

## **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](http://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.



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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*