

In case of reply the number
and the date of this
letter should be quoted



LABOUR DEPARTMENT
P. O. BOX MB 55
ACCRA

Our Ref. No: KN/1210/10

Yours Ref. No

REPUBLIC OF GHANA

DATE: 16th DECEMBER, 2025

Dear Sir,

LICENCE TO OPERATE PRIVATE EMPLOYMENT AGENCY
JOHN HERBERT LIMITED

I forward, herewith, Private Employment Agency License No **PEA/819** to enable you operate as a Private Employment Agency mandated to recruit labour for employment in both Ghana and outside.

You are required under Section 7(6) of the Labour Act, 2003 (Act 651) to forward quarterly returns of your operations to the Chief Labour Officer not later than fourteen days after the end of every quarter.

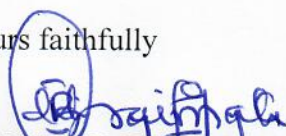
You are also required to renew your license two months to expiration under Regulation 3(4) of the Labour Regulation, 2007 (LI 1833).

Please be cautioned that this office will exact the appropriate penalty including recommendation for the withdrawal of your license if you fail to comply with the provisions above or provide false and misleading reports.

Additionally, be informed that, your recruitment must conform with the processes and procedures as outlined per the attached for your guidance.

Kindly acknowledge receipt.

Yours faithfully


(DAWUDA I. BRAIMAH)
Ag. CHIEF LABOUR OFFICER

THE MANAGING DIRECTOR
JOHN HERBERT LIMITED
ACCRA

Cc: Hon. Minister
Ministry Of Labour
Jobs and Employment