

EMPLOYMENT AGENCY

APPLICATION FOR A LICENCE

Issued under section 52(1) of the Employment Ordinance, Chapter 57

Personal Information Collection Statement :

Purpose of Collection

The personal data collected in this form is used for the purposes of issue/renewal of employment agency licence, issue of duplicate licence or certificate of exemption, and administering/enforcing Part XII of the Employment Ordinance and Employment Agency Regulations.

2. The name of licensee of an employment agency / the name of holder of a certificate of exemption and other relevant information will be published in the Gazette for the purpose of ascertaining whether a person or an employment agency has been granted a licence/certificate of exemption.

Classes of Transferees

3. The personal data you provide may be disclosed to other government departments for the purposes mentioned in paragraphs 1 and 2 above.

Access to Personal Data

4. 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 our office.

Enquiries

5. For enquiries on the collection, access and correction of your personal data, please address to the Labour Officer of Employment Agencies Administration.

Address: Unit 906, 9 / F, One Mong Kok Road Commercial Centre, 1 Mong Kok Road, Kowloon

Tel.: 2115 3667

Name of Applicant : Mr. / Miss / Mrs. / Limited Co.*

(*Delete whichever are inappropriate)

(Please use BLOCK LETTERS)

Address of Applicant :

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Name / Intended Name of Employment Agency:

i) English :

ii) Chinese, if applicable:

Place / Intended place of business of Employment Agency :

District : HK KLN NT

Office telephone No. :

Facsimile machine No. :

Email Address :

Signature of Applicant :

(if the application is made by a limited company,
the seal of the company is required.)

Date :

Note :

1. This application shall be submitted to the Commissioner for Labour not later than one month before the applicant intends to commence business.
2. No refund of a licence fee shall be made by the Government of the Hong Kong Special Administrative Region if the licence in respect of which it is paid is revoked by the Commissioner for Labour.

L.D.184(S)(Rev.6/2016) **For any enquiry about this application, please call 2115 3667.**