoring company had successfully obtained an employment or training visa/entry permit for a non-local staff in the past 18 months immediately before submission of the application.

Documents prepared by each accompanying dependent:

- (1) Completed Training visa form ID 992A Part B
- (2) Photocopy of the dependent's travel document containing personal particulars, its date of issue, date of expiry and/or details of any re-entry visa held, latest arrival stamp/landing slip/extension of stay label in the HKSAR, Chinese resident of the

Mainland who has not been issued with a travel document may submit a photocopy of his/her People's Republic of China resident identity card. (if applicable)

- (3) Photocopy of evidence of the applicant's relationship with the dependent
- (4) Photocopy of the dependent's Macao identity card [for Macao residents only]
- (5) Photocopy of the dependent's household registration in Taiwan and Taiwan identity card [for Taiwan residents only]

Note:

- (1) Document must be accompanied by a Chinese or English translation certified as a true translation by a sworn translator, court translator, authorized public translator, certified translator, expert translator or official translator if it is not in Chinese or English.
- (2) For an applicant or a child dependant under the age of 16, it must be signed by the parent or legal guardian of the child.

## 5. Estimated Time Frame

Item	Description	Responsible Party	Working Days
1	Advice and consultation throughout the training visa application with applicant and sponsoring company	Applicant / sponsoring company / Kaizen	Client's Schedule
2	Assistance with preparation of supporting documentation, filling the application forms and drafting of authorization letter(s), statements and arguments	Applicant / sponsoring company / Kaizen	1 week
3	Submission of the application package to IMMD	Kaizen / IMMD	4 weeks**
4	Responding to request(s) for additional supporting documents, if any	Client / Kaizen /IMMD	2-4 weeks
5	Receive the Visa/Entry Permit	Kaizen	/
6	Deliver the document to client's mailing address	Client / Kaizen	Client's Schedule
	Estimate processing time		6-8 weeks

Note:

\*\* The estimated time is based on high cooperation between Kaizen and the client.

\*\* The estimated time does not include delays caused by relevant government agencies.

*If you wish to obtain more information or assistance, please visit our official website at [www.kaizenvis.com](http://www.kaizenvis.com) or contact us through the following means:*

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