

## Notification of Change of Place of Business

To: Commissioner for Labour

(Employment Agencies Administration (“EAA”))

I/Our company\* write to inform you that \_\_\_\_\_ (name of employment agency) \_\_\_\_\_, would be moved from \_\_\_\_\_ (previous place of business) \_\_\_\_\_ to \_\_\_\_\_ (new place of business) \_\_\_\_\_ with effect from \_\_\_\_\_ (date) \_\_\_\_\_. The original licence /and duplicate licence(s)\* of branches is / are\* returned for your amendment.

I/Our Company\* agree to disclose the aforementioned employment agency’s updated business address in the Employment Agencies Portal ([www.eaa.labour.gov.hk](http://www.eaa.labour.gov.hk)) and the Gazette for public’s viewing.

I/Our Company\* undertake that in case the premises (e.g. domestic premises / industrial buildings) in which the employment agency is located is not allowed for commercial use, and that the employment agency licence has to be revoked as a result, the licensee / nominated operator shall bear all relevant consequences.

I have read and agreed to the above undertaking.



\_\_\_\_\_  
Signature and Name of Licensee / Director \*

\_\_\_\_\_  
Date

*(If the licensee is a limited company, then the seal of the company is required.)*

*\*Delete whichever is inappropriate*