## Flowchart of Application for Renewal of an Employment Agency Licence



Licensee shall submit the following documents to the Employment Agencies Administration (EAA) at least two months before existing licence expires (can be submitted by post)\*:

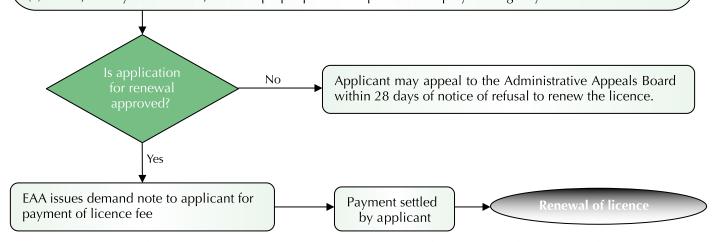
- Employment Agency Application for Renewal of a Licence L.D.185(S)
- Particulars of Associate of Employment Agency
  with Authorisation (EA LOA)
- Photocopy of the valid Business Registration Certificate

If the licensee operates branch office(s), also submit the following documents:

- Designation of Main and Branch Office(s) of Employment Agency EA F25
- Employment Agency Application for Renewal of a Licence L.D.185(S) for each branch office
- Particulars of Associate of Employment Agency
  (with Authorisation) (EA LOA) for each branch office
- Photocopy of the valid Business Registration Certificate of each branch office

EAA will vet the application and check with the Hong Kong Police Force, Immigration Department and Official Receiver's Office where appropriate. The Commissioner for Labour may refuse to renew the licence if the applicant or the associate of the applicant#:

- (a) is an undischarged bankrupt;
- (b) has, 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;
- (c) has knowingly furnished to the Commissioner any false or misleading information in connection with his application;
- (d) has contravened any provision of Part XII of the Employment Ordinance or Employment Agency Regulations;
- (e) has not complied with the Code of Practice; or
- (f) is not, for any other reason, a fit and proper person to operate an employment agency.



Note: # Please refer to the paragraphs under "Refusal to issue / renew and revocation of licences" in Chapter 1 for details

- \* 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).