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Form CSB/PRA/1 (Revised 12/2005)

Application for Permission to Take up Outside Work following Retirement from 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. Retired / will retire* under Old Pension Scheme / New Pension Scheme *
7. Service history during the **last two 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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PART II: INFORMATION ON PROPOSED OUTSIDE WORK *(To be completed by the applicant)*

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

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

9. Address: _____

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

11. The employer's major clientele: _____

12. The employer's parent company, if any: _____

13. The employer's subsidiaries, if any: _____

(B) The Proposed Outside Work

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

15. Work address (if different from the address in item 9 above): _____

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

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

17. Will you be involved in the business of the employer's parent company or any of its subsidiaries listed in items 12 and 13 in any way? If yes, please provide details. Yes No

18. Proposed commencement date of the outside work: _____

19. 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*

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

*(Please answer the questions in items 21 to 25 on the basis of your duties during the **last two 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 17 above), the reference to the employer below includes the parent company and/or the subsidiaries, as applicable.)*

21. (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

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* Please delete whichever is inappropriate.

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

(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

22. Were/are you involved in the formulation of any policy or decisions (other than those covered in item 21), 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

23. Were/are you involved in any assignments/projects and/or regulatory/enforcement duties (other than those covered in items 21 and 22) which are connected in any way with your duties and responsibilities under the proposed outside work ? If yes, please provide details. Yes No

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

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24. (a) Did/do you have any access to commercially sensitive information, Yes No 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.
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- (b) Did/do you have any contacts or dealings with companies which may be Yes No considered as competitors of the employer / your own business? If yes, please provide details.
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25. Apart from the information / knowledge gained through the means mentioned Yes No in items 21 to 24, 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.
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(C) 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; and
 - (b) verifying information with government departments / bureaux and/or parties outside the Government which are relevant to the application
- in accordance with the rules and arrangements promulgated in Civil Service Bureau (CSB) Circular No. 13/95 and any other circulars/circular memoranda to be issued by CSB from time to time on the taking up of outside work by (former) officers following retirement from 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 –

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

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- (a) government departments / bureaux for the purposes stated in paragraph i (a) and (b) above; and
- (b) parties outside the Government which are relevant to the application for the purpose stated in paragraph i (b) 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 relevant approving authority.

(D) Declaration

- (i) I have read Civil Service Bureau Circular No. 13/95.
- (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: ASSESSMENT ON THE APPLICATION

(This part should be completed by the Approving Authority or an officer designated by the Approving Authority. The designated officer should be familiar with the duties of the applicant, and be at a rank with a pay point of MPS 34 or above and at least two substantive ranks above the applicant.)

26. If any of the information provided by the applicant in Parts I and II is, to your knowledge, incorrect, please indicate below –

27. (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

28. Was/is the applicant involved in the formulation of any policy or decisions (other than those covered in item 27), the effects of which directly or specifically benefited, or could directly or specifically benefit the employer / his/her own business? If yes, please provide details. Yes No

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

Please tick in the appropriate box.

* Please delete whichever is inappropriate.

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30. (a) Did/does the applicant have any access to commercially sensitive information, including that of competitors of the employer / the applicant's own business? Yes No
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.

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

31. Apart from the information / knowledge that the applicant gained through the means mentioned in items 27 to 30 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.

32. 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.

33. 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.

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

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34. 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).

35. Recommendation on the application –

- Approve the application without sanitisation or any restriction.
- Approve the application subject to the following conditions –
 - a sanitisation period of _____ months from cessation of active service; and/or
 - the following restrictions (e.g. restrictions on scope of work) –

- 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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PART IV: DECISION ON THE APPLICATION

(This part should be completed by the Approving Authority)

36. Decision on the application –

- Approve the application without sanitisation or any restriction.
- Approve the application subject to the following conditions –
 - a sanitisation period of _____ months from cessation of active service; and/or
 - the following restrictions (e.g. restrictions on scope of work) –

- Reject the application.

Reasons: _____

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