

RESTRICTED

Form CSB/PSE/2 (12/2005)

Notification of Paid Outside Work Undertaken Outside Hong Kong

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

I hereby notify you of the following paid outside work that I shall undertake outside Hong Kong –

(A) Personal particulars

Name: _____ Last government
post & rank: _____

Address & telephone no.: _____

Date of cessation of active service (*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: _____

Job title: _____ Job commencement
date: _____

Major duties
and responsibilities: _____

2. I confirm that the business of the outside work reported above has no connection with Hong Kong. I will inform you of any material change to the said outside work, and if the job content has changed so that it has any connection with Hong Kong, I will submit an application to seek the prior permission in accordance with the promulgated arrangements.

Signature : _____

Date : _____

Notes

Note 1 : This notification is required of a directorate officer who wishes to take up paid outside work outside Hong Kong within the relevant control period counting from formal departure from the Government.

Note 2 : A directorate officer should seek prior permission in respect of paid outside work involving duties outside Hong Kong during their final leave and/or control period, if he/she is to be based in Hong Kong, or if he/she is to work outside Hong Kong, either for an organization or on his/her own account, in a business that has any connection with Hong Kong.

Note 3 : The completed notification form may be returned to the Pensions and Provident Fund Section of the Civil Service Bureau by mail (8/F, West Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong), by fax (2523 6416), or through e-mail (csbpen@csb.gov.hk).