

# Departmental Staff Circular Memorandum No. 1/2002

From Assistant Director/Administration  
 Ref. (14) in L/M (1) to HD 683/2001  
 Tel. No. 2761 6388  
 Fax No. 2711 4111  
 Date 17 January 2002

To Heads of Branches/Sections  
 (Attn. \_\_\_\_\_)  
 Your Ref. \_\_\_\_\_ in \_\_\_\_\_  
 dated \_\_\_\_\_ Fax. No. \_\_\_\_\_  
 Total Pages \_\_\_\_\_

## Guidance for Appropriate Behaviour on Prevention of Bribery Ordinance, Acceptance of Advantages and Entertainment and Conflict of Interest

### PURPOSE

This Departmental Staff Circular Memorandum (DSCM) serves to remind staff the requirements under the existing Civil Service Regulations (CSRs), Civil Service Bureau Circulars (CSBCs) and Departmental Staff Circulars (DSCs) governing the Prevention of Bribery Ordinance, acceptance of advantages and entertainment, and conflict of interest. It also provides a set of appropriate behaviour coupled with examples for staff to refer to in particular for those who have to supervise or to deal with consultants, contractors, sub-contractors, suppliers, service providers of Housing Authority (HA) / Housing Department (HD) (hereunder referred as service providers).

2. This Circular Memorandum supersedes Chapter III and the part of Chapter IV on Avoidance of Conflict of Interest of DSCM 5/2000 and D&C Branch Circular Memorandum of reference (25) in HD(D) 1/50/8 dated 18 September 2000.

### GENERAL

3 All staff must uphold the highest standard of integrity and ensure that the Authority's and staff's reputation is not tarnished by misconduct and corrupt behaviour. They should refrain from engaging in conduct or behaviour that may bring disrepute and embarrassment to the HA/HD.

4 Staff who are involved in the supervision and inspection of the service providers' work or have to deal with them are in a delicate position. While they are expected to sustain an effective and harmonious working relationship with service providers to foster trust and cooperation and minimize conflict, they must not compromise or be seen to have compromised their personal integrity and

commitment to maintain quality of work. They should pay particular attention to the provisions in the Prevention of Bribery Ordinance (PBO), the Acceptance of Advantages (Chief Executive's Permission) Notice 1992 (AAN)<sup>Note</sup> and the relevant CSRs, CSBCs and DSCs on the subjects and conduct and discipline.

## PREVENTION OF BRIBERY ORDINANCE

### *The Ordinance*

5.1 All Government officers are prohibited by law to offer, solicit or accept bribes. The law prohibiting acts of bribery in the civil service is set out in the Prevention of Bribery Ordinance, Cap. 201 (PBO). While sections 3, 4 and 10 of the PBO apply to all Government officers, all temporary and contract staff employed by the HA are covered by Section 4 of the Ordinance.

5.2 In essence, Sections 3, 4 and 10 of the PBO carry the following meaning:-

Section 3            *It is an offence for a Government officer who, without the general or special permission of the Chief Executive, solicits or accepts any advantages.*

Section 4            *It is an offence for a Government officer or Housing Authority contract/temporary staff to solicit or accept any advantage in Hong Kong or elsewhere as an inducement to or reward for him to abuse his official position or power in a number of ways as set out in the PBO.*

Section 10           *It is an offence for a Government officer to maintain a standard of living or possess or control assets which are not commensurate with his official emoluments without any satisfactory explanation to the court.*

5.3 The Department will not tolerate any corrupt activities or contravention of PBO cases and will report any suspected cases to ICAC.

---

<sup>Note</sup> As construed in accordance with the provisions of the Hong Kong Reunification Ordinance

## ACCEPTANCE OF ADVANTAGES

6.1 "Advantage" as defined in Section 2 of PBO refers to almost anything which is of value, except entertainment. Common examples of advantage include gift (both of money and in kind), loan, employment, contract, service and favour etc.

