


# Guidance notes for Submission of Online Application Form for Net Asset Assessment under the New Capital Investment Entrant Scheme

## 1) Introduction

IHK-CIES01 Application for Net Asset Assessment under the New Capital Investment Entrant Scheme	
1) Introduction	 <b>Invest Hong Kong</b> The Government of the Hong Kong Special Administrative Region of the People's Republic of China
2) Important Announcement	<b>New Capital Investment Entrant Scheme</b>
3) Personal Particulars	<b>Online Application for Net Asset Assessment</b>
4) Your Agent's Information	<b>Eligibility Criteria</b> To find out if you are eligible for an application under the New CIES, please visit <a href="#">the New CIES website</a> .
5) Certified Public Accountant ("CPA") (Practising) and Fulfillment Document	<b>Documents to be Submitted Online</b> (a) a photo of you taken full face and without a hat; (b) a photocopy of your travel document, showing your personal particulars, nationality (if any), residential status in your country of residence (if you are not a national of the country), re-entry visa to the country (if applicable), and date of issue and expiry of the travel document; and (c) a photocopy of the official documents showing your permanent resident status (applicable to Chinese nationals who have obtained permanent resident status in a foreign country).
6) Personal Net Assets in the Six Months Preceding the Application	<b>Documents to be Submitted by Post/in Person after Online Submission</b> After submitting the online application, the following documents must be submitted by post/in person to the New CIES Office (Address: 15/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong) within seven calendar days. Please make sure you have the following documents ready: (i) A Fulfillment document issued by a Certified Public Accountant ("CPA") (Practising) as defined in the <a href="#">Accounting and Financial Reporting Council Ordinance</a> (Cap. 588 of the Laws of Hong Kong) (including <a href="#">Net Assets Statements</a> ); and (ii) all relevant supporting documents (originals, or photocopies certified true by you, i.e. duly signed by you on the first and last pages of each set of supporting documents) stated therein, e.g. bank statements, bank reference letters and banking facilities letters, etc., assisted in demonstrating your personal Net assets throughout the six months preceding the date you lodge your application for Net Asset Assessment.
7) Declaration of Applicant	<sup>#</sup> No more than 14 calendar days may elapse between the date of issue of the Fulfillment document and the date you lodge this application for Net Asset Assessment.
8) Statement of Purpose	For information on CPA (Practising) in Hong Kong, please visit the <a href="#">Accounting and Financial Reporting Council website</a> .
9) Signature of Applicant	
10) Documents to be Submitted by Post/in Person after Online Submission	

An Applicant should make sure that these documents are ready before submitting the online application for Net Asset Assessment.

## 1) Introduction (Continued)

An Applicant must check this box to confirm that he/she has prepared the necessary documents for application.

☒ I have prepared the above necessary documents for application.

### How to Start

Once you have prepared the necessary documents, you can access the online service through the following link. Please select a form language. If you change the form language while filling in the form, you will have to fill in the form again.

Please ensure that the information you provide is correct. Incorrect information may render your application invalid.

### Assistance and Further Information

If you need technical assistance in using the online service, you can contact the New CIES Office.

Address: 15/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong

Telephone no.: (852) 3904 3001

E-mail: [newcies@investhk.gov.hk](mailto:newcies@investhk.gov.hk)

Website: [www.newcies.gov.hk](http://www.newcies.gov.hk)

The opening hours are 9:00 a.m. to 12:30 p.m. and 1:30 p.m. to 5:00 p.m., Mondays to Fridays (closed on Saturdays, Sundays and public holidays).

The Frequently Asked Questions on application for the New CIES are available on the [New CIES webpage](#).

I Want To

☐ Start Filling in a New Form

☐ Fill in a Saved Form

An Applicant may choose to fill in a New Form, or attach a Saved Form file from his/her device and enter his/her pre-set password to continue filling in a saved form.

## 2) Important Announcement

An Applicant should read the Scheme Rules and the important notes carefully.

