

**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 Avenida do Almirante Lacerda, No.123, R/C, Macau (address of the work environment) due to smelly in office. Staffs always feel dizzy and have headache in the afternoon (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: Safety Construction Company

Name of contact person: Mr/Mrs/Ms. Lei On Kin

Telephone no.: (Office) 28123456 or (Mobile) 66123456 Fax No.: 28111111

Email: safetyco@gmail.com

Yours Sincerely,

Lei On Kin



Name of applicant or responsible person  
(Please sign and stamp with company chop)

Date: 18/8/2017

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).