

Application for Leave by T-Contract Staff

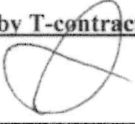

Part 1 (to be completed by T-contract Staff)

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 19/8/2025 – 25/8/2025
No. of Leave Days 5
Date of Return 26/8/2025

Applicant's Signature  Date 21/7/2025

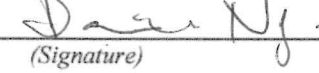
* delete as appropriate

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

Leave recommended by 
(Signature)
Alan Lo (Senior Account Manager)
(Name & Designation) 
(Company Chop)
Date 21/7/2025

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, SOCA)61
(Name & Designation)
Date 22/7/2025