

## Notification of Appointment of Nominated Operator

To: Commissioner for Labour  
(Employment Agencies Administration)

The directors of \_\_\_\_\_ (Name of the limited company) \_\_\_\_\_, would like to inform you of the following:

(Nominated operator's name [as shown on the HKID Card] and HKID number) is a director / employee\* of \_\_\_\_\_ (Name of the limited company) \_\_\_\_\_. We all agree \_\_\_\_\_ (Nominated operator's name) to be the nominated operator of \_\_\_\_\_ (Chinese and English names of the employment agency) \_\_\_\_\_.

_____ (Signature and Name)		_____ (Signature and Name)
_____ (Signature and Name)		_____ Date

Signatures and Names of All Directors  
(The seal of the company is required)

\*Delete whichever is inappropriate

**OR**

### Directors' Meeting Minutes

\_\_\_\_\_  
(Name of limited company)

Minutes of Directors' meeting held at \_\_\_\_\_ (Office address) \_\_\_\_\_ on \_\_\_\_\_ (Date of meeting) \_\_\_\_\_.

Present: \_\_\_\_\_ (Full name of directors) \_\_\_\_\_.

Chairperson: \_\_\_\_\_ (Full name of one of the directors attending the meeting) \_\_\_\_\_ was elected as Chairperson of the meeting.

Quorum: It was noted that quorum was present for the meeting.

### **Appointment of nominated operator**

Resolved that \_\_\_\_\_ (Name [as shown on the HKID Card] and HKID number of the nominated operator) \_\_\_\_\_, being an employee / a director\* of \_\_\_\_\_ (Name of the limited company) \_\_\_\_\_, was appointed as the nominated operator of \_\_\_\_\_ (Chinese and English names of the employment agency) \_\_\_\_\_.

End of meeting: There being no other business, the meeting was declared closed.

_____ Signature and Name of Chairperson (The seal of the company is required)		
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\*Delete whichever is inappropriate