

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 disclosed¹ 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.

Source of information : Civil Service Bureau

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