

Notification on Change of Place of Business

To: Commissioner for Labour

(Employment Agencies Administration ("EAA"))

I/Our company* write to inform you that _____ (name of employment agency) _____,
would be moved from _____ (previous place of business) _____
to _____ (new place of business) _____ with
effect from _____ (date) _____. The original licence /and duplicate licence(s)*
of branches is / are* returned for your amendment.

I/Our Company* agree to disclose the aforementioned employment agency's updated
business address in the Employment Agencies Portal (www.eaa.labour.gov.hk) and the
Gazette for public's viewing.

I/Our Company* undertake that the address of employment agency can be used for
commercial purpose, and in case the premises (e.g. residential buildings / industrial
buildings) in which the employment agency is located is not allowed for commercial use,
and that the employment agency licence has to be revoked as a result, the licensee and
nominated operator shall bear the relevant consequences.

☐ I have read and agreed to the above undertaking.



Signature and Name of Licensee / Director *

Date

(If the licensee is a limited company, then the seal of the company is required.)

**Delete whichever is inappropriate*