

Employment Agency Receipt Issued to Employee* (Sample)

Employment Agency Information	Activity Licence No. : 2021XXX	Contact Tel. : 6666XXXX
	Name of Business Premises : Good Labour Employment Agency	
	Address of Business Premises : G/F, X Street No.10, Macau	
Service User	Name : John Lei	

Service Item	Service Content	Amount (MOP)
Employment Agency Activity	Job Referral	XXX
	Total :	XXX

Signature of the Representative of the Licene Holder



21 April, 2021

* Please pay attention to “Notes” when completing receipt (see paragraph 6 of Article 28 of Law No.16/2020 (Employment Agency Activity Law)) .

Notes

1. When collecting the service fee, the employment agency shall issue a receipt in duplicate, with the employment agency and the service user keeping one copy respectively.
2. The employment agency shall keep the receipt for 3 years from the issue date.