### Application for Net Asset Assessment under the New Capital Investment Entrant Scheme

Note:

- (i) Please read the ["Rules for the New Capital Investment Entrant Scheme" \("Scheme Rules"\)](#) carefully.
- (ii) Please complete this application in Chinese/English.
- (iii) Please ensure that all relevant parts are fully completed. Application will be considered on the basis of the information furnished on this form and on the documentary evidence provided.
- (iv) If you want to simultaneously apply for Net Asset Assessment and Assessment on Investment Requirements, you should separately fill in and submit the application for Assessment on Investment Requirements after completing the application for Net Asset Assessment.

Notwithstanding that you have already furnished the documents and information above, you may still be required to submit further supporting documents and information in connection with your application when necessary.

Warning: A person who knowingly and wilfully 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 the result of Net Asset Assessment shall have no effect.

\* Mandatory fields

Save

Back

Next

If an Applicant wishes to complete his/her application later, he/she can click the "Save" button on any relevant page of the application form. When the "Save Form" window pops up, the Applicant can set his/her own password and click "Save" again. The password-protected Saved Form file will be downloaded to his/her current device.

The Applicant can later attach his/her Saved Form file and enter his/her pre-set password again in the first page of the online application form to continue filling in his/her saved form.

Save Form

This form data file (the file) will be saved into your current device. Please use a password to protect the file.

**Caution:** Please securely store this file and its password to enable future form completion by loading the file.

This system does not retain any form data associated with this file. Please be aware that if the file is lost or the password is forgotten, the entered data cannot be recovered.

- Password must be at least 8 characters
- Password must be including a number, an uppercase letter, a lowercase letter and a special character

Password \*

Confirm Password \*

Cancel

Save

### 3) Personal Particulars

**Personal Particulars**

Please fill in your personal information according to your travel document.

**Surname in English \***  
NEW

**Given names in English \***  
CIES

**Maiden surname in English (if applicable)**


**Alias surname in English (if any)**

**Alias given names in English (if any)**

**Chinese name (if any)**



**Alias in Chinese (if any)**

**Sex \***  
☐ Male ☒ Female  
For unknown sex, please select both 'Male' and 'Female'.

**Date of birth \***  
2001-01-11 

☐ I only have year and/or month of birth.

**Please upload a recent photo of you taken full face and without a hat. \***  

 Capture.JPG (6.5 KB) 

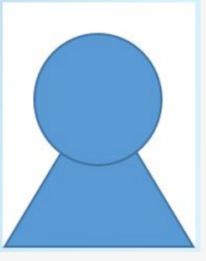


Image type: JPEG or JPG file format  
Minimum Image size: 1,200 px(W) x 1,600 px(H)  
File size: 3MB or below

An Applicant must input his/her surname and given names according to his/her travel document.

An Applicant is required to upload his/her recent photo in the specified format within the size limit.

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### 3) Personal Particulars (Continued)

Nationality / Place of domicile (applicable to Mainland, Macao and Taiwan residents)

OTHERS (INCLUDING STATELESS) ▼

ABC LAND

Type of travel documents held \*

PASSPORT ▼

Document number \*

AA1234567

Place of issue \*

ABC LAND

Date of issue \*

2022-02-22



Date of expiry \*

2033-02-22



Upload a photocopy of your travel document (i.e. Passport, Re-entry Permit, Certificate of Identity, etc.), showing your personal particulars, nationality (if any), residential status in your country of residence (if you are not a national of the country), re-entry visa to the country (if applicable), and date of issue and expiry of the travel document. \*

Passport.JPG (56.9 KB)



Image type: JPEG, JPG or PDF file format  
File size: 3MB or below

An Applicant can select “Nationality / Place of domicile” from the dropdown list. For stateless persons, please select “OTHERS”. For Chinese nationals with other permanent resident status, please also input the information of the permanent residence document.

Please Choose ... ▼

Please Choose ...

