

**EMPLOYMENT AGENCY  
APPLICATION FOR RENEWAL OF A LICENCE**  
Issued under section 52(5) 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 : .....

Email address : .....

Residential telephone No. : ..... Mobile phone No. : ..... H.K. Identity Card No. : .....

Name of Employment Agency : (English) .....

(Chinese) .....

Place of business of Employment Agency : .....

District : ..... HK KLN NT

Tel. No. : .....

Present licence No. : ..... Date of expiry of present licence : .....

Signature of licensee / director : .....

Name of licensee / director : .....

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

Date : .....

**DECLARATION**

I, \_\_\_\_\_ (in full name) Hong Kong Identity Card No. \_\_\_\_\_ declare that :

I have not, within the preceding five 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.

And I make this declaration conscientiously believing the same to be true and correct.

Signature of licensee / nominated operator : \_\_\_\_\_

Date : \_\_\_\_\_

Note: In accordance with Section 53(1)(c)(iii) of the Employment Ordinance, the Commissioner for Labour may refuse to issue a licence if the applicant has knowingly furnished to the Commissioner any false or misleading information in connection with his application for the issue or renewal of the licence. Section 60(5) of the same Ordinance stipulates that any person who in connection with any application to the Commissioner furnishes any information which he knows or reasonably ought to know to be false or misleading shall be liable on conviction to a fine of \$50,000.