

ii. Application for branch licence

Section 52(2B) of the Employment Ordinance states that where a licensee operates an employment agency under the same name at more than one place of business, he / she shall designate which place of business is the main location and shall obtain a duplicate licence for each branch location.

- ☛ Application shall be submitted **not later than one month** before the intended commencement date of business of the branch office.
- ☛ Submit the following documents: ^
 - ◆ Original licences of existing main and branch offices (if any) for alteration
 - ◆ 'Employment Agency - Application for a Licence' (L.D. 184 (S)) (Sample at Appendix 1)
 - ◆ 'Employment Agency - Application for a Licence (supplementary sheet)' (EA-F21) (Sample at Appendix 2)
 - ◆ 'Particulars of Employment Agencies to be Displayed at Employment Agencies Portal' Form (EAP-F1) (Sample at Appendix 3)
 - ◆ 'Particulars of Associate of Employment Agency' (with Authorisation) (EA-LOA) (Sample at Appendix 4)
 - ◆ Notification of Appointment of Nominated Operator for the new branch office or Directors' Meeting Minutes (if licensee is a limited company) (Sample at Appendix 5)
 - ◆ 'Designation of Main and Branch Office(s) of Employment Agency' (EA-F25) (Sample at Appendix 6)
 - ◆ Photocopy of the valid Business Registration Certificate of the new branch office
 - ◆ For documents which had been delivered to the Companies Registry on or after 24.10.2022, please refer to Remarks in Application for Employment Agency Licence

☛ Notes for licensee / nominated operator:

- ◆ Licensee / Nominated operator must attend an interview in person with an officer at the Employment Agencies Administration of the Labour Department and make a declaration stating that he / she has not, within the preceding 5 years, been convicted of an offence against the person of a child, young person, or woman or of an offence involving membership of a triad society, fraud, dishonesty or extortion;
- ◆ Licensee / Nominated operator and other related persons are also required to sign 'Particulars of Associate of Employment Agency' and an authorisation letter (sample at Appendix 4) allowing the Commissioner of Police to release full particulars of any and all criminal convictions recorded against them to the Commissioner for Labour.

\$ Fee: Issue of each duplicate licence: \$385;

Alteration (for adding the address of the new branch office) made on each existing licence: \$155

[^] Since 9 May 2024, applicant should also submit “Information on Relationship with Financial Institution(s)” (Sample at Appendix 15).