

vii. Change of associate (other than director / partner / nominated operator)

The employment agency shall notify the Commissioner for Labour in writing for any changes (including joining, leaving or position change) of associate (i.e. related person and employed individual)*.

• Notification should be made within 14 days after the change by submitting the following:

- ◆ 'Particulars of Associate of Employment Agency' (Sample at Appendix 4)
(with Authorisation) (EA-LOA)

* 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.