

Online Application for Renewal (including Reposition) of
Non-professional 'Non-resident Worker's Authorization to Stay'

A. Target Groups

Employment entity or the employment agency authorized by an employment entity.

B. Account Application

Persons responsible for making the online renewal application should obtain the authority to login the 'Online Application System for Non-resident Workers' first. The employment entity or the employment agency authorized by the employment entity should submit a completed "Representative Registration Form" to the Non-resident Workers Subdivision of the Immigration Department, and check the application result at the Subdivision 5 working days later. Eligible users will be given a login ID and password for logging in the above system.

Attention

1. The employment entities that have authorized an employment agency to make applications on their behalf do not have to apply for an account to login the 'Online Application System for Non-resident Workers' on their own.
2. If there is a need to discontinue the authorized representative from using the 'Online Application System for Non-resident Workers' and making applications for 'Non-resident Worker's Authorization to Stay' on behalf of the employment entity or the employment agency, it is necessary to inform the Non-resident Workers Subdivision immediately to cancel the registration so as to prevent the submitted application from being considered to be valid.

C. Online Service

(a) Online Application for Renewal of Non-professional 'Non-resident Worker's Authorization to Stay'

1. The person making an online renewal application should submit it through the 'Online Application System for Non-resident Workers' within 60 days before the 'Non-resident Worker's Identification Card' ('Non-resident Worker's Card' for short) expires. Starting from the 2nd working day following the submission of the application (counting from the next working day after submitting the application), he or she may inquire about the examination result through the System (e.g. If the application is made on 1 September, the applicant can inquire about the result on 3 September). If the application is approved, the

person making the application should download and print the 'Confirmation of Renewal Application', which bears a barcode of renewal number. The Confirmation should be affixed with a signature and the company stamp before it is presented, together with other necessary documents, to the Subdivision for verification.

[Note: Non-resident workers from the Mainland of China should approach the Visa Office of Zhuhai or the China Travel Service (Macao) Ltd. with the Confirmation to apply for a new endorsement and 'Exit Permit' (if necessary).]

2. Upon completion of the procedure stated in Point 1, a day will be appointed for the non-resident worker to be fingerprinted and to collect the 'Receipt of Authorization to Stay'.
3. The non-resident worker should approach the Subdivision to pay the fee and submit the following:
 - (1) Verified 'Confirmation of Renewal Application';
 - (2) Copy of the bio data page of the book-form 'Exit Permit' and the inside page containing the latest valid 'Type (D) Stay Endorsement' / copy of both sides of the card-form 'Exit Permit';
 - (3) 'Non-resident Worker's Identification Card';
 - (4) 1 recent color photo of 1.5 inches, full face, no hat, white background;
 - (5) Copy of other certificates or documents (specifically named in the 'employment authorization' written instruction).
4. Upon completion of the procedure, the Subdivision will issue a 'Revenue Receipt' and grant 'Non-resident Worker's Authorization to Stay' (which expires on the same date as that of the 'Non-resident Worker's Card').
5. On the date of collection specified on the 'Revenue Receipt', the person making the application may bring along the Receipt and go to the Subdivision to collect the 'Non-resident Worker's Card'. Before that, he may learn about the progress or status of the card issue by referring to the 'Inquiry System of the Date of Collection of the 'Non-resident Worker's Identification Card' or by calling (853) 2872 5488.

(b) Online Application for Reposition of Non-professional 'Non-resident Worker's Authorization to Stay'

1. Application can be made through the 'Online Application System for

Non-resident Workers' after the non-resident worker collects the renewed passport / travel document / 'Exit Permit' / identification document. Starting from the 2nd working day following the submission of the application (counting from the next working day after submitting the application), the person making the application may inquire about the examination result through the System (e.g. If the application is made on 1 September, the applicant can inquire about the result on 3 September). If the application is approved, the person making the application should download and print the 'Confirmation of Renewal Application', which bears a barcode of renewal number. The Confirmation should be affixed with a signature and the company stamp before it is presented, together with other necessary documents, to the Subdivision for verification.

[Note: Non-resident workers from the Mainland of China should approach the Visa Office of Zhuhai or the China Travel Service (Macao) Ltd. with the Confirmation to apply for a new endorsement and 'Exit Permit' (if necessary).]

2. Upon completion of the procedure stated in Point 1, a day will be appointed for the non-resident worker to be fingerprinted and to collect the 'Receipt of Authorization to Stay'.
3. The non-resident worker should approach the Subdivision to pay the fee and submit the following:
 - (1) Original passport / travel document / 'Exit Permit' / identification document;
 - (2) Copy of the new passport / travel document / 'Exit Permit' (bio data page only) / identification document;
[Note: Holders of a book-form 'Exit Permit' should also submit a copy of the inside page containing a valid 'Type (D) Stay Endorsement' whereas holders of a card-form 'Exit Permit' should also submit a copy of the reverse side containing a valid 'Type (D) Stay Endorsement']
 - (3) Non-resident Worker's Identification Card;
 - (4) 1 recent color photo of 1.5 inches, full face, no hat, white background.
4. Upon completion of the procedure, the Subdivision will issue a 'Revenue Receipt' and grant 'Non-resident Worker's Authorization to Stay' (which expires on the same date as that of the 'Non-resident Worker's Card').

5. On the date of collection specified on the 'Revenue Receipt', the person making the application may bring along the Receipt and go to the Subdivision to collect the 'Non-resident Worker's Card'. Before that, he may learn about the progress or status of the card issue by referring to the 'Inquiry System of the Date of Collection of the 'Non-resident Worker's Identification Card' or by calling (853) 2872 5488.