Important Notes for
Foreign Domestic Helpers and their Employers
When Using the Service of
Employment Agencies in Hong Kong

For latest information on regulation of Employment Agencies, please browse www.eaa.labour.gov.hk

For inquiry or complaint against employment agencies concerning unlicensed operation or overcharge of commission, please contact Employment Agencies Administration of the Labour Department.

Telephone: 2115 5667
Address: Unit 906, 9/F, One Mong Kok Road Commercial Centre, 1 Mong Kok Road, Kowloon


(This leaflet is written in both English and Urdu language. In case of conflict or deviation in interpretation, the English version shall prevail.)
According to Part XII of the Employment Ordinance and the Employment Agency Regulations, the **Maximum Commission** an employment agency may receive from each job seeker is an amount not exceeding 10% of his first month’s wages received after he has been successfully placed.

It shall be an offence if an employment agency directly or indirectly receives any reward or payment other than the prescribed commission from a job seeker in connection with obtaining employment.

**Maximum Penalty for Offence:** Fine of $350,000 and imprisonment for three years

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**Foreign Domestic Helpers**

**SHOULD**

- Make sure the agency has a valid licence of employment agency issued by the Commissioner for Labour
- Pay the prescribed commission only **AFTER** you have received your first month salary
- Request a receipt for any payment made
- Avoid paying the agency through a third party
- Keep the original copy of your employment contract
- Keep your own personal identification documents (e.g. identity card, passport, etc.)

No other person, including your employer or staff of the employment agency should keep these documents for you.

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**Foreign Domestic Helpers**

**SHOULD NOT**

- Pay the agency any expenses of fees such as registration fees, reservation fees and photocopying fees, etc. other than the prescribed commission
- Pay the agency by borrowing money from any loan company upon request of the agency
- Sign any document, agreement or contract if you don’t agree to the terms or if you are not sure what they mean
- Sign for any wages you have not received