

Application letter¹

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

**Subject: Application letter to request the appointment of occupational health
physical checkups for company employees**

Dear Sir / Madam,

1. Our company (name of company: On Kin Company, address: Av. XX N^os. XX, Edif. XX, Macau, contact no: 61234567), is hereby writing to request the appointment of an occupational health physical checkup for 10 employees (no. of employees who need to do physical examination). For any inquiries, please contact:

Full name of contact person: Mr/Mrs/Ms. Chan On Kin

Telephone no.: 61234567 Fax No.: 28123456

Email: xxx@gmail.com

2. The applicant acknowledges that the personal data provided to the Labour Affairs Bureau will be used in the procedures related to the appointment of the occupational health physical checkups. To fulfill all legal requirements, the DSAL may transfer the personal data provided by the applicant to judicial or administrative bodies, or any other competent authorities.
3. The applicant, according to law, has the right to access and correct his/her personal data held by the DSAL; exercising the right to access requires a written request to the DSAL while exercising the right to correct requires a request to the Bureau either in person or in writing.

Yours Sincerely,

陳安健

安健公司
SH Ltd.
company

Name of employer or legal representative
(Please sign and stamp with company chop)

Date: 07/01/2019

Notes:

1. The application form should be completed by the employer or its legal representative
2. I hereby declare that all information given is accurate and that no false statements were made.



Labour Affairs Bureau, Macao SAR, China

This section to be filled in by the DSAL.

Date of application: ____ / ____ / ____ (dd/mm/yyyy)	Application no.: ____ - 20 ____	DSAL recipient's signature:
Date received: ____ / ____ / ____ (dd/mm/yyyy)	DSAL enquiry line: 2871 9936	Exam venue:

Notes:

1. The application form and letter can be submitted to the DSAL by fax (2852 9799), email (dsaldsso@dsal.gov.mo) or in person (Labour Affairs Bureau Head Office - address: Av. Dr. Francisco Vieira Machado, Nos. 221-279, Edif. Advance Plaza, 2° andar, Macau **or** Vocational Training Centre of the Labour Affairs Bureau - Address: Istmo de Ferreira do Amaral, n° 101 – 105A, Edifício Industrial Tai Peng, 1.ª Fase, R/C, Macao).
2. Employers should submit photocopies of any other documents requested by the DSAL.