

EMPLOYMENT AGENCY

APPLICATION FOR A LICENCE

Issued under section 52(1) of the Employment Ordinance, Chapter 57

Name of Applicant : Mr. / Miss / Mrs. / Limited Co.*.....
(*Delete whichever are inappropriate) (Please use BLOCK LETTERS)

Address of Applicant :
.....

Name / Intended Name of Employment Agency:

i) English :

ii) Chinese, if applicable:

Place / Intended place of business of Employment Agency :
.....
.....

District : HK KLN NT

Office telephone No. :

Facsimile machine No. :

Email Address :

Signature of Applicant :
(if the application is made by a limited company,
the seal of the company is required.)

Date :

Note :

1. This application shall be submitted to the Commissioner for Labour not later than one month before the applicant intends to commence business.
2. No refund of a licence fee shall be made by the Government of the Hong Kong Special Administrative Region if the licence in respect of which it is paid is revoked by the Commissioner for Labour.
3. Please refer to Annex for the Personal Information Collection Statement.

For any enquiry about this application, please call 2115 3667.

Personal Information Collection Statement

Purpose of Collection

The personal data collected in this form is used by the Labour Department (LD) for the purposes of considering whether to issue/ renew an employment agency (EA) licence, a duplicate licence or certificate of exemption, and administering/ enforcing Part XII of the Employment Ordinance (EO), Employment Agency Regulations and Code of Practice for Employment Agencies. The relevant information may also be used to assist in the enforcement of relevant laws by other government bureaux/ departments.

2. The name of licensee of an EA/ the name of holder of a certificate of exemption and other relevant information will be published in the Gazette so that members of the public can ascertain whether a person or a company has been granted an EA licence/ certificate of exemption.

3. Where an EA or a person has been convicted of the offence of overcharging job-seekers under Section 57(1)(a) of EO or the offence of unlicensed operation under Section 51(1) of EO, or where an EA has its licence revoked or refused renewal or has been issued written warnings by the Employment Agencies Administration (EAA) of LD, the following information will be published on the website of the EA Portal of LD –

- the name and address of the EA concerned;
- the date and nature of conviction;
- the date and reason for revocation/ refusal of renewal of licence; and/ or
- the date and reason for issuing the written warning.

4. Furthermore, LD will publish information in the form of press release when an EA or a person has been convicted of overcharging job-seekers or unlicensed operation, or when an EA has its licence revoked or refused renewal.

5. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your application/ complaint.

Classes of Transferees

6. The personal data provided may be disclosed to other government bureaux/ departments for the purposes mentioned in paragraph 1 above.

Access to Personal Data

7. You have the right of access and correction with respect to your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of the personal data you have provided. You can make such requests by filling in the “Personal Data Access/ Correction Request Form” which is available at the office of EAA of LD.

Enquiries

8. For enquiries on the collection, access and correction of your personal data, please contact EAA at 2115 3667, or write to the Labour Officer of EAA of LD at Unit 906, 9/F, One Mong Kok Road Commercial Centre, 1 Mong Kok Road, Kowloon.