

ix. Cessation of business

Regulation 8(1) of the Employment Agency Regulations states that when an employment agency ceases to operate as a business, the licensee shall notify the Commissioner for Labour in writing that the employment agency has ceased to operate as a business and deliver his / her licence to the Commissioner*.

- Notification shall be made within 7 days after the cessation of business
- Submit the following documents:
 - ◆ Cessation notice (Sample at Appendix 11)
 - ◆ Original licence(s) of existing main and branch office(s) (if any)
- Note: Cancellation of a licence is free of charge. However, if the licensee only closes one/ some of the offices of his / her agency, he / she has to return the original licence(s) of the remaining office(s) to the Commissioner* so as to have the information on the office address(es) of the employment agency amended.

\$ Fee: Alteration made on each licence: \$155

- * 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.