



NATIONAL EMPLOYMENT AUTHORITY OFFICE

**APPLICATION FOR REGISTRATION OF PRIVATE EMPLOYMENT AGENCY**

**NEW APPLICATION**  **RENEWAL**

**1. General particulars of agency**

Name of Agency: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Telephone Number (s): \_\_\_\_\_

E mail Address \_\_\_\_\_

**2. Physical Location:**

County: \_\_\_\_\_ Town: \_\_\_\_\_ Road: \_\_\_\_\_

Street: \_\_\_\_\_ Building: \_\_\_\_\_ Floor: \_\_\_\_\_

Room No \_\_\_\_\_

**3. Type of Employment Services**

- (a) Local Recruitment Only
- (b) Foreign Recruitment Only
- (c) Local and Foreign Recruitment

**4. Name and contact of Director(s) of Business**

No	Name	Citizenship	ID/Passport	Highest Level of Education	Professional/Technical Training
1.					
2					
3					
4					
5					

Submitted By: .....ID/Passport No. ....

Designation: ..... Official Stamp: .....

Signature: .....Date: .....

**For Official Use:**

Received By: ..... Designation. ....

Signature: ..... Official Stamp .....Date: .....