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| **Notification of Reduction in the Number of Workers (Template)** |

Dear Director of Labour Affairs Bureau,

As regulated in the Administrative Regulation No.13/2010, Article No.4, Paragraph 1, please be informed that, due to a change in the volume of work, our company/ enterprise, Company/ enterprise name, office address at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, has reduced the number of workers as followings:

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| Latest Authorized Dispatch no. |  |
| No. of Resident Workers Required to Maintain |  | Present No. of Resident Workers |  |

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| Authorized Dispatch No. |  |
| Occupation Classification | Job Title of Non-resident Workers | No. of Non-resident Workers Authorized | No. of Non-resident Workers Reduced |
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| Authorized Dispatch No. |  |
| Occupation Classification | Job Title of Non-resident Workers | No. of Non-resident Workers Authorized | No. of Non-resident Workers Reduced |
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Signature & Date

Contact Person:

Mobile No.: