

REQUEST FOR CHANGE OF LICENSE HOLDER OF ACCREDITED FOREIGN RECRUITMENT AGENCY (FRA)

PAYMENT: 320.00HKD

PART A: Please submit the following:

CONSULATE REMARKS

1. Letter request addressed to the Labor Attache' informing about the change of License Holder of the Hong Kong Agency (FRA)
2. HK ID of the New Owner/s or Licensee/s and Old Owner/s or Licensee/s with recent one **2x2** photograph
3. New License To Operate bearing the name of the New License Holder (1 copy)
4. New Business Registration bearing the name of the New License Holder (1 copy)
5. Declaration of Assumption of Liability (1 original) **(notarized)**
6. Ethical Recruitment Undertaking (1 original) **(notarized)**

PART B: Please COMPLETELY FILL OUT THE FOLLOWING:

NAME OF NEW LICENSE HOLDER	
HK ID OF NEW LICENSE HOLDER	
NAME OF FORMER LICENSE HOLDER	
CONTACT NUMBERS	
HK AGENCY OFFICE ADDRESS	
TELEPHONE NUMBER	
EMAIL ADDRESS	
NAME OF EXISTING PHILIPPINE PARTNER AGENCY	

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).