

RESTRICTED

Form CSB/PSW/1 (9/2011)

Notification of Outside Work Involving Duties Outside Hong Kong

To: Secretary for the Civil Service
(Attn: Pensions and Provident Fund Section)

I hereby notify you of the following *paid / unpaid outside work that I shall undertake which involves duties outside Hong Kong –

(A) Personal particulars

Name
(Chinese and English): _____ Last Government
post & rank: _____

Address: _____

Telephone: _____ E-mail: _____

Date of cessation of active duty (*commencement of final leave*): _____

Date of leaving the Government (*on expiry of final leave*): _____

(B) Details of outside work

Name of employer / details
of my own business: _____

Work address: _____

Business nature
& activities: _____

Outside work title: _____ Commencement date
of outside work: _____

Major duties
and responsibilities: _____

* Please delete as appropriate.

2. I confirm that the above notified outside work has no connection with Hong Kong (e.g. the work is not in a business connected with Hong Kong, the employer is not connected with Hong Kong, the work does not require my working in Hong Kong for part of the time, etc.). I undertake to inform you of any material change to the said outside work. If the said outside work is to be changed so that it will have some connection with Hong Kong, I shall submit an application to seek the prior permission of the authority in accordance with the promulgated arrangements.

Signature : _____

Date : _____

Notes

Note 1 : This Notification Form is required to be filled in by: (a) a directorate civil servant who wishes to take up unpaid outside work involving duties outside Hong Kong and with no connection with Hong Kong during his/her final leave period; or (b) a former directorate civil servant who wishes to take up paid outside work involving duties outside Hong Kong and with no connection with Hong Kong during the applicable minimum sanitisation period or control period. This notification must be given prior to the taking up of such work.

Note 2 : The completed Notification Form is to be returned to the Pensions and Provident Fund Section of the Civil Service Bureau (CSB), by mail, or to e-mail address: csbpen@csb.gov.hk, or by fax (2523 6416).

Note 3: Use of Personal Data

Purpose of Collection

- (a) The personal data and other related information provided by the officer in this Form or through subsequent communication will be used for the purposes of –
 - (i) processing the notification by government departments / bureaux;

- (ii) verifying information with government departments / bureaux and / or parties outside the Government which are relevant to the notification;
- (iii) disclosing the basic information on notified and taken-up outside work to the public; and
- (iv) applying sanctions against the officer in the event of non-compliance with any of the stipulated rules or arrangements,

in accordance with the rules and arrangements promulgated in Civil Service Regulation 397 and CSB Circular No. 7/2011 and any other circulars or circular memoranda issued by CSB from time to time on the taking up of outside work by directorate civil servants on final leave and former directorate civil servants.

- (b) The provision of personal data and other information as required in this Notification Form is obligatory.

Classes of Transferees

- (c) The personal data and other related information provided in this Form or through subsequent communication may be disclosed to:
 - (i) government departments / bureaux for the purposes stated in (a)(i) and (ii) above;
 - (ii) parties outside the Government which are relevant to the notification for the purpose stated in (a)(ii) above;
 - (iii) the public including the media and the Legislative Council (LegCo) for the purpose stated in (a)(iii) above; and
 - (iv) the employer of the officer, the relevant professional body and / or the public including the media and LegCo for the purpose stated in (a)(iv) above.

Access to Personal Data

- (d) An officer has the right to request access to or correction of the personal data and other related information provided in this Form or through subsequent communication with the authority in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486). Such requests should be made in writing to the Pensions and Provident Fund Section of CSB, by mail, or to e-mail address: csbpen@csb.gov.hk, or by fax at 2523 6416.

Note 4 : A directorate civil servant on final leave who wishes to take up the following outside work during the final leave period is required to seek prior permission: (a) paid outside work involving duties outside Hong Kong irrespective of whether the work has any connection with Hong Kong; and (b) unpaid outside work involving duties outside Hong Kong but with Hong Kong connection.

A former directorate civil servant is required to seek prior permission for undertaking paid or unpaid outside work outside Hong Kong but with Hong Kong connection during the applicable minimum sanitisation period or control period.