

— Form 表格 (EAP-F1) —

**Particulars of Employment Agencies to be Displayed at Employment Agencies Portal**

於職業介紹所專題網站內展示職業介紹所的資料

Employment Agencies Administration (EAA) of the Labour Department publishes details of licensed employment agencies (EAs) in the Gazette every year and maintains a list of EAs with valid licence in the Employment Agencies Portal (EA Portal) ([www.eaa.labour.gov.hk](http://www.eaa.labour.gov.hk)) for public's viewing through the search function of the EA Portal. In this connection, please provide the particulars of your EA to be displayed in the EA Portal by returning this form along with the relevant licence application documents/notifications to EAA, or send this form by fax at 2115 3756, so that the updated information of your EA would be displayed at the EA Portal upon approval for the licence application (including main and duplicate licence(s))/update of contact particulars of your EA.

本處職業介紹所事務科（事務科）每年均把獲發牌照的職業介紹所的資料刊登於憲報上，並於職業介紹所專題網站（專題網站）([www.eaa.labour.gov.hk](http://www.eaa.labour.gov.hk)) 內公布持有有效牌照的職業介紹所名單，以供公眾透過專題網站的搜尋功能查閱。煩請閣下填寫此表格，以提供貴所欲於專題網站內公開的資訊。請於遞交有關牌照申請文件／通知書時將此表格一併交回事務科，或傳真至 2115 3756，本處會在有關牌照（包括總行牌照及／或分行牌照複本）申請／聯絡資料更改獲批准後於專題網站內展示相關資料。

**Particulars of Employment Agency 職業介紹所資料：**

Our Reference 本處編號	/
	(此編號由事務科填寫 To be completed by EAA)
Name of EA (English) 職業介紹所名稱 (英文)	
Name of EA (Chinese) 職業介紹所名稱 (中文)	
Address (English) 地址 (英文)	
Address (Chinese) 地址 (中文)	
Location of EA (Please refer to Appendix) 職業介紹所地點 (請參閱附件)	
Types of placement services offered (may choose more than one item)  所提供的就業服務範疇 (可選擇多項)	<input type="checkbox"/> Local domestic helpers 本地家庭傭工 (L) <input type="checkbox"/> Foreign domestic helpers 外籍家庭傭工(F) <input type="checkbox"/> Filipino 菲律賓 (P) <input type="checkbox"/> Indonesia 印尼 (Y) <input type="checkbox"/> Thai 泰國 (T) <input type="checkbox"/> Others 其他 _____ <input type="checkbox"/> Office staff / Executive staff 文職或行政人員 (O) <input type="checkbox"/> Imported workers 輸入勞工 (IW) <input type="checkbox"/> Others, please specify 其他，請註明 (X): _____
Telephone Number 電話號碼	
Fax Number 傳真號碼	
Email Address 電郵地址	

Signature of Licensee / Nominated Operator:

持牌人／被提名經營者簽署：

Name of Licensee / Nominated Operator:

( \_\_\_\_\_ )

持牌人／被提名經營者姓名：

Company Chop of EA:

職業介紹所蓋印：

**Important Notes 重要事項：**

1. Please submit separate form (EAP-F1) for each of the branch office.  
請為每間分行各遞交一份表格 (EAP-F1)。
2. This form shall be used to update the contact information of the EAs displayed at the EA Portal only. EA must submit formal applications separately with the EAA for notifications as required by law, please refer to Part II of the “Practical Guide For Operating an Employment Agency” for details.  
此表格只用作更新在專題網站內展示的職業介紹所資料。而法例規定須通報的事項，職業介紹所則須另行向事務科提交正式申請，詳情請參閱《經營職業介紹所實務指南》的第二章。
3. Please note that for any subsequent change in the particulars provided by your EA in this form, you should submit a new form (EAP-F1) to EAA again. If you only submit formal applications with EAA for notifications as required by law but without submitting a new form (EAP-F1) separately to EAA, relevant particulars of your EA will not be updated at the EA Portal.  
請注意，貴所在此表格所提供的資料日後如有任何更改，貴所必須重新遞交表格(EAP-F1)予事務科。如貴所只就法例規定所須通報的事項向事務科提交正式申請，而沒有另行填寫及遞交表格(EAP-F1)，貴所於專題網站內展示的相關資料將不會作出更新。
4. If the form (EAP-F1) of your EA is not received by EAA, we will assume that you do not agree to the disclosure of additional information. In such case, only the name, address, year in which licence was first issued and types of placement services offered by your EA will be shown in the EA Portal.  
如事務科沒有收到貴所的表格 (EAP-F1)，將假定貴所不同意在專題網站內展示相關資料，並僅會列出貴所的名稱、地址、首次發牌年份及所提供的就業服務範疇。
5. According to paragraph 4.2.3 of the Code of Practice for Employment Agencies, EAs are required to notify EAA as soon as practicable and preferably within 14 days of any change of the contact particulars of the licensee, company director(s) and/or nominated operator. You may notify EAA of such changes by using the form (CoP-F1) which can be downloaded in the EA Portal ([www.eaa.labour.gov.hk](http://www.eaa.labour.gov.hk)).  
根據《職業介紹所實務守則》第 4.2.3 段，職業介紹所的持牌人、公司董事及 / 或被提名經營者的聯絡資料有任何更改，應在切實可行時間內（最理想為 14 天內）盡快通知事務科。你可在專題網站 ([www.eaa.labour.gov.hk](http://www.eaa.labour.gov.hk)) 下載表格 (CoP-F1)，以通知事務科。

## **Personal Information Collection Statement**

### **Purpose of Collection**

The personal data collected in this form is used by the Labour Department (LD) for the purposes of considering whether to issue/ renew an employment agency (EA) licence, a duplicate licence or certificate of exemption, and administering/ enforcing Part XII of the Employment Ordinance (EO), Employment Agency Regulations and Code of Practice for Employment Agencies. The relevant information may also be used to assist in the enforcement of relevant laws by other government bureaux/ departments.

2. The name of licensee of an EA/ the name of holder of a certificate of exemption and other relevant information will be published in the Gazette so that members of the public can ascertain whether a person or a company has been granted an EA licence/ certificate of exemption.

3. Where an EA or a person has been convicted of the offence of overcharging job-seekers under Section 57(1)(a) of EO or the offence of unlicensed operation under Section 51(1) of EO, or where an EA has its licence revoked or refused renewal or has been issued written warnings by the Employment Agencies Administration (EAA) of LD, the following information will be published on the website of the EA Portal of LD –

- the name and address of the EA concerned;
- the date and nature of conviction;
- the date and reason for revocation/ refusal of renewal of licence; and/ or
- the date and reason for issuing the written warning.

4. Furthermore, LD will publish information in the form of press release when an EA or a person has been convicted of overcharging job-seekers or unlicensed operation, or when an EA has its licence revoked or refused renewal.

5. The provision of personal data by means of this form is voluntary. If you do not provide sufficient information, we may not be able to process your application/ complaint.

### **Classes of Transferees**

6. The personal data provided may be disclosed to other government bureaux/ departments for the purposes mentioned in paragraph 1 above.

### **Access to Personal Data**

7. You have the right of access and correction with respect to your personal data as provided for in Sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance. Your right of access includes the right to obtain a copy of the personal data you have provided. You can make such requests by filling in the “Personal Data Access/ Correction Request Form” which is available at the office of EAA of LD.

### **Enquiries**

8. For enquiries on the collection, access and correction of your personal data, please contact EAA at 2115 3667, or write to the Labour Officer of EAA of LD at Unit 906, 9/F, One Mong Kok Road Commercial Centre, 1 Mong Kok Road, Kowloon.

## 關於收集個人資料的聲明

### 收集個人資料的目的

勞工處將使用在本表格中所收集的個人資料，以考慮是否發給／續發職業介紹所牌照、牌照複本或豁免證明書，以及用作執行《僱傭條例》第XII部、《職業介紹所規例》及《職業介紹所實務守則》。有關資料亦可能會被用作協助其他政府決策局及部門執行相關法例。

2. 職業介紹所持牌人的姓名／豁免證明書持有人的姓名及其他有關資料，將會刊登在憲報上，以供公眾人士查閱某人士或公司是否領有職業介紹所牌照／豁免證明書。

3. 若職業介紹所或任何人士因干犯《僱傭條例》第57(1)(a)條下濫收求職者佣金的罪行或第51(1)條下無牌經營的罪行而被定罪；或職業介紹所被撤銷／拒絕續發牌照或被勞工處職業介紹所事務科（事務科）書面警告，以下資料會發布於勞工處職業介紹所專題網站：

- 有關職業介紹所的名稱和地址；
- 定罪日期和罪行性質；
- 撤銷／拒絕續發牌照的日期和理由；及／或
- 發出書面警告的日期和原因。

4. 此外，勞工處亦會以新聞公報的形式發布有關職業介紹所或任何人士因濫收求職者佣金或無牌經營而被定罪，以及職業介紹所被撤銷或拒絕續發牌照的資料。

5. 在本表格內提供個人資料純屬自願。如你沒有提供足夠資料，本處可能無法處理你的申請／投訴。

### 可獲轉交個人資料者的類別

6. 勞工處可能會為上文第1段提及的目的而向政府各決策局及部門披露你所提供的個人資料。

### 查閱個人資料

7. 根據《個人資料（私隱）條例》第18條、第22條及附表1第6原則的規定，你有權查閱和改正你提供的個人資料。你查閱個人資料的權利包括取得你所提供個人資料的複本的權利。如你欲提出這些要求，可向勞工處事務科索取《要求查閱/改正個人資料表格》，填妥後交回本科。

### 查詢

8. 如有關於收集、查閱和改正你的個人資料的查詢，請致電2115 3667與事務科聯絡，或致函事務科的勞工事務主任（九龍旺角道1號旺角道壹號商業中心9樓906室）。

