

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 06/02/2025 PM
No. of Leave Days 0.5
Date of Return 06/02/2025

Applicant's Signature  Date 06/02/2025

* delete as appropriate

Part 2 - Recommendation (to be completed by Contractor)

Leave recommended by 
(Signature)
Administration & HR Manager
(Name & Designation)
04 FEB 2025
Date


(Company Chop)

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 _____