#### Residency


- MAINLAND (LIVING OVERSEAS / WITH OVERSEAS RESIDENCE)
- MACAO SPECIAL ADMINISTRATIVE REGION RESIDENTS
- CHINESE RESIDENTS OF TAIWAN

#### Nationality

- ALBANIA
- ALGERIA
- ANDORRA
- ANGOLA
- ANGUILLA
- ANTIGUA AND BARBUDA
- ARGENTINA
- ARMENIA
- AUSTRALIA
- AUSTRIA
- AZERBAIJAN
- BAHAMAS
- BAHRAIN
- BANGLADESH

An Applicant must upload the photocopy of his/her travel document in the specified format within the size limit.

### 3) Personal Particulars (Continued)

Hong Kong Identity Card Number (if any)	Date of issue (if any)
<input type="text"/> ( <input type="text"/> )	<input type="text"/> YYYY-MM-DD 

Residential address \*


15/F, REVENUE TOWER, 5 GLOUCESTER ROAD, WAN CHAI, HONG KONG

Telephone no. \*

+  852  39043001

Personal e-mail address \*

newcies@investhk.gov.hk

 Please provide your personal phone number and email address instead of just providing agent's contact information, so that the New CIES Office can contact you directly if necessary.

Correspondence address

If it is different from the residential address, you can provide your office address or provide other correspondence address.

Other telephone no.

+  Country  Phone number

\* Mandatory fields

Save Back **Next**

An Applicant must provide his/her residential address, telephone no. and personal email-address in the boxes provided.

## 4) Your Agent's Information

### Your Agent's Information

Have you appointed and authorised an agent to handle the application matters on your behalf? \*

☐ Yes ☐ No

An Applicant should select the applicable option to confirm whether he/she has appointed and authorised an agent to handle his/her application matters.

If you need to change your agent's information or appoint another agent to handle the application matters on your behalf in the future, you have to submit a written authorisation letter. The authorisation letter must clearly state the following information: the name of you and the agent, your identity document number, the contact information of the agent and the Affiliated Company (if applicable) including telephone number and email address, the effective date of the authorisation letter, the signature of you and the agent, etc.

### Your Agent's Information

Have you appointed and authorised an agent to handle the application matters on your behalf? \*

☒ Yes ☐ No

If an Applicant selects "Yes", he/she is required to fill the information of his/her agent in the boxes provided.

Name of agent \*

CHAN TAI MAN

Telephone no. of agent \*

+ 852 39043001 (Ext. (if any))

Email address of agent \*

newcies@investhk.gov.hk

Name of agent's affiliated company (if any)

ABC CONSULTANCY LIMITED

Telephone no. of agent's affiliated company (if any)

+ Country Phone number (Ext. (if any))

Email address of agent's affiliated company (if any)

If you need to change your agent's information or appoint another agent to handle the application matters on your behalf in the future, you have to submit a written authorisation letter. The authorisation letter must clearly state the following information: the name of you and the agent, your identity document number, the contact information of the agent and the Affiliated Company (if applicable) including telephone number and email address, the effective date of the authorisation letter, the signature of you and the agent, etc.

\* Mandatory fields

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## 5) Certified Public Accountant (“CPA”) (Practising) and Fulfillment Document

### Certified Public Accountant (“CPA”) (Practising) and Fulfillment Document

Please fill in the information of your engaged Certified Public Accountant (“CPA”) (Practising) as defined in the Accounting and Financial Reporting Council Ordinance (Cap. 588 of the Laws of Hong Kong) and the Fulfillment document, to assist in demonstrating your fulfillment of Net Asset Requirement as stated in paragraph 2.1(c) of the Scheme Rules.

Please refer to paragraphs 4.2 and 4.4 of the Scheme Rules. You must submit the Fulfillment document issued by a CPA (Practising) and all relevant supporting documents stated therein. No more than 14 calendar days may elapse between the date of issuance of the Fulfillment document and the date you lodge this Application for Net Asset Assessment.

