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|---------------------------------|--------------------|--------------------|-------------|
| <b>T-contract Staff Details</b> |                    |                    |             |
| Name of Staff                   | Chung Wai Man      |                    |             |
| Name of T-contractor            | Taylor Coulter Ltd |                    |             |
| Staff Category                  | CAP /CSA           |                    |             |
| Department                      | ArchSD             | Post Unit          | TS3         |
| Timesheet Start Date            | 01-Mar-2023        | Timesheet End Date | 31-Mar-2023 |

|                                     |   |              |                      |
|-------------------------------------|---|--------------|----------------------|
| <b>Timesheet Certifying Officer</b> |   |              |                      |
| Signature                           |  | Name         | Tse Chun Wa, Roy     |
| Designation                         | PSM/TS32  | Email        | tsecw4@archsd.gov.hk |
| Commitment Ref.(if applicable)      |   | Certified On | 11 APR 2023          |

| Timesheet Details                         |                                |  |                                 |                        |                                 |                        |
|---|--------------------------------|--|---------------------------------|------------------------|---------------------------------|------------------------|
| Day                                       | Chargeable Day<br>(see Note 1) | Chargeable Hour<br>(OT hours excluded)<br>(see Note 2) | Non-Chargeable Day (see Note 3) |                        |                                 |                        |
|   |                                |  | Training<br>(See Note 4)        | Vacation/Sick<br>Leave | Saturday off/<br>Public Holiday | Others<br>(see Note 5) |
| 1   | 1.0                            | 0.0  | 0.0                             | 0.0                    | 0.0                             | 0.0                    |
| 2   | 1.0                            | 0.0  | 0.0                             | 0.0                    | 0.0                             | 0.0                    |
| 3   | 1.0                            | 0.0  | 0.0                             | 0.0                    | 0.0                             | 0.0                    |
| 4   | 0.0                            | 0.0  | 0.0                             | 0.0                    | 1.0                             | 0.0                    |
| 5   | 0.0                            | 0.0  | 0.0                             | 0.0                    | 1.0                             | 0.0                    |
| 6   | 1.0                            | 0.0  | 0.0                             | 0.0                    | 0.0                             | 0.0                    |
| 7   | 1.0                            | 0.0  | 0.0                             | 0.0                    | 0.0                             | 0.0                    |
| 8   | 1.0                            | 0.0  | 0.0                             | 0.5                    | 0.0                             | 0.0                    |
| 9   | 1.0                            | 0.0  | 0.0                             | 0.0                    | 0.0                             | 0.0                    |
| 10  | 1.0                            | 0.0  | 0.0                             | 0.0                    | 0.0                             | 0.0                    |
| 11  | 0.0                            | 0.0  | 0.0                             | 0.0                    | 1.0                             | 0.0                    |
| 12  | 0.0                            | 0.0  | 0.0                             | 0.0                    | 1.0                             | 0.0                    |
| 13  | 1.0                            | 0.0  | 0.0                             | 0.0                    | 0.0                             | 0.0                    |
| 14  | 1.0                            | 0.0  | 0.0                             | 0.0                    | 0.0                             | 0.0                    |
| 15  | 1.0                            | 0.0  | 0.0                             | 0.0                    | 0.0                             | 0.0                    |
| 16  | 1.0                            | 0.0  | 0.0                             | 0.0                    | 0.0                             | 0.0                    |
| 17  | 1.0                            | 0.0  | 0.0                             | 0.0                    | 0.0                             | 0.0                    |
| 18  | 0.0                            | 0.0  | 0.0                             | 0.0                    | 1.0                             | 0.0                    |
| 19  | 0.0                            | 0.0  | 0.0                             | 0.0                    | 1.0                             | 0.0                    |
| 20  | 1.0                            | 0.0  | 0.0                             | 0.0                    | 0.0                             | 0.0                    |
| 21  | 1.0                            | 0.0  | 0.0                             | 0.0                    | 0.0                             | 0.0                    |
| 22  | 1.0                            | 0.0  | 0.0                             | 0.0                    | 0.0                             | 0.0                    |
| 23  | 1.0                            | 0.0  | 0.0                             | 0.0                    | 0.0                             | 0.0                    |
| 24  | 1.0                            | 0.0  | 0.0                             | 0.0                    | 0.0                             | 0.0                    |
| 25  | 0.0                            | 0.0  | 0.0                             | 0.0                    | 1.0                             | 0.0                    |
| 26  | 0.0                            | 0.0  | 0.0                             | 0.0                    | 1.0                             | 0.0                    |
| 27  | 1.0                            | 0.0  | 0.0                             | 0.0                    | 0.0                             | 0.0                    |
| 28  | 1.0                            | 0.0  | 0.0                             | 0.0                    | 0.0                             | 0.0                    |
| 29  | 1.0                            | 0.0  | 0.0                             | 0.0                    | 0.0                             | 0.0                    |
| 30  | 1.0                            | 0.0  | 0.0                             | 0.0                    | 0.0                             | 0.0                    |
| 31  | 0.0                            | 0.0  | 0.0                             | 1.0                    | 0.0                             | 0.0                    |
| Total                                     | 22.0                           | 0.0  |                                 |                        |                                 |                        |
| Total number of chargeable overtime hours |                                | 0.0  |                                 |                        |                                 |                        |

|  |   |
|--|---|
| Penalty charged for the months<br>(To be filled by Timesheet Certifying Officer) | <input type="checkbox"/> N/A<br><input type="checkbox"/> Resignation with no less than 1-month's notice but less than 2-months' notice (for CSPM, CPM, CSSA and CSA only)<br><input type="checkbox"/> Resignation with less than 1-month's notice |
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|  |      |
|--|------|
| Traveling Expenses (HKD), if any<br>(Note 6) | 0.00 |
|--|------|

|                            |  |
|----------------------------|--|
| T-contract Staff's Remarks |  |
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|                                       |  |
|---------------------------------------|--|
| Timesheet Certifying Officer's Remark |  |
|---------------------------------------|--|

Note 1: Chargeable day could be calculated on half-day basis, e.g. "0.5" day for a work day on Saturday (i.e. Saturday On).

Note 2: Fill in the hours of services rendered on regular work days/regular shift pattern/ Severe Weather which cannot be calculated in "Day" unit. Chargeable hours could be calculated in half-hour basis. "Overtime Hours" should NOT be included here. Please specify details in "T-contract Staff's Remarks" if services are charged by hours worked instead of days worked.

Note 3: Fill in details for non-chargeable day where no service fee is chargeable by the T-contractor.

Note 4: Refers to training (i) enrolled/arranged by T-contractor on the request of B/D or (ii) initiated by T-contractor with prior agreement of B/D. For training provided/arranged by B/D during office hour on its own cost, the time spent should be counted as "Overtime Hours".

Note 5: Please specify the details in "T-contract Staff's Remarks" if number of day is entered in this column.

Note 6: For traveling expenses incurred on journeys by public land transport, other than normal home-office journey, for duty purposes with prior authorization by the supervising officer of the T-contract staff.