**List of Locations**  
**地點列表**

***Hong Kong Island***  
**香港島**

Location	地點	Location	地點
Admiralty	金鐘	Siu Sai Wan	小西灣
Mid-level	半山	Sai Wan Ho	西灣河
Mount Davis	摩星嶺	Shau Kei Wan	筲箕灣
Peak	山頂	Aberdeen	香港仔
Sai Wan	西環	Ap Lei Chau	鴨脷洲
Sai Ying Pun	西營盤	Pokfulam	薄扶林
Western Mid-levels	西半山	Stanley	赤柱
Kennedy Town	堅尼地城	Wong Chuk Hang	黃竹坑
Sheung Wan	上環	Wah Fu/Wah Kwai	華富/華貴
Central	中環	Tin Wan	田灣
Chai Wan	柴灣	Tai Tam	大潭
Fortress Hill	炮台山	Repulse Bay	淺水灣
North Point	北角	Deep Water Bay	深水灣
Quarry Bay	鰂魚涌	Cyber Port	數碼港
Shek O	石澳	Causeway Bay	銅鑼灣
Tai Koo	太古	Happy Valley	跑馬地
Tin Hau	天后	Tai Hang	大坑
Heng Fa Chuen	杏花邨	Wanchai	灣仔

**Kowloon**  
**九龍**

Location	地點	Location	地點
Hung Hom	紅磡	Mei Foo	美孚
Kln. City	九龍城	Sham Shui Po	深水埗
To Kwa Wan	土瓜灣	Shek Kip Mei	石硤尾
Kln. Tong	九龍塘	Tai Kok Tsui	大角咀
Ma Tau Wai	馬頭圍	Yau Yat Chuen	又一村
Kai Tak	啟德	Olympic Station	奧運站
San Po Kong	新蒲崗	Stonecutter Island	昂船洲
Ho Man Tin	何文田	Lai Chi Kok	荔枝角
Kwun Tong	觀塘	Lok Fu	樂富
Lam Tin	藍田	Tsz Wan Shan	慈雲山
Shun Lee	順利	Wang Tau Hom	橫頭磡
Telford Gardens	德福花園	Wong Tai Sin	黃大仙
Tiu Keng Leng	調景嶺	Choi Hung	彩虹
Yau Tong	油塘	Diamond Hill	鑽石山
Cha Kwo Ling	茶果嶺	Jordan	佐敦
Lei Yue Mun	鯉魚門	Mong Kok	旺角
Ngau Tau Kok	牛頭角	Prince Edward	太子
Kln. Bay	九龍灣	Tsim Sha Tsui	尖沙咀
Sau Mau Ping	秀茂坪	Kowloon Station	九龍站
Cheung Sha Wan	長沙灣	Yau Ma Tei	油麻地

***New Territories***  
**新界**

Location	地點	Location	地點
Lai King	荔景	Tai Po	大埔
Kwai Fong	葵芳	Tai Wo	太和
Ma Wan	馬灣	Hong Lok Yuen	康樂園
Container Terminal	貨櫃碼頭	Ting Kok	汀角
Kwai Shing	葵盛	Tai Po Ind. Estate	大埔工業邨
Kwai Chung	葵涌	Lam Tsuen	林村
Tsing Yi	青衣	Lei Muk Shue	梨木樹
Tai Wo Hau	大窩口	Sham Tseng	深井
Kwai Hing	葵興	Tsuen Wan	荃灣
Fanling	粉嶺	Lung Kwu Tan	龍鼓灘
Lo Wu	羅湖	Chung Uk Tsuen	鍾屋邨
Sha Tau Kok	沙頭角	Lam Tei	藍地
Man Kam To	文錦渡	Tuen Mun	屯門
Kwu Tung	古洞	So Kwun Wat	掃管笏
Sheung Shui	上水	Kam Tin	錦田
Tseung Kwan O	將軍澳	Tin Shui Wai	天水圍
Ho Chung	蠔涌	Yuen Long Ind. Dist.	元朗工業區
Clear Water Bay	清水灣	Lau Fou Shan	流浮山
Sai Kung	西貢	San Tin	新田
Shap Sze Heung	十四鄉	Pat Heung	八鄉
Ma On Shan	馬鞍山	Hung Shui Kiu	洪水橋
Shatin	沙田	Lok Ma Chau	落馬洲
Ma Liu Shui	馬料水	Nim Wan	稔灣
Kau To Shan	九肚山	Ping Shan	屏山
Siu Lek Yuen	小瀝源	Yuen Long	元朗
Tai Wai	大圍	Ngau Tam Mei	牛潭尾
Fotan	火炭		

***Outlying Islands***  
**離島**

Location	地點	Location	地點
Lantau Island	大嶼山	Lamma Island	南丫島
Tung Chung	東涌	Discovery Bay	愉景灣
Cheung Chau	長洲	Mui Wo	梅窩
Sunny Bay	欣澳	Ngong Ping	昂平
Other islands	其他離島	Penny's Bay	竹篙灣
Chek Lap Kok	赤鱘角	Tai O	大澳
Peng Chau	坪洲		