

iii. Renewal of licence

Regulation 2(3) of the Employment Agency Regulations states that for renewal of a licence, the licensee shall submit application in a specified form to the Commissioner*. Please refer to page 76 for a flowchart showing the renewal procedures.

☛ Application shall be submitted **not later than two months** before the expiration of the existing licence.

☛ Submit the following documents^:

- ◆ 'Employment Agency - Application for Renewal of a Licence' (L.D. 185(S)) (Sample at Appendix 7)
- ◆ 'Particulars of Associate of Employment Agency' (with Authorisation) (EA-LOA)[#] (Sample at Appendix 4)
- ◆ Photocopy of the valid Business Registration Certificate (It should be valid after the expiry date of the licence)

☛ Notes for licensee:

If the licensee holds duplicate licence(s) of the employment agency and will continue to operate the branch office(s), he / she should submit the renewal application together with the following documents:

- ◆ 'Designation of Main and Branch Office(s) of Employment Agency' (EA-F25) (Sample at Appendix 6)
- ◆ 'Employment Agency - Application for Renewal of a Licence' (L.D. 185 (S)) (Sample at Appendix 7)
(One copy for each branch office)
- ◆ 'Particulars of Associate of Employment Agency' (with Authorisation) (EA-LOA)[#] (Sample at Appendix 4)
(One copy for each branch office)
- ◆ Photocopy of the valid Business Registration Certificate of each branch office (It should be valid after the expiry date of the licence)

Licensee of employment agency owned under sole proprietorship or partnership is also required to submit his / her authorisation letter to agree this department to check with the Hong Kong Police Force so as to confirm 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.

\$ Fee: Issue of main licence: \$2,000; Issue of each duplicate licence (if applicable): \$385

* 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.

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