



viii. Change of place of business

Regulation 9(1) of the Employment Agency Regulations states that if a licensee wishes to change the place of business of his / her employment agency, he / she shall notify the Commissioner for Labour in writing and submit his / her licence to the Commissioner*. The Commissioner shall endorse the change of address of the employment agency on the licence upon receipt of the notification.

- Notification should be made not less than 14 days before the change
- Submit the following documents:
 - ◆ Notification of Change of Place of Business (Sample at Appendix 10)
 - ◆ 'Particulars of Employment Agencies to be Displayed at Employment Agencies Portal' Form (EAP-F1) (Sample at Appendix 3)
 - ◆ Original licence(s) of existing main and branch office(s) (if any)
 - ◆ Photocopy of the valid Business Registration Certificate of the new place of business

\$ Fee: Alteration made on each licence: \$155

* 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.