

# RESTRICTED

Form CSB/PSW/2(non) (9/2015)

## Notification of Outside Work by Non-directorate Civil Servants of Specified Ranks <sup>Note 1</sup>

(Before filling out this Notification Form, an officer should read  
Civil Service Regulation 398 and Civil Service Bureau Circular No. 9/2015.  
An officer should complete this Form in a full, frank and honest manner.)

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

I hereby notify you of the following \*paid / unpaid outside work which I shall undertake under the blanket permission given for non-directorate civil servants of specified ranks -

### (A) Personal particulars

Name  
(Chinese and English): \_\_\_\_\_ Last government  
post & rank: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Date of cessation of active duty (*commencement of pre-retirement leave, if applicable*): \_\_\_\_\_

Date of leaving the Government (*on expiry of pre-retirement leave, if applicable*): \_\_\_\_\_

### (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 (a) I have had no past dealings with the prospective employer in my last two years of government service<sup>Note 3</sup>; and (b) I shall comply with the standard work restrictions in my taking up of the post-service outside work up to the end of two years of retirement<sup>Note 4</sup>. I undertake that I shall submit an application to seek prior permission from the authority in accordance with the promulgated arrangements if there is any material change to the said outside work (including change in major duties) to the effect that I will no longer meet the above two conditions for taking up the outside work.

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

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

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### **Notes**

**Note 1:** This Notification Form is required to be filled in by non-directorate civil servants of specified ranks who wish to take up outside work during their pre-retirement leave and / or the first two years of retirement, subject to both of the following two conditions being met -

- (a) the non-directorate civil servant concerned has had no past dealings with the prospective employer in his / her last two years of government service; and
- (b) the non-directorate civil servant concerned has to comply with the standard work restrictions in his / her taking up of the outside work up to the end of two years of retirement.

**Note 2:** This notification must be given at least two weeks prior to the taking up of the outside work. A non-directorate civil servant retiring / retired on pensionable terms should return the completed Notification Form to the relevant authority.

**Note 3:** Past dealings with the prospective employer include -

- (a) involvement in preparation and / or assessment of contracts and / or tenders in which the prospective employer was one of the bidders or the awardee;
- (b) involvement in evaluating and / or assessing applications to the Government for funding, licence, project or on other matters in which the prospective employer was an applicant or an applicant's agent/representative;
- (c) monitoring of the performance of the prospective employer under a Government contract (or related sub-contract(s)) / tender / licence / franchise;

- (d) supervision of a Government contract (including material testing and payment checking), the works carried out or services provided by the prospective employer in the capacity of a party to the contract or a subcontractor of any tier of a party to the contract;
- (e) performing enforcement / regulatory duties against the prospective employer;
- (f) participation in work related to court processes and / or quasi-judicial matters which are related to the prospective employer;
- (g) involvement in investigation into the prospective employer or the prospective employer's business interests; and
- (h) having access to classified or sensitive information which is directly relevant to the prospective employer and may give the prospective employer an unfair advantage if such information were to be made known to the prospective employer.

In assessing whether a non-directorate civil servant has had past dealings with the prospective employer, the "employer" should be taken to mean the prospective employer as well as its parent company or subsidiaries, irrespective of whether or not the non-directorate civil servant will be involved in the business of these entities.

**Note 4:** The standard work restrictions that the non-directorate civil servant concerned has to comply with include -

- (a) He / she will not deal, either in his/her own capacity or on behalf of his / her employer, with the bureau(x) / department(s) / organisation(s) in which he / she worked in his / her last two years of government service, on matters relating to -
  - (i) the bidding for any government land, property, projects, contracts or franchises; or
  - (ii) the application to the Government for funding, licence, project or other matters in which the prospective employer was an applicant or an applicant's agent / representative; or
  - (iii) court processes and / or quasi-judicial proceedings.
- (b) He / she will not directly or indirectly undertake or represent any person in any work including but not limited to any litigation, inquiries or lobbying activities that are connected in any way with -
  - (i) contractual or legal dealings;
  - (ii) assignments or projects; and
  - (iii) enforcement or regulatory dutiesin which he / she had been involved or to which he / she had access during his / her last two years of government service.
- (c) He / she will not 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 / taking up his / her own business.

**Note 5:** 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 bureaux / departments;
  - (ii) verifying information with government bureaux / departments and / or parties outside the Government which are relevant to the notification; and
  - (iii) 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 398 and CSB Circular No. 9/2015 and any other circulars or circular memoranda issued by CSB from time to time on the taking up of outside work by non-directorate civil servants retiring / retired from the Government on pensionable terms.
- (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 bureaux / departments 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; and
  - (iii) the employer of the officer, the relevant professional body and / or the public including the media and Legislative Council for the purpose stated in (a)(iii) 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 relevant authority.