Name of CPA firm/CPA \*

ABC CPA LIMITED

Registration no. of CPA firm/CPA \*

P01234

Name of contact person \*

CHAN TAI MAN

Post title of contact person \*

CERTIFIED PUBLIC ACCOUNTANT

Telephone no. of contact person \*

+ 852 39043001 ( Ext. (if any) )

Email address of contact person \*

newcies@investhk.gov.hk

Date of issue of the Fulfillment document \*

2024-09-05

\* Mandatory fields

Save Back Next

An Applicant must fill in the information of his/her engaged Certified Public Accountant (Practising) issuing the Fulfillment document.

No more than **14 calendar days** may elapse between the date of issuance of the Fulfillment document and the date the Applicant lodges the Application for Net Asset Assessment.



## 6) Personal Net Assets in the Six Months Preceding the Application

**Personal Net Assets in the Six Months Preceding the Application**

You are required to have Net assets or Net equity to which you are absolutely beneficially entitled with a Market value of not less than HK\$30 million Net (or equivalent in foreign currencies) throughout the six months preceding the date of application for Net Asset Assessment of the New CIES.

For Net assets or Net equity jointly owned with your family member(s), only the respective portion which is absolutely beneficially entitled to you can be taken into account. Jointly-owned Net assets or Net equity with other persons (e.g. business partners) will not be accepted.

Regarding the amount absolutely beneficially entitled to you, please fill in the sub-total of the following items in accordance with your Net Assets Statements:

Year and Month of completing the Net Assets Statement

Year \*

2025 ▼

Month \*

03 ▼

Hong Kong Dollar (HK\$) or HK\$ equivalent

(A) Bank deposits

2025/03 2024/09

30000000 30000000

(B) Real estate (net value excluding mortgage (if any))

2025/03 2024/09

(C) Other assets (e.g. equities or debt securities)

2025/03 2024/09

(D) Personal liabilities/debt (excluding mortgage under (B) above)

2025/03 2024/09

(E) TOTAL NET PERSONAL ASSETS (A)+(B)+(C)-(D)

2025/03 2024/09

30000000 30000000

\* Mandatory fields

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An Applicant must select the “Year” and “Month” of completing the Net Assets Statement.

An Applicant should fill in the value of his/her assets, as well as the personal liabilities/debt on these assets (if any), in Hong Kong Dollar (HK\$) or HK\$ equivalent with respect to the time points given in the Net Assets Statement.

## 7) Declaration of Applicant

### Declaration of Applicant

- (i) I declare that the information given in the application and all the supporting documents is correct, complete and true to the best of my knowledge and belief.
- (ii) I declare that in relation to Paragraph 4.2 of the Rules for the New Capital Investment Entrant Scheme, the net assets stated in the Fulfillment document issued by a Certified Public Accountant (Practising) submitted for this application are under my absolute beneficial entitlement throughout the six months preceding the date I lodged my application.
- (iii) I consent to the making of any enquiries necessary for the processing of this application.
- (iv) I consent to releasing my information to my appointed bodies, as well as any government bureaux, departments and any other public or private organisations inside or outside the Hong Kong Special Administrative Region ("HKSAR") for the purpose of processing of this application.
- (v) I authorise all government departments or authorities, other quasi-government organisations and the Hong Kong Investment Corporation Limited and its appointed organisations to release any record or information which Invest Hong Kong of the Government of the HKSAR may require for the processing of this application.
- (vi) I understand that the Director-General of Investment Promotion has absolute discretion to approve or disapprove this application.
- (vii) I understand that any investment in Hong Kong is and remains my sole decision and responsibility. The Government of the HKSAR and the Director-General of Investment Promotion shall not be liable for any loss on my investment pursuant to the New Capital Investment Entrant Scheme howsoever arising.
- (viii) I have read and understood the Rules for the New Capital Investment Entrant Scheme and I hereby undertake to abide by them if permitted to remain in Hong Kong as an Entrant under the New Capital Investment Entrant Scheme. I understand that failure to comply with the Rules for the New Capital Investment Entrant Scheme will render my application not being considered and my entitlement under the New Capital Investment Entrant Scheme being discontinued.

☒ I have read the provisions of this Declaration carefully and fully understood my obligations and liabilities under this Declaration. \*

An Applicant must check the box to confirm that he/she has read the provisions of the Declaration carefully and fully understood his/her obligations and liabilities under the Declaration.

\* Mandatory fields

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## 8) Statement of Purpose

An Applicant should read the Statement of Purpose for Collection of Personal Data carefully.

### Statement of Purpose

#### 1. Purpose of Collection

The personal data provided in the application will be used by Invest Hong Kong for one or more of the following purposes:

1. to process your application;
2. for statistics and research purposes on the condition that the resulting statistics or results of the research will not be made available in a form which will identify the data subjects or any of them; and
3. any other legitimate purposes as may be required, authorised or permitted by law.

The provision of personal data by means of this application is voluntary. If you do not provide sufficient information, we may not be able to process your application or to conduct the record search or positively identify the record.

#### 2. Classes of Transferees

The personal data you provide may be disclosed to any government bureaux, departments and any other public or private organisations inside or outside the Hong Kong Special Administrative Region for the purposes mentioned above.

#### 3. Access to Personal Data

You have a right to request access to and correction of your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486). Your right of access includes the right to obtain a copy of your personal data provided in the application subject to payment of a fee.

Enquiries concerning the personal data collected by means of the application, including making of access and corrections, should be addressed to:

Head of Corporate Services, Invest Hong Kong

Address: 25/F, Fairmont House, 8 Cotton Tree Drive, Central, Hong Kong

Telephone no.: (852) 3107 1073

E-mail address: data-protection@investhk.gov.hk

#### 4. Direct Marketing Opt-out Request

Invest Hong Kong invites you to remain connected and abreast of the most current developments concerning Family Office. Our commitment is to provide you with up-to-date information on our latest initiatives and offerings, tailored to offer significant benefits and value. Please note that your below option represents your present choice of whether or not to receive direct marketing contact or information, and applies to the direct marketing of the services and/or subjects as set out in Invest Hong Kong's [Privacy Policy](#), as amended from time to time. Please also refer to the notice on the kinds of personal data which may be used in direct marketing and the classes of persons to which your personal data may be provided for them to use in direct marketing. If you submit the application with a tick in the below box, it means that you do not agree to the use of your personal data for any form of Invest Hong Kong's direct marketing (including e-mail, mail and telephone). ☐

#### 5. General Enquiries

For general enquiries, please contact us at:

Telephone no.: (852) 3904 3001

E-mail address: newcies@investhk.gov.hk

Website: www.newcies.gov.hk

\* Mandatory fields

Save


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## 9) Signature of Applicant

### Signature of Applicant

Please upload an image of your signature. \*



Choose a file or drag it here  
Accept file format: JPG, JPEG, PNG  
Size up to 2.0 MB

An Applicant must upload an image of his/her signature in the specified format within the size limit.

\* Mandatory fields

Save

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## 10) Documents to be Submitted by Post/in Person after Online Submission

An Applicant must submit the required documents within seven calendar days by post/in person to the New CIES Office after submitting the online application.

### Documents to be Submitted by Post/in Person after Online Submission

After submitting the online application, the following documents must be submitted within seven calendar days by post/in person to the New CIES Office (Address: 15/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong). If you fail to submit the documents within the deadline, it may render your application invalid and you will have to resubmit the online application.

- (i) A Fulfillment document issued by a Certified Public Accountant ("CPA") (Practising) as defined in the Accounting and Financial Reporting Council Ordinance (Cap. 588 of the Laws of Hong Kong) (including Net Assets Statements)\*; and
- (ii) all relevant supporting documents (originals, or photocopies certified true by you, i.e. duly signed by you on the first and last pages of each set of supporting documents) stated therein, e.g. bank statements, bank reference letters and banking facilities letters, etc., assisted in demonstrating your personal Net assets throughout the six months preceding the date you lodge your application for Net Asset Assessment.

\*No more than 14 calendar days may elapse between the date of issue of the Fulfillment document and the date you lodge this application for Net Asset Assessment.



#### Reminder

After submitting this form, please record your Transaction Reference Number to facilitate your subsequent submission of IHK-CIES02 Application for Assessment on Investment Requirements.

