



Royal Thai Consulate-General (Labour Section)

R/C No..... Date.....

## Application for Renewed Employment Contract Endorsement Application Form 3HK (ESLS)

Apply by : ☐ Employer ☐ Employee

request for renewed employment contract approval No .....dated.....

between.....(the Employer) Tel .....

and.....(the Employee) Tel.....

### The documents enclosed herewith for consideration:

- (1) original set of new employment contract with one colour copy,
- (2) original of current employment contract with one copy,
- (3) a copy of quota approval letter, (for SLS worker only),
- (4) a copy of Enhanced Labour Scheme Letter of Guarantee, (if applicable) (ESLS only),
- (5) a copy of business registration of employer enterprise,
- (6) a copy of employee passport containing personal particulars with certified true copy,
- (7) a copy of employee Thai ID and HK ID with certified true copy,
- (8) a copy of the working visa,
- (9) a copy of Employer HK ID with certified true copy,
- (10) a copy of the employee medical checkup/certificate (no more than 6 months).
- (11) a copy of the grantee HK ID with certified true copy.

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(.....)

*Signature of Employer with company stamp.*

*Name in block letter*

Tel : .....

Revised date : 1<sup>st</sup> November 2023

[FOR : OFFICIAL USE ONLY : สำหรับเจ้าหน้าที่ ]

## Collection Slip Application Form 3HK (ESLS)

R/C No..... Date.....Contract No.....

Collection Date.....

Notice : If any further information, contact the phone number 28450086.