

**Application for Leave by T-Contract Staff**

**Part 1 (to be completed by T-contract Staff)**

Full Name of Staff Ho Chun Lam  
(as shown on \* HKID Card / ~~Passport~~ / ~~Employment visa~~)  
Staff Category & Project Team Contract System Analyst

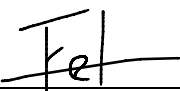
T-contractor Peoplebank Hong Kong Limited

Nature of Leave \* Vacation

Leave Period 15 Apr 2025

No. of Leave Days 1

Date of Return 16 Apr 2025

Applicant's Signature  Date 28 Apr 2025

*\* delete as appropriate*

**Part 2 - Recommendation (to be completed by T-contractor)**

Leave recommended by   
(Signature)  
Colleen Ma  
(Name & Designation)

  
(Company Chop)

Date 28/4/2025

**Note:** The form should be returned/faxed/mailed to the project team at \_\_\_\_\_ (Fax No. / Email address) after recommendation by T-contractor.

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

Leave approved by \_\_\_\_\_  
(Signature)  
\_\_\_\_\_  
(Name & Designation)

Date \_\_\_\_\_