

Case Record  
個案資料

Serial No. 編號：\_\_\_\_\_

**(A) Information on the officer 有關人員資料**

Name \_\_\_\_\_ 姓名 \_\_\_\_\_

Last government post title 任職政府最後職位  
\_\_\_\_\_

Date of cessation of active government service 停止政府職務日期 \_\_\_\_\_

**(B) Information on the approved outside work 獲准擔任外間工作資料**

Name of employing company /organisation or own company\* 受聘公司/機構或自設公司名稱\*  
\_\_\_\_\_

Position/title 職位/職銜 \_\_\_\_\_

Commencement date of approved work 開始擔任獲准工作日期 \_\_\_\_\_

Brief description of main duties 主要職務簡述  
\_\_\_\_\_

Sanitisation period 禁制期 \_\_\_\_\_

Restrictions on scope of work (in addition to the applicable standard restrictions set out at the end of this form) 工作範圍限制 (除了本表格末段所列的劃一工作範圍限制之外)  
\_\_\_\_\_

I confirm that the above particulars are correct and understand that the information may be disclosed<sup>1</sup> to the public in accordance with the provisions set out in CSB Circular No. 10/2005.

Signature: \_\_\_\_\_  
Name \_\_\_\_\_  
Date: \_\_\_\_\_

\* Delete as appropriate

#### Standard Restrictions on Scope of Work

The officer should not –

- (a) be personally involved, directly or indirectly, in the bidding for any government land, property, projects, contracts or franchises;
- (b) undertake or represent any person in any work including any litigation or lobbying activities that are connected in any way with –
  - (i) the formulation of any policy or decisions;
  - (ii) sensitive information;
  - (iii) contractual or legal dealings;
  - (iv) assignments or projects; and/or
  - (v) enforcement or regulatory dutiesin which he/she was involved or to which he/she had access during his/her last three years of government service; or
- (c) engage in any activities which will cause embarrassment to the Government or bring disgrace to the civil service.

資料來源：公務員事務局

---

<sup>1</sup> For officers at D4 or above, this record will be placed in a register for public inspection.