
STATUTORY INSTRUMENTS

2003 No. 3319

EMPLOYMENT AGENCIES, ETC.

**The Conduct of Employment Agencies and
Employment Businesses Regulations 2003**

Made - - - - 17th December 2003

Coming into force

except

*regulations 26(7) and
32*

6th April 2004

*regulations 26(7) and
32*

6th July 2004

**THE CONDUCT OF EMPLOYMENT AGENCIES AND
EMPLOYMENT BUSINESSES REGULATIONS 2003**

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1. Citation and commencement
2. Interpretation
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Signature

SCHEDULE 1 — TRANSITIONAL AND SAVING PROVISIONS

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3. Savings in respect of existing contracts
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SCHEDULE 2 — CLIENT ACCOUNTS

1. Interpretation
2. Maintenance of client accounts
3. An agency may pay into a client account—
4. An agency which holds or receives money which includes client's...
5. An agency shall not pay into a client account any...
6. An agency may withdraw from a client account—
7. (1) No money drawn from a client account under paragraph...
8. No sum shall be transferred from the ledger account of...
9. Accounts and records
10. Inspection and report
11. Accounting period
12. Preservation of client account records
13. Interest

SCHEDULE 3 — OCCUPATIONS IN RESPECT OF WHICH EMPLOYMENT AGENCIES MAY CHARGE FEES TO WORK-SEEKERS

SCHEDULE 4 — PARTICULARS TO BE INCLUDED IN AN AGENCY'S OR EMPLOYMENT BUSINESS'S RECORDS RELATING TO WORK-SEEKERS

1. Date application received.
2. Work-seeker's name, address and, if under 22, date of birth....
3. Any terms which apply or will apply between the agency...
4. Details of the work-seeker's training, experience, qualifications, and any authorisation...
5. Details of any requirements specified by the work-seeker in relation...
6. Names of hirers to whom the work-seeker is introduced or...
7. Details of any resulting engagement and date from which it...
8. Copy of any contract between the work-seeker and any hirer...
9. Date application withdrawn or contract terminated (where applicable).
10. In the case of an agency that is permitted to...
11. Details of enquiries made under regulations 19, 20 and 22...

SCHEDULE 5 — PARTICULARS TO BE INCLUDED IN AN AGENCY'S OR EMPLOYMENT BUSINESS'S RECORDS RELATING TO HIRERS

1. Date application received.
2. Hirer's name and address, and location of employment if different....
3. Details of the position(s) the hirer seeks to fill.
4. Duration or likely duration of work.
5. Experience, training, ability, qualifications, and authorisation required by the hirer,...
6. The terms offered in respect of the position(s) the hirer...
7. Copy of the terms between the agency or employment business...
8. Names of work-seekers introduced or supplied.
9. Details of enquiries under regulations 18 and 20 about the...
10. Details of each resulting engagement and date from which it...

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11. Dates of requests by the agency or employment business for...

SCHEDULE 6 — PARTICULARS TO BE INCLUDED IN AN AGENCY'S OR
EMPLOYMENT BUSINESS'S RECORDS RELATING TO
OTHER AGENCIES OR EMPLOYMENT BUSINESSES

1. Names of any other agencies or employment businesses whose services...
2. Date and copy of any agreement under regulation 23(1)(b).

Explanatory Note