

Application for Leave by T-Contract Staff

Part 1 (to be completed by Contract Staff)

Full Name of Staff YAU Hon Wah
(as shown on * I.D. Card / Passport)

Staff Category & Project Team CAP(TR6)

Contractor Speedy Group

Nature of Leave	* Vacation / Sick (Doctor's Certificate * is/ is not attached)
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Leave Period	17/01/2025
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No. of Leave Days	1
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Date of Return 20/01/2025

Applicant's Signature Date 21/01/2025

* delete as appropriate

Part 2 - Recommendation (to be completed by Contractor)

Leave recommended by _____

(Signature) _____
Administration & HR Manager

(Name & Designation)



(Company Chop)

Date _____

24 JAN 2025

Note: The form should be returned/faxed to the project team at patrick_ks_tse@landreg.gov.hk (email.) after recommendation by contractor.

Part 3 - Approval (to be completed by Supervisor/Project Team)

Leave approved by

(Signature)

(Name & Designation)

Date _____