



Contractor Visa Application

VISA APPLICATION REQUIREMENTS

In order for us to process your visa application, please complete/provide the following items:

Visa Application Form

To download the necessary application form, go to the Hong Kong Immigration Department webpage www.immd.gov.hk/ehtml/public_5.htm. You will need to have Adobe Acrobat Reader 5.1 or above to open the form (if you do not have this installed on your system, you can download it for free from www.adobe.com/products/acrobat/readstep2.html).

Click on “Entry visas for Hong Kong” and select **Form ID(E)936** from the list to display the download page for the English version of the Visa / Entry Permit Application Form. Click on the “Download Form” icon at the very bottom of the page to open the form.

Complete **Sections A, E, F and L** (B and G are for the sponsor/employer to complete). Please note that you can fill out the form on your computer, but you cannot save the completed form, so make sure you print out the form before exiting. The completed hardcopy must then be signed and couriered, together with the other required items listed below, to the Office Manager of Talent2 Hong Kong as follows:

Maureen Hurrelein
Office Manager
Talent2 Hong Kong Limited
Suite 3607-08, Gloucester Tower
The Landmark
Central
Hong Kong

Other Required Items

1. **Two passport-size photos** with your name clearly written on the back. Each photo must not be larger than 55 mm x 45 mm and not smaller than 50 mm x 40 mm, so please measure them carefully.
2. **Photocopy of your passport** front cover and the page containing your personal particulars. Should your passport have an extension that is not shown on these pages, please also include a photocopy of the extension page(s). In addition, if you have visited Hong Kong before, please provide a photocopy of the most recent Hong Kong immigration stamp in your passport.
3. **Photocopy of your Hong Kong identity card** (if applicable).
4. **Photocopy of all relevant degrees, qualifications and reference letters.**
5. **Copy of your résumé.** We would normally have a copy of this, so there should be no need to forward another copy.



Please note that we will submit the following items to satisfy the visa application requirements:

- > Full job description
- > Letter explaining the status of the hire (new position or replacement)
- > Letter stating how we cannot find someone else locally to take up the position
- > Proof of advertising campaign (photocopy of advert), plus a breakdown of all rejected applications (if necessary)
- > Photocopy of your signed employment contract with Talent2 Hong Kong Limited
- > Photocopy of our business registration certificate
- > Company audit information and staff list

Please advise the Office Manager when you have couriered the visa application form and all other required items by sending an e-mail to maureen.hurrlein@talent2.com.hk. Once received, we will submit your visa application to the Hong Kong Immigration Department. Please note that the visa application process usually takes 4-6 weeks from the date of application.

IMPORTANT : VISA APPLICATION FEE

The visa application process involves our company in considerable effort and expense. We expect contractors to demonstrate their commitment to this process by meeting our HKD 5,000 (approximately AUD 870 / USD 650 / GBP 360) out-of-pocket expenses **BEFORE** we begin the application process.

This amount will be fully reimbursed to the contractor upon commencement of the assignment, or upon rejection of the visa application. Where the contractor withdraws from the application process or does not commence the assignment, the cost of the visa application will **NOT** be reimbursed.

Any delay in making this payment to us will delay your visa application and may jeopardise your contract or contract start date.

Payment should be made by fund transfer to the following account (please forward your Talent2 consultant proof of the transfer):

Account Name	Talent2 Hong Kong Limited
Account Number	511-749988-838
Bank Name	HSBC
Bank Address	1 Queen's Road Central, Central, Hong Kong
BIC	HSBCHKHHHKH

Should you have any questions about your visa application, please contact Ms Hurrlein on **+852 2501 9017** (direct line) or **+852 9354 5609** (mobile), or by e-mail to the above address.

Sincerely,

Talent2 Hong Kong Limited