


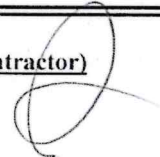

## Application for Leave by T-Contract Staff

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

Full Name of Staff Law Kam San  
(as shown on \* HKID Card / Passport / Employment visa)  
Staff Category & Project Team Contract Analyst Programmer AP(A)62  
T-contractor IT Solutions Ltd.  
Nature of Leave Vacation  
Leave Period 16/5/2025  
No. of Leave Days 1  
Date of Return 19/5/2025  
Applicant's Signature  Date 7/5/2025

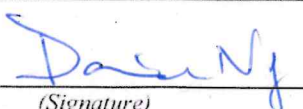
\* delete as appropriate

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

Leave recommended by   
(Signature)  
Alan Lo (Senior Account Manager)  
(Name & Designation)   
(Company Chop)  
Date 7/5/2025

**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)  
YL Ng, SO(A)61  
(Name & Designation)  
Date 9 MAY 2025