

## Information on Relationship with Financial Institution(s)

Name of Employment Agency (EA): \_\_\_\_\_

Name of Licensee: \_\_\_\_\_

Name of Director(s) (only if the licensee is a limited company):

(i) \_\_\_\_\_ (full name)

(ii) \_\_\_\_\_ (full name)

In respect of the application for a licence/renewal of licence to operate the aforementioned EA, I/we provide the following information:

**(I) Is the above EA operating at the same premises of any financial institution<sup>1</sup>?**

Yes (please provide the relevant information in the table below)

No

	<b>Name of Financial Institution</b>	<b>Type of Financial Institution (please indicate A, B, C or D)</b> A = licensed money lender B = third parties appointed by licensed money lenders in relation to granting of loans C = money service operator D = others (please provide details)	<b>Relationship with Financial Institution (please elaborate)</b>
1			
2			
3			

**(II) Is the licensee of the abovementioned EA or the person intending to be the licensee at the same time the responsible person of any financial institution<sup>1</sup>?**

Yes (please provide the relevant information in the table below)

No

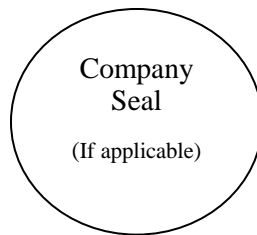
	<b>Name of Financial Institution</b>	<b>Type of Financial Institution (please indicate A, B, C or D)</b> A = licensed money lender B = third parties appointed by licensed money lenders in relation to granting of loans C = money service operator D = others (please provide details)
1		
2		
3		

<sup>1</sup> Financial institutions include, but not limited to, money lender licensees, third parties appointed by licensed money lenders, as well as money service operators. Relevant lists are available at the website of the Companies Registry (<https://www.cr.gov.hk/en/services/money-lenders/search/licensee-search.htm>) and the Customs and Excise Department ([https://eservices.customs.gov.hk/MSOS/wsrh/001s0?request\\_locale=en](https://eservices.customs.gov.hk/MSOS/wsrh/001s0?request_locale=en)) respectively.

**Declaration:**

- I/We confirm that all information given in this form is, to the best of my/our knowledge, accurate and complete<sup>2</sup>.
- I/We undertake that when operating the aforementioned EA, the requirements in **section 4.12 of the Code of Practice for Employment Agencies** which read as follows will be observed:

*“EAs should not be directly or indirectly involved in the financial affairs of job-seekers. EAs should not advise, arrange, encourage or force job-seekers to take out loans from any financial institutions or individuals, or provide job seekers with information relating to personal loans (e.g. information on financial institutions). EAs should not help any persons, organisations or companies (including recruiting agents or intermediaries located in or outside Hong Kong) to collect fees from job seekers for arranging them to come to Hong Kong, nor should they collect training fees from job seekers for any recruiters, agents or training centres, etc. located in or outside Hong Kong. They should not advise, arrange, encourage or force job seekers to borrow money from any institutions within or outside Hong Kong, regardless of the purpose of the loan (e.g. for personal use or for job placement/training within or outside Hong Kong).”*



Signature of applicant(s) (licensee/company director):

\_\_\_\_\_  
(Name: \_\_\_\_\_ )

\_\_\_\_\_  
(Name: \_\_\_\_\_ )

Please note: For limited companies with more than 1 director, this declaration shall be signed by any 2 directors / any director and the company secretary / any director with the company seal.

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

<sup>2</sup> In accordance with section 53(1)(c)(iii) of the Employment Ordinance, the Commissioner for Labour may refuse to issue or renew a licence, or may revoke 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 licence. Section 60(5) of the Employment Ordinance further stipulates that any person who in connection with any application to the Commissioner for issue or renewal of licence furnishes any information which he knows or reasonably ought to know to be false or misleading in any material particular shall be liable on conviction to a fine of \$50,000.

## **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, public viewing of licensed employment agencies through the search function of the EA Portal 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.

### **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.