

## 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)  
Leave Period 11/02/2025  
No. of Leave Days 1  
Date of Return 12/02/2025

Applicant's Signature



Date 12/02/2025

\* delete as appropriate

### Part 2 - Recommendation (to be completed by Contractor)

Leave recommended by

  
(Signature)

Administration & HR Manager

(Name & Designation)

13 FEB 2025



(Company Chop)

Date

**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