

vi. Change of nominated operator

Regulation 7(1) of the Employment Agency Regulations states that a company to which a licence is issued shall notify the Commissioner for Labour in writing of the name of the associate (should either be a director or an employee of the company) appointed by the company to operate, manage, or assist in the management of the employment agency in respect of which the licence is issued*.

- Notification should be made within 14 days after the change
- Newly appointed nominated operator should bring the following and submit the application in person at the Employment Agencies Administration of the Labour Department:

- ◆ 'Particulars of Associate of Employment Agency' (with Authorisation) (EA-LOA) (Sample at Appendix 4)
- ◆ Notification of Appointment of Nominated Operator or Directors' Meeting Minutes (Sample at Appendix 5)
- ◆ One recent passport photo
- ◆ Hong Kong Identity Card (and passport if not a Hong Kong permanent resident)
- ◆ Photocopy of Form ND2A - Notice of Change of Company Secretary and Director (Appointment / Cessation) submitted to the Companies Registry (For change of nominated operator due to the change of director of the limited company only)
[Please see Remarks]

* Employment Agency shall bear the risk of late notification or loss of documents due to delay or failure in delivery. To ensure effective and timely delivery of documents to this department, please consider using a reliable way for delivery, such as registered mail, courier service, or in person, etc.

Remarks (1) : For documents which had been delivered to the Companies Registry on or after 24.10.2022, please also submit:

- ◆ Notice of Change of Company Secretary and Director (Appointment/Cessation) with protected information (PI-ND2A)

Remarks (2) : Please note that an advance booking of an interview appointment by email or telephone is required.