

RESTRICTED

Form CSB/PSW/1 (9/2011)
(Updated in July 2026)

Notification of Outside Work Involving Duties Outside Hong Kong

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

I hereby notify you of the following *paid / unpaid outside work that I shall undertake which involves duties outside Hong Kong –

(A) Personal particulars

Name
(Chinese and English): _____ Last Government
post & rank: _____

Address: _____

Telephone: _____ E-mail: _____

Date of cessation of active duty (*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: _____

Outside
work title: _____ Commencement date
of outside work: _____

Major duties
and responsibilities: _____

* Please delete as appropriate.

2. I confirm that the above notified outside work has no connection with Hong Kong (e.g. the work is not in a business connected with Hong Kong, the employer is not connected with Hong Kong, the work does not require my working in Hong Kong for part of the time, etc.); the outside work in question would not in any way contravene or undermine the underlying principles and policy objectives of the control regime as stipulated in CSB Circular No. 7/2011, and there should be no concern over dual identity, conflict of interest and public perception arising from my taking up the notified outside work, taking into account my duties and responsibilities in the government service. I undertake to inform you of any material change to the said outside work. If the said outside work is to be changed so that it will have some connection with Hong Kong, I shall submit an application to seek the prior permission of the authority in accordance with the promulgated arrangements.

3. I confirm that I have read CSR 397, CSB Circular No. 7/2011 and the Notes on Use of Personal Data below. I understand that CSB reserves the right to request the submission of an application in lieu of a notification pursuant to CSB Circular No. 7/2011 where a more comprehensive assessment of my case is considered warranted.

Signature : _____

Date : _____

Notes

Note 1 : This Notification Form is required to be filled in by: (a) a directorate civil servant who wishes to take up unpaid outside work involving duties outside Hong Kong and with no connection with Hong Kong during his/her final leave period; or (b) a former directorate civil servant who wishes to take up paid outside work involving duties outside Hong Kong and with no connection with Hong Kong during the applicable minimum sanitisation period or control period. This notification must be given prior to the taking up of such work.

In making a notification of outside work to CSB, directorate civil servants on final leave and former directorate civil servants are reminded to ensure that the outside work in question would not in any way contravene or undermine the underlying principles and policy objectives of the control regime as stipulated in CSB Circular No. 7/2011, and that there should be no concern over dual identity, conflict of interest and public

perception taking into account their duties and responsibilities in the government service. Where such is in doubt, they should instead apply for prior permission to take up the outside work. In the event that a notification has been made and CSB considers it necessary to conduct a more comprehensive assessment of the case, the notifying party may be requested to submit an application in lieu of a notification. For the avoidance of doubt, directorate civil servants and former directorate civil servants who have put up a notification will also be subject to the work restrictions set out in Note 5 below in respect of the outside work they notified in the Notification Form.

Note 2 : The completed Notification Form is to be returned to the Pensions and Provident Fund Section of the Civil Service Bureau (CSB), by mail, or to e-mail address: csbpen@csb.gov.hk, or by fax (2523 6416).

Note 3: Use of Personal Data

Purpose of Collection

- (a) The personal data and other related information provided by the officer in this Form or through subsequent communication will be used for the purposes of –
 - (i) processing the notification by government departments / bureaux;
 - (ii) verifying information with government departments / bureaux and / or parties outside the Government which are relevant to the notification;
 - (iii) disclosing the basic information on notified and taken-up outside work to the public; and
 - (iv) applying sanctions against the officer in the event of non-compliance with any of the stipulated rules or arrangements,in accordance with the rules and arrangements promulgated in Civil Service Regulation 397 and CSB Circular No. 7/2011 and any other circulars or circular memoranda issued by CSB from time to time on the taking up of outside work by directorate civil servants on final leave and former directorate civil servants.
- (b) The provision of personal data and other information as required in this Notification Form is obligatory.

Classes of Transferees

- (c) The personal data and other related information provided in this Form or through subsequent communication may be disclosed to:
 - (i) government departments / bureaux for the purposes stated in (a)(i) and (ii) above;
 - (ii) parties outside the Government which are relevant to the notification for the purpose stated in (a)(ii) above;
 - (iii) the public including the media and the Legislative Council (LegCo) for the purpose stated in (a)(iii) above; and
 - (iv) the employer of the officer, the relevant professional body and / or the public including the media and LegCo for the purpose stated in (a)(iv) above.

Access to Personal Data

- (d) An officer 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 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 of CSB, by mail, or to e-mail address: csbpen@csb.gov.hk, or by fax at 2523 6416.

Note 4 : A directorate civil servant on final leave who wishes to take up the following outside work during the final leave period is required to seek prior permission: (a) paid outside work involving duties outside Hong Kong irrespective of whether the work has any connection with Hong Kong; and (b) unpaid outside work involving duties outside Hong Kong but with Hong Kong connection.

A former directorate civil servant is required to seek prior permission for undertaking paid or unpaid outside work outside Hong Kong but with Hong Kong connection during the applicable minimum sanitisation period or control period.

Note 5: Work Restrictions

The taking up of any outside work by a directorate and former directorate civil servant during the specified restriction periods is subject to the following work restrictions that the said individual will not –

- (a) directly or indirectly be involved in the bidding for any HKSAR government land, property, projects, contracts or franchises;
- (b) directly or indirectly undertake or represent any person in any work including any litigation or lobbying activities that are connected in any way with the formulation of any policy or decisions, sensitive information, contractual or legal dealings, assignments or projects, and enforcement or regulatory duties in which he / she had been involved or to which he / she had access during his / her last three years of service;
- (c) directly or indirectly engage in any activities which will cause embarrassment to the HKSAR Government or bring disgrace to the Civil Service; and
- (d) use or disclose any classified or sensitive information acquired while he / she was in government service in the course of his / her appointment with the prospective employer.