Notification of Change of Director / Partner*

To: Commissioner for Labour
(Employment Agencies Administration)

We (Name of the limited company / employment agency (for partnership company)), would like to inform you of the following:

(Resigned director's / outgoing partner's name and HK Identity Card No.)* resigned from the director post / ceased to be partner* of (Name of the limited company / employment agency) with effect from (Date). (Newly appointed director's / newly joined partner's name and HK Identity Card No.)* was appointed as a director / joined as a partner* of (Name of the limited company / employment agency) with effect from (Date).

Company Seal

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

Date

*Delete whichever is inappropriate