

iv. Change of name of licensee / employment agency

In case that the name of the licensee / employment agency has been changed after the issuance of the licence, the licensee should submit a new application for licence.

- ☛ Submit the following documents:
 - ◆ '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 Regarding Change of Licensee's / Employment Agency's Name (Sample at Appendix 8)
 - ◆ Hong Kong Identity Card (and passport if applicant / nominated operator is not the holder of a Hong Kong Permanent Identity Card) and a recent passport photo of the applicant / nominated operator (if applicant is a limited company)
 - ◆ Photocopy of the Hong Kong Identity Card (photocopy of passport if they are not holders of Hong Kong Identity Card) of each of the other partners of a partnership, or of each of the directors of a limited company

(The copy can be submitted through the applicant / nominated operator at the time of making application, or the partner / director can choose to present his / her Hong Kong Identity Card / Passport to the Labour Department in person.)

- ◆ Notification of Appointment of Nominated Operator or Directors' Meeting Minutes (if applicable) (Sample at Appendix 5)
- ◆ Photocopy of the valid Business Registration Certificate of the company
- ◆ If the application is made by a limited company, photocopies of the following documents are required:
 - (i) Certificate of Incorporation
 - (ii) Incorporation Form (Company Limited by Shares) (NNC1) or Annual Return (NAR1)
 - (iii) Notice of Change of Company Secretary and Director (Appointment / Cessation) (ND2A)(if applicable); and Notice of Change in Particulars of Company Secretary and Director (ND2B) (if applicable)
- ◆ 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 applicant:

- ◆ If the name of the employment agency has to be changed, the applicant should contact the Employment Agencies Administration of the Labour Department before submitting the above application to confirm that the new name can be used for application.
- ◆ For procedures of applying for an employment agency licence, please refer to pages 69-71.
- ☛ If the applicant operates the agency under the same name at more than one location, he / she has to apply for a duplicate licence for each branch location. Please refer to page 72-73 for the procedures for applying for branch licence.

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