\* Mandatory fields

Save

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Next

## 11) Review & Confirm

### Documents to be Submitted by Post/In Person after Online Submission

After submitting the online application, the following documents must be submitted within seven calendar days by post/in person to the New CIES Office (Address: 15/F, Revenue Tower, 5 Gloucester Road, Wan Chai, Hong Kong). If you fail to submit the documents within the deadline, it may render your application invalid and you will have to resubmit the online application.

- (i) A Fulfillment document issued by a Certified Public Accountant ("CPA") (Practising) as defined in the Accounting and Financial Reporting Council Ordinance (Cap. 588 of the Laws of Hong Kong) (including Net Assets Statements)<sup>#</sup>; and
- (ii) all relevant supporting documents (originals, or photocopies certified true by you, i.e. duly signed by you on the first and last pages of each set of supporting documents) stated therein, e.g. bank statements, bank reference letters and banking facilities letters, etc., assisted in demonstrating your personal Net assets throughout the six months preceding the date you lodge your application for Net Asset Assessment.

<sup>#</sup>No more than 14 calendar days may elapse between the date of issue of the Fulfillment document and the date you lodge this application for Net Asset Assessment.



#### Reminder

After submitting this form, please record your Transaction Reference Number to facilitate your subsequent submission of IHK-CIES02 Application for Assessment on Investment Requirements.

### Submission Acknowledgement

Please provide your email address to receive acknowledgement email for future reference:

Email \*

An Applicant should review his/her application summary carefully and provide an email address to receive an acknowledgement email for future reference before clicking "Submit".

If an Applicant wishes to amend the information, he/she can click "Back" to return to the respective page.

\* Mandatory fields

Save

Back

Submit

## 11) Review & Confirm (Continued)

The screenshot shows a 'Confirm' dialog box with the text 'Confirm Submit?' and two buttons: 'Cancel' and 'OK'. The 'OK' button is highlighted with a red border. An arrow points from the 'OK' button to a yellow text box. In the background, a 'CAPTCHA In-Progress' window is visible, showing a CAPTCHA image with the text 'JGVE' and a text input field labeled 'Enter text from image'. Below the CAPTCHA window, there are 'Cancel' and 'Retry' buttons. The main form behind the dialog boxes has a section titled 'Submission Acknowledgement' with the text 'Please provide your email address to receive acknowledgement email for future reference:'. At the bottom of the form, there are 'Save', 'Back', and 'Submit' buttons. A 'Mandatory fields' label is also visible.

**Confirm** x

Confirm Submit?

Cancel OK

**Submission Acknowledgement**

Please provide your email address to receive acknowledgement email for future reference:

Once "OK" is selected, the CAPTCHA test will appear on the screen for completion before submission.

If any information in the online application form has to be revised after submission, an Applicant should contact the New CIES Office by email ([newcies@investhk.gov.hk](mailto:newcies@investhk.gov.hk)) instead of submitting another online application form. Duplicate submissions of online application form may result in confusion and a significant delay in the assessment process.

**CAPTCHA In-Progress**

Enter text from image

Cancel Retry

Mandatory fields

Save Back Submit

## 12) Acknowledgement

### Submission Details

Thank you for using our e-Form service. Your submission has been received and will be forwarded to the concerned bureau, department or organisation for processing. Please quote the transaction reference number below for future communication related to this submission, including any enquiries or subsequent submission of supporting documents.

Print / Download Submitted Form

An Applicant should print or download his/her submitted form after he/she completes the online application for future reference.

Submission Date and Time (YYYY-MM-DD HH:MM)

Transaction Reference Number

IHK0010455T3K31V

An Applicant should record his/her **Transaction Reference Number** to facilitate the subsequent submission of IHK-CIES02 Application for Assessment on Investment Requirements.

Should you have any enquiries, please contact the respective bureau, department or organisation -  
New Capital Investment Entrant Scheme Office  
Telephone no.: 3904 3001  
Email: newcies@investhk.gov.hk

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