



i. Application for Employment Agency Licence

Section 51(1) of the Employment Ordinance states that no person shall operate an employment agency without a licence or certificate of exemption.

- Application shall be submitted **not later than one month** before the intended date of commencement of business.
- Before submitting your application for a licence, please send the proposed name of your employment agency and your telephone number to the Employment Agencies Administration of the Labour Department by e-mail (e-mail address: ea-ee@labour.gov.hk) or by fax (fax number: 2115 3756) to confirm that the proposed name can be used for application. A flowchart indicating the application procedures is on page 71.

- Submit the following documents: ^

For sole proprietorship / partnership / limited company

- ◆ 'Employment Agency - Application for a Licence' (L.D. 184 (S)) (Sample at Appendix 1)
- ◆ 'Employment Agency - Application for a Licence (supplementary sheet)' (EA-F21) (Sample at Appendix 2)
- ◆ 'Particulars of Employment Agencies to be Displayed at Employment Agencies Portal' Form (EAP-F1) (Sample at Appendix 3)
- ◆ 'Particulars of Associate of Employment Agency' (with Authorisation) (EA-LOA) (Sample at Appendix 4)
- ◆ Photocopy of the valid Business Registration Certificate

For Partnership, also submit:

- ◆ Document signed by all partners confirming the appointment of applicant as intended licensee
- ◆ Photocopy of the Hong Kong Identity Card of each of other partners (photocopy of passport is required if the partner is not the holder of a Hong Kong Identity Card). (The copy can be submitted through the applicant at the time of making application, or the partner can choose to present his / her Hong Kong Identity Card / Passport to the Labour Department in person.)

^ Since 9 May 2024, applicant should also submit "Information on Relationship with Financial institution(s)" (Sample at Appendix 15)

For Limited Company, also submit:

- ◆ Notification of Appointment of Nominated Operator (should either be a director or an employee of the company) or Directors' Meeting Minutes (sample at Appendix 5)
- ◆ Photocopy of (i) the Certificate of Incorporation; (ii) Incorporation Form (Company Limited by Shares) (NNC1) or Annual Return (NAR1) and (iii) Notice of Change of Company Secretary and Director (Appointment / Cessation) (ND2A) (if applicable); and Notice of Change in Particulars of Company Secretary and Director (ND2B) (if applicable) [Please see Remarks]
- ◆ Photocopy of the Hong Kong Identity Card of each of the directors (photocopy of passport is required if the director is not the holder of a Hong Kong Identity Card). (The copy can be submitted through the applicant / nominated operator at the time of making application, or the director can choose to present his / her Hong Kong Identity Card / Passport to the Labour Department in person.)

☛ Notes for applicant / nominated operator:

- ◆ Applicant / nominated operator must attend an interview in person with an officer at the Employment Agencies Administration of the Labour Department, bringing along Hong Kong Identity Card (Passport of the applicant / nominated operator is also required if he / she is not the holder of a Hong Kong Permanent Identity Card) and a recent passport photograph.
- ◆ Applicant / nominated operator and other related persons are also required to sign 'Particulars of Associate of Employment Agency' and an authorisation letter (sample at Appendix 4) to agree this department to check with the Hong Kong Police Force so as to confirm that he / she has not, within the preceding 5 years, been convicted of an offence against the person of a child, young person, or woman or of an offence involving membership of a triad society, fraud, dishonesty or extortion.
- ◆ If the applicant / nominated operator is not a permanent Hong Kong resident, he / she is also required to sign a consent letter to agree this department to check with the Hong Kong Immigration Department so as to confirm whether his / her role as the licensee / nominated operator of an employment agency will constitute a breach of his / her conditions of stay in Hong Kong.

\$ Fee: Issue of licence: \$2,000

Remarks: For documents which had been delivered to the Companies Registry on or after 24.10.2022, please also submit:

- ◆ Incorporation Form (Company Limited by Shares) with protected information (PI-NNC1)
- ◆ Annual Return (NAR1) or Incorporation Form (Company Limited by Shares)(NNC1) delivered to the Companies Registry before 24.10.2022
- ◆ Notice of Change of Company Secretary and Director (Appointment/Cessation) with protected information (PI-ND2A)
- ◆ Notice of Change in Particulars of Company Secretary and Director with protected information (PI-ND2B)