6.2 From past experience, a Government officer is not always offered a direct bribe at the outset. Corruption often starts with the Government officer being offered small favours to keep him sweet i.e. the "sweetening process". Section 3 of the PBO aims to prevent this from happening. It may constitute an offence under this Section if any officer solicits or accepts any advantage not in accordance with the general or special permission under the AAN.

6.3 The AAN lists those advantages that an officer may solicit or accept without committing an offence under Section 3 of the PBO. Under this Notice, general permission is given to an officer to solicit or accept advantages without restrictions (including favours and loans of objects) except for four types specified as "restricted advantages" which may only be solicited or accepted under certain circumstances having regard to the relationship with the offeror, the occasion the advantage is offered and the value of the advantage. The "restricted advantages" under the AAN are:

- (i) gifts (both of money and in kind);
- (ii) discounts;
- (iii) loans of money; and
- (iv) air, sea and overland passages.

The provisions also apply to temporary and contract staff employed by the Housing Authority.

6.4 The "restricted advantages" which an officer can accept under AAN without seeking permission are summarized in pages 1 and 2 of Annex I. An officer should read them to familiarize themselves with the limited circumstances under which general permission is given. In case of doubt, he should seek clarification from the Branch Administration Secretariat.

***Application for approval to solicit or accept a "restricted advantage"***

6.5 In circumstances not covered by the general permission under the AAN, an officer should apply through the respective Branch Administration Secretariat for special permission (using the form at Annex II) prior to or normally not later than a week with reason of why prior approval could not be sought after accepting any "restricted advantage" in accordance with paras 8 and 9 of the AAN. For example, an officer has to seek permission to accept a wedding gift if the offeror is his subordinate. Failing to do so may result in him being prosecuted for breach of Section 3 of the PBO or in disciplinary action being instituted against him. The following are examples where the acceptance of advantages is not allowed under AAN:-

- (i) An officer solicits or accepts 'lai see' from the service provider under his supervision;
- (ii) An officer accepts a free trip to the Mainland/Macau offered by a service provider without seeking special permission;
- (iii) An officer solicits a loan from a subordinate without seeking special permission; and
- (iv) An officer receives a loan of amount over HK\$2,000 from his friend without seeking permission.

6.6 An officer who solicits or accepts advantages for which general permission is given under the AAN will not be liable to prosecution under the PBO. However, he may be liable to disciplinary action if he solicits or accepts any advantage which has led, or could have led, to an apparent conflict between his private interest and his official duty, irrespective of whether the acceptance of the advantage is permitted under the AAN.

6.7 Section 4 of PBO forbids Government officers/Housing Authority staff to make use of their official positions for soliciting/accepting personal advantages. If a transaction amounts to an offence under Section 4, how the advantage is accepted is immaterial e.g. through a third party like spouse. The law presumes that the advantage is received on behalf of the Government officers/Housing Authority staff. It is still a Section 4 offence even if the advantage was offered or accepted outside Hong Kong. Both the giver and the acceptor of a bribe may be charged with a corruption offence even if the Government officer or HA staff has no real power to fulfil his promise or has not in fact fulfilled the promise. The following are some examples to illustrate Section 4 offences:

- (i) An officer accepts advantages from a contractor as a reward for allowing the latter to use substandard materials in maintenance or construction projects or for conniving at its non-compliance with the conditions of contract;
- (ii) An officer solicits or accepts advantages from a tenant as a reward for turning a blind eye to his breach of the tenancy agreement conditions, illegal parking or other activities not allowed in public housing estates;
- (iii) An officer accepts advantage from a contractor as a reward for allowing the latter to use the garbage room or a vacant unit in a housing estate as a store room;
- (iv) An officer accepts advantages from a maintenance contractor as reward for allowing the latter to overstate the price of works or issue unnecessary work orders;
- (v) An officer in the Hawker Control Team accepts advantage from illegal hawkers for tipping off impending raids;
- (vi) An officer solicits or accepts advantage from a tenant as a reward for speeding up his application for reallocation of his flat and use the former's influence to reallocate him a flat larger than his entitlement;
- (vii) An officer purchases electrical appliances at a special discount (not available to other customers) from a shopowner who runs his shop in the housing estate where the officer works. The officer in return allows the shopowner to park his van in the estate carpark free of charge;
- (viii) An officer accepts free renovation service rendered to his own flat by a service provider. He approves some work orders to the latter in return;
- (ix) An officer in Estate Office accepts advantage from a guard of the security contractor. He, in return, forges the attendance record for the guard to allow him to be absent from duty or to fraudulently claim overtime allowance;
- (x) An officer accepts advantage from an applicant for public rental housing as a reward for expediting the application or allocating to him/her unit exceeding his/her space entitlement.
- (xi) An officer in the Squatter Control Office accepts advantage from a squatter as a reward for taking no enforcement action against the latter's illegal structure.

