

Application letter – Private or Public Enterprise (Sample)

**To: Department Head of the Occupational Safety and Health Department,
Labour Affairs Bureau, Macao SAR, China**

Subject: Request for assessment and analysis on safety conditions and hazardous factors within the work environment

Dear Sir.

I am writing to request a noise / indoor air quality / safe working condition (please circle the required service) assessment for our enterprise which located at

_____ (address of the work environment) due to _____

(description of the possible hazard or problem). Following the assessment, would you please give us the report and recommendations for improvement so that we can better protect the occupational safety and health of our employees?

I look forward to hearing from you.

For any inquiry, please contact:

Name of enterprise: _____

Name of contact person: Mr/Mrs/Ms. _____

Telephone no.: (Office) _____ or (Mobile) _____ Fax No.: _____

Email: _____

Yours Sincerely,

Name of applicant or responsible person

(Please sign and stamp with company chop)

Date: _____

Attachment: Provide copy of one of the following documents:

- Proof of payment of the social security contributions for the most recent trimester; or
- The first page of the Business Registration Certificate; or
- Business tax payment receipt (M/8 Form); or
- Declaration of Initiation / Alteration of Activities (M/1 Form).