

Direction: Please submit the following requirements according to the list. Make sure that each document is properly and completely accomplished. (example: name & signature of witnesses; date & place of signing; all signature of owner should be with agency chop)

1. **Letter Request** addressed to the Office of the Labor Attaché informing about the change of new Company Name of the Hong Kong employment agency/ principal.
2. **Acknowledgement letter** from **Hong Kong Labour Department** regarding its acceptance on the change of new license holder. (1 copy)
3. **Acknowledgement letter** from **Philippine Overseas Employment Administration (POEA)** regarding its acceptance on the change of new Company Name (1 copy)
4. HK ID of the Owner / Licensee (1 copy)
5. New **License** (3 photocopies) and New **Business Registration** (3 photocopies)
6. **Declaration of Assumption of Liability** (sample form provided; notarized in Hong Kong; 1 original two photocopies)

Direction: Please completely fill up the following:

Name of New Hong Kong Agency	
Hong Kong ID Number	
Contact Numbers	

Hong Kong Agency Office Address	
Telephone Number	
Fax Number	
Email Address	
Name of Existing Philippine Partner Agency(ies)	
Name of FORMER HK Agency License Holder	

Requirements for **CHANGE**

of **COMPANY NAME OF HK Employment Agency**

(AGENCY LETTER HEAD)

(address)

(address)

(E-mail)

(Telephone Number)

(Fax Number)

(Date)

DECLARATION OF ASSUMPTION OF LIABILITY

I, *(name of license holder)*, with Hong Kong Identity Card *(number)*, of legal age, and principal of *(name of old Hong Kong Agency)* with office address *(full address)*, hereby states that, I am the registered license holder of *(name of the change Hong Kong Agency)* with Business Registration *(number)* and Labour Department License *(number)*.

I further declare that *(name of the change company)*, agrees to assume full responsibility for the follow up of placements and will also be answerable for and resolve any complaints of deployed Overseas Filipino Workers in Hong Kong during and after the period of our registration.

IN WITNESS WHEREOF, I have hereunto signed my name and affix my signature on *(date of signing)* at *(place/ address of signing)*.

(SIGNATURE OVER PRINTED NAME,
POSITION and AGENCY CHOP)

Witnesses:

(Signature over printed name)

(Signature over printed name)