- (xii) An officer accepts advantage from his subordinate as a reward for giving good appraisal on his performance or assigning less jobs to him or giving him assistance in a promotion exercise.

### ***Gifts Presented to an Officer in Official Capacity***

6.8 All gifts presented to an officer in his official capacity are regarded as gifts to the Department/HA. The officer should report, as soon as practicable and in any event not later than a week after receipt of the gift, to the respective Branch Administration Secretariat by filling the form at Annex II. The Department will decide the appropriate way of disposal in accordance with the principles laid down in CSB Circular No. 17/92.

6.9 While attending any function in his official capacity, an officer should politely decline to accept free raffle tickets or participate in free lucky draws for which valuable prizes may be presented. However, if this may cause offence or embarrassment to the host or organiser, the officer should hand out the prizes for re-draw as a polite means to avoid accepting any valuable prize. In any case, the prizes won and accepted are regarded as gifts to the Department/HA and should be handled in accordance with methods outlined in para. 6.8.

## **ACCEPTANCE OF ENTERTAINMENT**

### ***General Guidelines***

7.1 As defined in Section 2 of the PBO, "entertainment" means the provision of food or drink, for consumption on the occasion when it is provided, and of any other entertainment connected with or provided at the same time. Although entertainment is an acceptable form of business and social behaviour, an officer should turn down offers of entertainment that are excessive in nature or frequency or are inappropriate (taking into account the character of the host or his business) and frequent invitations to social functions from persons with whom he has official dealings. This is to avoid embarrassment or loss of objectivity when conducting the Department's business. It is also necessary to avoid bringing the officer or the Department into disrepute as such offers may lead to an actual or perceived conflict of interest. Reference should be made to Civil Service Regulations (CSRs) 431-435.

7.2 An officer should avoid accepting entertainment from any person if the entertainment is likely to:-

- (i) cause embarrassment to him in the discharge of his duties;

- (ii) make him feel obliged to the person offering it; or
- (iii) bring either himself or the public service into disrepute.

7.3 If acceptance of entertainment in an official capacity is considered necessary in the interests of the Department e.g. for liaison, information gathering and public relations purposes, the number of representatives from the Department accepting the entertainment should be kept to the minimum. A HA/HD officer is advised, as far as possible, not to take part in any games of chance on these occasions, especially those involving high stakes.

7.4 In general, officers should avoid accepting entertainment offered by people having official dealings with them e.g. building, maintenance or services contractors. They may accept such invitations only when they are unavoidable for reasons of courtesy and are:

- (i) considered as necessary in the interests of the Department e.g. for liaison, information gathering and public relations purpose; or
- (ii) within that normally associated with daily routine contacts.

In any case, the entertainment **should not be lavish or excessive in nature or frequency**. For those invitations the circumstances of which fall outside the above, the officer should first seek permission of the appropriate authority through their supervisors as stated in para.7.7 below.

