

RESTRICTED

Form CSB/PSW/2 (9/2011)

(Updated in July 2026)

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

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

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 organisations –

(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 organisation: _____

Work address : _____

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

☐ non-commercial regional / international organisation*

☐ the Central Authorities of the People's Republic of China

Organisation's major
business activities: _____

Job title: _____ Job commencement date: _____

Major duties and
responsibilities: _____

* Please delete as appropriate

2. I confirm 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 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.

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: Specified non-commercial organisations are listed below –

- (a) charitable, academic or other non-profit-making organisations not primarily engaged in commercial operations;
- (b) non-commercial regional or international organisations; and
- (c) the Central Authorities of the People's Republic of China.

Blanket permission is given for all civil servants subject to post-service outside work control to take up unpaid outside work with the above organisations.

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

A directorate civil servant should return the completed Notification Form 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 at 2523 6416).

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 3: The personal data and information provided in this Notification Form may be disclosed to the public on a case-specific basis in accordance with the relevant Civil Service Regulation (CSR) and CSB Circular where there is public concern.

Note 4: 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 CSR 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 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 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 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.