

**Notification Regarding Change of Licensee's /
Employment Agency's Name**

To: Commissioner for Labour
(Employment Agencies Administration)

I / We* _____ (Chinese and English Names of Licensee) _____, the licensee of
(Chinese and English Names of Employment Agency) _____, would like to inform you
that:

- (i) My name / our company name* has been changed to _____ (New Chinese and
English Names of the Licensee) _____ with effect from _____ (Date) _____;
and / or
- (ii) The names of the above employment agency will be changed to _____ (New
Chinese and English Names of Employment Agency) _____ upon approval from the
Labour Department.

As such, I / we* have already submitted an application of licence under the new
name. I / We* undertake that once the new licence has been issued, I / we* would
return the old licence for your cancellation.



Signature and Name of Licensee / Director*
(If the licensee is a limited company,
the seal of the company is required)

Date

*Delete whichever is inappropriate