

RESTRICTED

Form CSB/PSE/3 (12/2005)

Notification of Unpaid Outside Work with Specified Non-commercial Organizations^{Note 1}

To^{Note 2}: _____

I hereby notify you of the following outside work which I shall undertake under the blanket permission given for unpaid outside work with specified non-commercial organizations –

(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 organization: _____

Work address : _____

Nature of organization: charitable / academic / other non-profit making organizations not primarily engaged in commercial operations*

non-commercial regional/international organization

Central Authorities

Organization's major business activities: _____

Job title: _____ Job commencement date: _____

* Delete as appropriate

Major duties
and
responsibilities:

Signature : _____

Date : _____

Notes

Note 1: The phrase “specified non-commercial organizations” refers to the following categories of non-commercial organizations –

- (a) charitable, academic or other non-profit making organizations not primarily engaged in commercial operations;
- (b) non-commercial regional/international organizations; or
- (c) the Central Authorities.

Blanket permission is given for all officers subject to post-service employment control to take up unpaid outside work with the above organizations.

Note 2: This notification must be given prior to the taking up of the outside work.

A directorate officer should return the completed notification form 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).

A non-directorate officer retiring / retired on pensionable terms should return the completed notification form to the relevant approving authority.

Note 3: Where the officer is a directorate officer appointed on pensionable or new permanent terms who have ceased/will cease active service on or after 1 January 2006, or a directorate officer on agreement terms who has entered/will enter in a new agreement on or after that date, the personal data and other information provided in this notification form may be disclosed to the public on a case-by-case basis where there is public concern about the propriety of the said work.