

CONFIDENTIAL

Sample Reply Slip

To: Secretary, Advisory Committee on Post-service Employment of Civil Servants
(Fax No.: 2523 6416)

Application for Post-service Outside Work

**[Name of applicant],
[Rank of applicant]
(Application No. x/xxxx)**

I refer to your letter ref. [file reference] dated [dd/mm/yyyy]. My views and recommendation on [name of applicant]'s application are as follows –

(A) Recommendation on the application

[Note: The recommendation would depend on the circumstances of individual case.]

(B) Declaration of Interest

I declare my interest on [name of applicant]'s application as follows –

I return the paper and refrain from giving comments on [name of applicant]'s application because of the potential conflict of interest as shown below –

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Signature :

Name :

Date :

Please tick in the appropriate box.

Source of information : Civil Service Bureau