

EMPLOYMENT AGENCY

Application for A Licence (supplementary sheet)

(please tick where appropriate)

1. Name of employment agency :

2. Chinese address of employment agency :

.....
District: HK KLN NT

3. Business Registration Certificate No. of employment agency :

4. Types of placement services offered :

a. Local domestic helpers

b. Foreign domestic helpers :

i) Filipino ii) Indonesia iii) Thai iv) Others _____

c. Office staff / Executive staff

d. Imported workers

e. Others, please specify :

5. Charges :

a. From job-seekers : Nil

Yes Please specify :

.....

For any enquiry about this application, please call 2115 3667.

b. From employer : As fee schedule attached
If not attached, please specify :
.....

6. Number of staff dealing with employment agency business :

1-5 6-10 11-15 16 or above

7. Company status of employment agency :

a. sole proprietorship b. partnership c. limited company

8. Particulars of applicant (sole proprietor / responsible partner / nominated operator of limited company)★ :

Name (English & Chinese) :
Nationality : HKIC No. : Identity codes:
Permanent Hong Kong Resident : Yes / No Mobile phone / Pager No.:
Residential address :
.....Residential telephone No. :

9. Particulars of other partners / all directors ★ (sole proprietor needs not complete this section) :

a. Name (English & Chinese) :
Nationality : HKIC No. : Identity codes:
Permanent Hong Kong Resident : Yes / No Mobile phone / Pager No.:
Residential address :
..... Residential telephone No. :

b. Name (English & Chinese) :
Nationality : HKIC No. : Identity codes:
Permanent Hong Kong Resident : Yes / No Mobile phone / Pager No.:
Residential address :
..... Residential telephone No. :

For any enquiry about this application, please call 2115 3667.

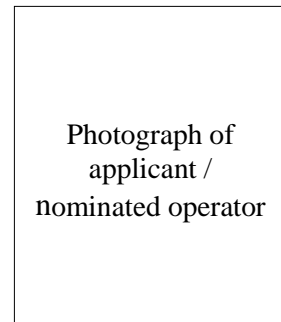
c. Name (English & Chinese) :
Nationality : HKIC No. : Identity codes:
Permanent Hong Kong Resident : Yes / No Mobile phone / Pager No.:
Residential address :
..... Residential telephone No. :

d. Name (English & Chinese) :
Nationality : HKIC No. : Identity codes:
Permanent Hong Kong Resident : Yes / No Mobile phone / Pager No.:
Residential address :
..... Residential telephone No. :

10. Signature of applicant (sole proprietor / responsible partner / director of limited company) ★ :

(if the application is made by a limited company,
the seal of the company is required.)

11. Signature of nominated operator (for limited company only) :



12. Date :

★ Delete whichever are inapplicable

Note: Please refer to Annex for the Personal Information Collection Statement.

For any enquiry about this application, please call 2115 3667.

Personal Information Collection Statement

Purpose of Collection

The personal data collected in this form is used by the Labour Department (LD) for the purposes of considering whether to issue/ renew an employment agency (EA) licence, a duplicate licence or certificate of exemption, and administering/ enforcing Part XII of the Employment Ordinance (EO), Employment Agency Regulations and Code of Practice for Employment Agencies. The relevant information may also be used to assist in the enforcement of relevant laws by other government bureaux/ departments.

2. The name of licensee of an EA/ the name of holder of a certificate of exemption and other relevant information will be published in the Gazette so that members of the public can ascertain whether a person or a company has been granted an EA licence/ certificate of exemption.

3. Where an EA or a person has been convicted of the offence of overcharging job-seekers under Section 57(1)(a) of EO or the offence of unlicensed operation under Section 51(1) of EO, or where an EA has its licence revoked or refused renewal or has been issued written warnings by the Employment Agencies Administration (EAA) of LD, the following information will be published on the website of the EA Portal of LD –

- the name and address of the EA concerned;
- the date and nature of conviction;
- the date and reason for revocation/ refusal of renewal of licence; and/ or
- the date and reason for issuing the written warning.

4. Furthermore, LD will publish information in the form of press release when an EA or a person has been convicted of overcharging job-seekers or unlicensed operation, or when an EA has its licence revoked or refused renewal.

5. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your application/ complaint.

Classes of Transferees

6. The personal data provided may be disclosed to other government bureaux/ departments for the purposes mentioned in paragraph 1 above.

Access to Personal Data

7. You have the right of access and correction with respect to your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of the personal data you have provided. You can make such requests by filling in the “Personal Data Access/ Correction Request Form” which is available at the office of EAA of LD.

Enquiries

8. For enquiries on the collection, access and correction of your personal data, please contact EAA at 2115 3667, or write to the Labour Officer of EAA of LD at Unit 906, 9/F, One Mong Kok Road Commercial Centre, 1 Mong Kok Road, Kowloon.