

# RESTRICTED

Form CSB/PSE/3 (12/2005)

## Notification of Unpaid Outside Work with Specified Non-commercial Organizations<sup>Note 1</sup>

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To<sup>Note 2</sup>: \_\_\_\_\_

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:

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Signature : \_\_\_\_\_

Date : \_\_\_\_\_

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**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 Section of the Civil Service Bureau by mail (11/F, West Wing, Central Government Offices, 11 Ice House Street, Hong Kong), by fax (2537 1514), 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.