



LABOUR DEPARTMENT
EMPLOYMENT AGENCIES ADMINISTRATION

勞工處
職業介紹所事務科

Your reference 來函編號:

Our reference 本處檔案編號: (8) in EA 14048 / 459

Tel number 電話號碼: 2115 3667

Fax number 傳真機號碼: 2115 3756

GSI Global Commerce Limited
Room 1108, 11th floor, Wah Lai Industrial Centre,
10-14 Kwei Tei Street,
Fotan, New Territories.
(Attn: Mr. LAM Man-hung)

15 May 2023

Dear Sir/Madam,

Enclosed please find the employment agency licence/and Nil duplicate licence(s).

I wish to draw your attention to Section 56(1)(a) of the Employment Ordinance (EO) which stipulates that a licensee should maintain records showing particulars of all job applicants who registered with, or were placed in employment by his employment agency (EA). Such record should contain the person's name, address, Hong Kong Identity Card number (in the case of a non-resident, passport number and citizenship), commission received, date of employment and name and address of employer.


Please note that under Sections 52(2A) and 52(2B) of EO and Regulation 10 of the Employment Agency Regulations (EAR), the licence, duplicate licence(s) (if applicable) and the Second Schedule on maximum commission must be displayed at all times in a conspicuous position at all of your offices.

You shall also notify the Commissioner for Labour (C for L) within 14 days after any change in the management (partner/director/nominated operator) of your company with full particulars of the change, and submit form EA-LOA after any change of the related person(s) or individual(s) employed by the licensee.

You are reminded to comply with the laws in operating the EA and also observe EO, EAR and the Code of Practice for EAs (the CoP) which was promulgated by the C for L under section 62A of EO. The CoP sets out the salient legislative requirements as well as the standards which C for L expects from EAs. LD will closely monitor compliance through regular and surprise inspections as well as complaint investigations, etc. According to section 53(1), C for L may refuse to renew or revoke the licence of an EA if its licensee or person intending to be the licensee, the related persons of or persons employed by its licensee or person intending to be the licensee has contravened Part XII of EO (such as overcharging job-seekers), EAR or has not complied with the CoP.

If you have any other queries, please contact the undersigned at 2115 3240.

Yours sincerely,


(CHEUNG Kong-wai)
for Commissioner for Labour

EA-L103 (Rev.1/2023)



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先生／女士：

現寄上職業介紹所牌照／和牌照複本 份。

根據《僱傭條例》第 56(1)(a)條的規定，持牌人必須保存所有在其職業介紹所登記或謀得職位的求職人士紀錄。紀錄內應載列求職者的姓名、地址、香港身分證號碼（如非香港居民，則列明其護照號碼及國籍）、向其收取的佣金、受僱日期，以及其僱主的姓名和地址等資料。

《僱傭條例》第 52(2A)及 52(2B)條及《職業介紹所規例》第 10 條規定，職業介紹所持牌人須安排其牌照、牌照複本(如適用)及列明最高佣金規定的附表 2，無論何時均展示於其營業地點的當眼處。

如貴公司的管理層（如合夥人／董事／被提名經營者）有任何變動，你須於作出該項變動後 14 天內將有關變動的全部詳情以書面通知勞工處處長(處長)，並在持牌人的有關連人士或受僱人員變動後，填報表格 EA-LOA。

勞工處提醒所有職業介紹所經營者必須依法經營，並遵守《僱傭條例》、《職業介紹所規例》及處長按《僱傭條例》第 62A 條頒布的《職業介紹所實務守則》（守則）。守則已列明相關的主要法定要求，以及處長期望職業介紹所應達到的標準。本處會透過例行及突擊巡查，以及調查投訴等，密切監察職業介紹所遵守守則的情況。根據《僱傭條例》第 53(1)條，職業介紹所持牌人或擬作為持牌人的人、該等人士的有關連人士或受僱於該等人士的人員如違反《僱傭條例》（例如濫收求職者費用）、《職業介紹所規例》或沒有遵從守則，處長可拒絕續發或撤銷有關牌照。

如有任何疑問，請致電 2115 與本處聯絡。

勞工處處長

(代行)

年 月 日

Licence No. **71838**
牌照號碼

EMPLOYMENT ORDINANCE
《僱傭條例》
(Chapter 57)
(香港法例第57章)
Section 52
第52條

LICENCE TO OPERATE AN EMPLOYMENT AGENCY
職業介紹所牌照

1. ~~Mr./Miss/Mrs.~~ **GSI Global Commerce Limited** Chinese characters
現發本牌照給 **XXX** 先生/女士
(if applicable) is hereby licensed to operate an employment agency
(英文姓名: **GSI Global Commerce Limited**) 以便經辦一間
known as
名為
Chinese characters (if applicable) **XXX**
(中文名稱: **Room 1108, 11th floor, Wah Lai Industrial Centre,**) 的職業介紹所,
at
其營業地址為: **10-14 Kwei Tei Street, Fotan, New Territories.**

2. This licence is issued subject to the provisions of the Employment Ordinance (Chapter 57) and all regulations
本牌照的發給，須受《僱傭條例》(香港法例第57章)及所有根據該條例訂立的
made thereunder.
規例限制。

3. This licence is valid for a period of twelve months after the date of issue hereof and shall expire on
本牌照由簽發日期起 12 個月內有效，並於
the **15th** day of **May** 20 **24**
20 年 月 日期滿。


Ms. NG Ka-yi

for **Commissioner for Labour**
勞工處處長

15th May 2023

Date of Issue
簽發日期:

Note: This licence must be displayed at all times in a conspicuous position at the place of business specified in
附註: 本牌照必須在所有時間展示於本牌照第1段所述營業地址的顯眼處。
paragraph 1 of this licence. Where the licence authorizes the employment agency to carry on business at
凡獲本牌照授權在超過一處經營職業介紹所，持牌人必須為每間增設
more than one location the licensee must obtain a duplicate licence for each additional location and display
的職業介紹所領取牌照複本，並將牌照複本在所有時間展示在增設地
it there in the same manner.
點的顯眼處。

SECOND SCHEDULE

【Reg. 10】

附表 2

【第 10 條】

PART II

第 II 部

MAXIMUM COMMISSION WHICH MAY BE RECEIVED BY AN EMPLOYMENT AGENCY

職業介紹所可收取的佣金最高限額

The maximum commission which may be received by an employment agency shall be –
職業介紹所可收取的佣金最高限額如下 –

from each person applying to the employment agency for employment, work or contract or hire of his services, an
凡向職業介紹所申請職業、工作或有關於其服務的合約或聘用

amount not exceeding a sum equal to ten *per cent* of the first month's wages received by such person after he has been
的人，其所須繳付的款額不得超過其獲職業介紹所安排就業後

placed in employment by the employment agency.
第一個月工資的百分之十。