**Application for Deadline Extension of Employment for the Minimum Required Number of Resident Workers (Template)**

Dear Director of Labour Affairs Bureau,

Our company/ enterprise, company/ enterprise name, office address at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, employs \_\_no.\_\_ resident workers, starting from DD/MM/YYYY, due to unable to maintain \_\_no.\_\_ resident workers required in the Authorized Dispatch No\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby applies for a deadline extension to DD/MM/YYYY regarding the employment for the minimum required number of resident workers as regulated in the Administrative Regulation No.13/2010, Article No.3, Paragraph 2 and 3. Reason(s) as following(s):

1.

2.

Please approve.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Applicant Signature & Date

Contact Person:

Mobile No.: