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Form CSB/PSE/1 (12/2005)

Application for Permission to Take up Outside Work after Ceasing Active Government Service

PART I: PARTICULARS OF THE APPLICANT *(To be completed by the applicant)*

1. Name (English): _____ (Chinese): _____

2. Last substantive rank : _____

3. Address & telephone no.: _____

4. Date of cessation of active service
(commencement of final leave) : _____

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

6. Terms of appointment:

- Pensionable
- New Permanent
- Agreement (local / locally modelled / overseas / common / new probationary / new agreement / re-employed without a break in service after retirement *)

7. Circumstances of leaving the Government:

- Retirement under Old Pension Scheme / New Pension Scheme / Civil Service Provident Fund Scheme *
- Completion / termination * of agreement
- Resignation
- Others (Please specify)

8. Service history during the **last three years** of government service:

Title & rank of post	Dates		Description of major duties (list five items for each post)
	From	To	

Please tick in the appropriate box.

* Please delete whichever is inappropriate.

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8. Service history during the **last three years** of government service (Cont'd)

Title & Rank of post	Dates		Description of major duties (list five items for each post)
	From	To	

9. Service history in **the three years prior to the three-year period referred in item 8** above:
(To be completed by the applicant if he/she is/was at D4 or above(or equivalent))

Post title & rank	Dates		Description of major duties (list three items for each post)
	From	To	

- Please tick in the appropriate box.
- * Please delete whichever is inappropriate.

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PART II: INFORMATION ON PROPOSED OUTSIDE WORK *(To be completed by the applicant)*

(A) The Prospective Employing Company/Organization (hereafter called the employer)

10. Name of the employer (English): _____ (Chinese): _____

11. Address: _____

12. The employer belongs to the following category –

- charitable / academic / other non-profit making organizations not primarily engaged in commercial operations *
- non-commercial regional/international organization *
- Central Authorities
- none of the above

13. Major business activities of the employer (please list at least 4 items and provide company prospectus, information sheet, website address, etc):

14. The employer's major clientele: _____

15. The employer's parent company, if applicable: _____

16. The employer's subsidiaries, if applicable: _____

(Please use and attach a separate sheet if space provided is insufficient.)

(B) The Proposed Outside Work

17. Job title (English): _____ (Chinese): _____

18. Work address (if different from the address in item 11 above): _____

Please tick in the appropriate box.
* Please delete whichever is inappropriate.

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19. Field(s) of work (you may tick more than one items):

- | | |
|---|--|
| <input type="checkbox"/> Academic /education / research* | <input type="checkbox"/> Manufacturing / retail / trading* |
| <input type="checkbox"/> Banking / financing / insurance / related business services* | <input type="checkbox"/> Public utilities |
| <input type="checkbox"/> Community / social* services | <input type="checkbox"/> Security service |
| <input type="checkbox"/> Land / real estate or property* development | <input type="checkbox"/> Tourism / hospitality service* |
| <input type="checkbox"/> Legal service | <input type="checkbox"/> Transport and logistics |
| <input type="checkbox"/> Management consulting | <input type="checkbox"/> Works / engineering / construction* |
| <input type="checkbox"/> Medical service | <input type="checkbox"/> Others (please specify): _____ |
- _____

20. Nature of work (you may tick more than one items):

- | | |
|--|--|
| <input type="checkbox"/> Corporate governance / management* | <input type="checkbox"/> Teaching / academic research / education-related* |
| <input type="checkbox"/> Corporate support / general administration* | <input type="checkbox"/> Voluntary work |
| <input type="checkbox"/> Consultancy /advisory service* | <input type="checkbox"/> Others (please specify): _____ |
| <input type="checkbox"/> Professional service | _____ |
| <input type="checkbox"/> Sales and marketing | |

21. Major duties and responsibilities (please list at least 4 items):

22. Will you be involved in any way in the business of the employer's parent company or any of its subsidiaries listed in items 15 and 16? If yes, please provide details. Yes No

23. Proposed commencement date of the outside work: _____

Please tick in the appropriate box.
* Please delete whichever is inappropriate.

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24. The outside work is

- (a) full time part time _____ hours / days * per week/ month/ year*
 one-off from _____ to _____

- (b) paid unpaid

Approximate amount of remuneration : \$ _____ per month / annum / assignment*

25. How did the offer of outside work arise? _____

*(Please answer the questions in items 26 to 30 on the basis of your duties during the **last three years of your government service**. If you will be involved in the business of the employer's parent company or any of its subsidiaries (see item 22 above), the reference to the employer in items 26 to 30 also includes the parent company and/or the subsidiaries, as applicable.)*

26. (a) Did/do you have any contractual dealings to which the employer was/is a party? If yes, please provide details (e.g. receipt and award of a contract, contract administering and monitoring, giving professional / technical advice before or after the award of the contract, the number/value/nature of the contracts etc.) Yes No

- (b) Did/do you have any legal dealings with the employer? If yes, please provide details. Yes No

- (c) Did/do you have any other official contacts / dealings (e.g. disbursement of funds, approval of applications, regulation of business etc.) with the employer? If yes, please provide details. Yes No

- (d) Did you have any unofficial contacts/dealings with the employer before the work offer was made? If yes, please provide details. Yes No

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27. Were/are you involved in the formulation of any policy or decisions (other than those covered in item 26), the effects of which directly or specifically benefited, or could directly or specifically benefit the employer / your own business? If yes, please provide details. Yes No

28. Were/are you involved in any assignments/projects and/or regulatory/enforcement duties (other than those covered in items 26 and 27) which are connected in any way with your duties and responsibilities under the proposed outside work? If yes, please provide details. Yes No

29. (a) Did/do you have any access to commercially sensitive information, including that of competitors of the employer / your own business? If yes, please provide details and assess whether as a result of such access the employer / your own business would gain an unfair advantage over the competitors. Yes No

(b) Did/do you have any contacts or dealings with companies which may be considered as competitors of the employer / your own business? If yes, please provide details. Yes No

30. Apart from the information / knowledge gained through the means mentioned in items 26 to 29 above, did/do you gain any other information / knowledge while in government service which is relevant to the business of the employer / your own business? If yes, please provide details. Yes No

Please tick in the appropriate box.
* Please delete whichever is inappropriate.

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(C) Note on Standard Restrictions

The taking up of any outside work by a (former) directorate officer during final leave and / or the specified control period is subject to the standard restrictions that the officer should not –

- (i) be personally involved, directly or indirectly, in the bidding for any government land, property, projects, contracts or franchises;
- (ii) undertake or represent any person in any work, including any litigation or lobbying activities, that are connected in any way with –
 - (a) the formulation of any policy or decisions;
 - (b) sensitive information;
 - (c) contractual or legal dealings;
 - (d) assignments or projects; and/or
 - (e) enforcement or regulatory dutiesin which he/she was involved or to which he/she had access during his/her last three years of government service; or
- (iii) engage in any activities which will cause embarrassment to the Government or bring disgrace to the civil service.

(D) Notes on Use of Personal Data

Purpose of Collection

- (i) The personal data and other related information provided by the applicant in this form or through subsequent communication will be used for the purposes of
 - (a) processing the application by government departments / bureaux;
 - (b) verifying information with government departments / bureaux and/or parties outside the Government which are relevant to the application;
 - (c) disclosing the basic information on approved outside work to the public; and
 - (d) applying sanctions against the applicant in case of non-compliance with any of the stipulated rules or arrangements;

in accordance with the rules and arrangements promulgated in Civil Service Bureau (CSB) Circular No. 10/2005 and any other circulars/circular memoranda to be issued by CSB from time to time on the taking up of outside work by (former) directorate officers after ceasing active government service.

- (ii) The provision of personal data and other related information is obligatory. The application will not be processed if the applicant fails to provide adequate and accurate data as requested in this application form or through subsequent communication.

Classes of Transferees

- (iii) The personal data and other related information provided in this form or through subsequent communication may be disclosed to:

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- (a) government departments / bureaux for the purposes stated in paragraph i (a) and (b) above;
- (b) parties outside the Government which are relevant to the application for the purpose stated in paragraph i (b) above;
- (c) the public including the media and the Legislative Council (LegCo) for the purpose stated in paragraph i (c) above; and
- (d) the outside employer of the applicant, the relevant professional body and/or the public including the media and LegCo for the purpose stated in paragraph i (d) above.

Access to Personal Data

- (iv) The applicant 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 approving 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, Civil Service Bureau, 8/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong, or to e-mail address: csbpen@csb.gov.hk

(E) Declaration

- (i) I have read CSB Circular No. 10/2005 and the Notes on Use of Personal Data above.
- (ii) I confirm that the information provided in this application is full and accurate. I understand that if I wilfully give any false information or withhold any material information in this application form, the approving authority may suspend or withdraw the approval granted for my application and where necessary, invoke appropriate sanction including legal action.

Signature of applicant

Date

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PART III: ASSESSMENTS ON THE APPLICATION

Please read the following notes before completing the assessment

- (i) An application made by a **Permanent Secretary** should be forwarded to CSB direct for arranging assessment(s) as appropriate and for processing.
- (ii) For other applications, assessments should be completed in the sequences shown below before the applications are forwarded to CSB for further processing -
 - (a) An application made by a **Head of Department (HoD)**: The relevant Permanent Secretary to complete Assessment A.
 - (b) An application made by a **departmental grade directorate officer serving / formerly served in a bureau**: The relevant Permanent Secretary to complete Assessment A → the relevant Head of Grade (HoG), if applicable, to complete Assessment B.
 - (c) An application made by a **departmental grade directorate officer (not a HoD) serving / formerly served in a department**: The relevant HoD to complete Assessment A → the relevant Permanent Secretary to complete Assessment B → the relevant HoG (if not the same person as the HoD) to complete another Assessment B.
 - (d) An application made by a **general grade directorate officer serving / formerly served in a bureau**: The relevant Permanent Secretary to complete Assessment A → the relevant HoG to complete Assessment B.
 - (e) An application made by a **general grade directorate officer serving / formerly served in a department**: The relevant HoD to complete Assessment A → the relevant Permanent Secretary to complete Assessment B → the relevant HoG to complete another Assessment B.

ASSESSMENT A

31. If the applicant is/was a directorate officer at **D4 or above (or equivalent) or if the work that he/she handles/handled is of particular sensitivity**, please refer to his/her service history in items 8 and 9 above, and advise on the period of government service before cessation of active service which should be taken into account in assessing the application and provide your assessment below accordingly.
- last 3 years of active government service last 6 years of active government service
32. If any of the information provided by the applicant in Parts I and II is, to your knowledge, incorrect, please indicate below –

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33. (a) Did/does the applicant have any contractual dealings to which the employer was/is a party? If yes, please elaborate on his/her involvement (e.g. receipt and award of a contract, contract administering and monitoring, giving professional / technical advice before or after the award of the contract, the number/value/nature of the contracts etc.) Yes No

- (b) Did/does the applicant have any legal dealings with the employer? If yes, please provide details. Yes No

- (c) Did/does the applicant have any other official contacts / dealings with the employer? If yes, please provide details. Yes No

34. Was/is the applicant involved in the formulation of any policy or decisions (other than those covered in item 33), the effects of which directly or specifically benefited, or could directly or specifically benefit the employer or his/her own business? If yes, please provide details. Yes No

35. Was/is the applicant involved in any assignments/projects and / or regulatory/enforcement duties (other than those covered in items 33 and 34) which are connected in any way with his/her duties and responsibilities under the proposed outside work? If yes, please provide details. Yes No

36. (a) Did/does the applicant have any access to commercially sensitive information, including that of competitors of the employer / the applicant's own business? If yes, please provide details and assess whether as a result of such access the employer / the applicant's own business would gain an unfair advantage over the competitors. Yes No

Please tick in the appropriate box.
* Please delete whichever is inappropriate.

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(b) Did/does the applicant have any contacts or dealings with companies which Yes No may be considered as competitors of the employer or his/her own business? If yes, please provide details.

37. Apart from the information / knowledge that the applicant gained through the means mentioned in items 33 to 36 above, did he/she gain any other information / knowledge while in government service which is relevant to the business of the employer or his/her own business? Yes No If yes, please provide details.

38. Do you have any additional points to make on the connection between the applicant's former government duties and his/her proposed outside work? Yes No If yes, please provide details.

39. Do you think the applicant's duties and responsibilities under the proposed outside work would constitute any real or potential conflict of interest with his/her former government duties? Yes No If yes, please provide details.

40. Please give an assessment on whether the applicant's taking up the proposed outside work would give rise to any negative public perception (e.g. public suspicion of conflict of interest, any other impropriety or unfair advantage), cause embarrassment to the Government or bring disgrace to the civil service (e.g. because of the nature of the outside work or the background of the employer).

- Please tick in the appropriate box.
- * Please delete whichever is inappropriate.

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41. Recommendation on the application –

- Approve the application without sanitisation or any restriction (other than the standard restrictions set out in Part II Section (C) above).

- Approve the application subject to the following conditions –
 - a sanitisation period of _____ months from cessation of active service; and
 - the following restrictions (in addition to the standard restrictions on scope of work set out in Part II Section (C) above) –

- Reject the application.

Reasons: _____

Signature	Name	Rank / Post	Date
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Please tick in the appropriate box.
* Please delete whichever is inappropriate.

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ASSESSMENT B

42. If the applicant is/was a directorate officer at **D4 or above (or equivalent) or if the work that he/she handles/handled is of particular sensitivity**, please refer to his/her service history in items 8 and 9 above, and advise on the period of government service before cessation of active service which should be taken into account in assessing the application and provide your assessment below accordingly.

- last 3 years of active government service
- last 6 years of active government service

43. Having regard to the information provided in items 26 to 30 and 33 to 38, do you Yes No have any additional points to make on the connection between the applicant's former government duties and his/her proposed outside work? If yes, please provide details.

44. Do you think the applicant's duties and responsibilities under the proposed Yes No outside work would constitute any real or potential conflict of interest with his/her former government duties? If yes, please provide details.

45. Please give an assessment on whether the applicant's taking up the proposed outside work would give rise to any negative public perception (e.g. public suspicion of conflict of interest, any other impropriety or unfair advantage), cause embarrassment to the Government or bring disgrace to the civil service (e.g. because of the nature of the outside work or the background of the employer).

Please tick in the appropriate box.
* Please delete whichever is inappropriate.

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46. Recommendation on the application –

- Approve the application without sanitisation or any restriction (other than the standard restrictions set out in Part II Section (C) above).

- Approve the application subject to the following conditions –
 - a sanitisation period of _____ months from cessation of active service; and
 - the following restrictions (in addition to the standard restrictions on scope of work set out in Part II Section (C) above) –

- Reject the application.

Reasons: _____

Signature	Name	Rank / Post	Date
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Please tick in the appropriate box.
* Please delete whichever is inappropriate.