7.5 The following are some examples on entertainment which are considered as within that normally associated with officers' daily routine contacts and they may accept them without seeking permission if they are unavoidable for reasons of courtesy:-

- (i) Light refreshment like cakes, biscuits and non-alcoholic drinks during site visits and meetings; and
- (ii) Upon receipt of invitation to Spring Reception, Ground Breaking, Topping Off/Completion Ceremony, Lo Pan Festival, Christmas Party from primary contractors/subcontractors of the project, officers should seek permission from their Unit/Section Heads who would decide who and how many officers should attend on each occasion. The Unit/Section Head should also record the names of officers attending each function.

7.6 For officers who have direct official dealings with service providers, e.g. those who are responsible of monitoring the performance of the latter, they are

advised that they should not over-socialise with them. It should be emphasized that night and Karaoke clubs and sauna parlours or massage establishments are not appropriate places to discuss official matters with persons having official dealings with HD. Over socialising with these persons by accepting invitations to these places may constitute a breach of the rules on conflict of interest.

### *Application for Approval*

7.7 For acceptance of entertainment from service providers for occasions outside the circumstance prescribed in para 7.4, staff should always seek prior permission from the appropriate authority by forwarding the application form at Annex III to the Branch Administration Secretariat through their immediate supervisor. Approval should only be given if the approving officer considers it reasonable and acceptable in the circumstances at the time of the invitation. For cases in which circumstances do not allow an officer to seek prior approval, he should seek covering approval to accept the entertainment **within a week** with reasons of why prior approval could not be sought.

### *Disposal of Gifts/Prizes received during the Entertainment*

7.8 Gifts presented to staff or prizes won by them including those from free raffle tickets while attending functions in their official capacity are regarded as gifts to the Department/HA and should be handled in accordance with the procedures laid down in para 6.8.

## **ACCEPTANCE OF FREE SERVICE**

8.1 Although free service is regarded as an "unrestricted advantage" under the AAN for the purpose of Section 3 of the PBO, an officer should ensure that he has no official dealings with the service providers before accepting the service so that he will not be obligated to arbitrarily favour the service providers in their official dealings with the department. If an official relationship between the officer and the service provider arises after acceptance of the service, it is advisable for the officer to report the acceptance to the Department to avoid a perceived conflict of interest through the form at Annex II.

8.2 The following are examples on free service provided by service providers which officers should not accept:-

- (i) free transportation service from a service provider for delivering an officer's personal belongings from one workplace to another; and



- (ii) free house moving service from a service provider with whom the officer has direct working relationship.

### **Misuse of Contract Transport**

8.3 Contract transport must not be used for non-official business or for any unauthorized journeys between home, office and other destinations, whether or not the service provider is prepared to provide the transport free of charge. Those found to have misused contract transport may be subject to disciplinary actions.

### **CONFLICT OF INTEREST**

9.1 Conflict of interest may arise when the private interests of an officer compete or conflict with the interests of the Department and the Government. "Private interests" include the financial and other interests of the officer himself and those of the following -

- (i) his family and other relations;
- (ii) his personal friends;
- (iii) the clubs and societies to which he belongs; and
- (iv) any person to whom he owes a favour or is obligated in any way.

9.2 As set out in the CSB Circular on this subject, every officer should make it his responsibility to be alert to and avoid engaging in situations that may lead to an actual or perceived conflict of interest. He should report to the Department any conflict and either withdraw from dealing with the matter in any way or follow the directions of the supervisor. It is normally adequate for the supervisor to relieve the officer concerned from performing or getting involved in performing the work which may give rise to a conflict of interest. Transfer to another post should only be considered if all other courses of action are not appropriate. Any such reports and action taken should be properly recorded and filed by the supervisor. Failure to avoid or to declare a conflict of interest that an officer is knowingly aware of, may result in disciplinary action being instituted against an officer.

9.3 Listed below are examples to illustrate conflict of interest situations which officers should avoid or declare:-

- (i) An officer in a tender selection team or in charge of a project assists a construction company partly owned by his spouse or relative to prepare the tender or intentionally sets the tender requirements in favour of the company;
- (ii) An officer takes part in a HA tender exercise to evaluate a number of bidding companies. His spouse, family, relative or personal friend is holding a key position in one of the companies or he or any such person has a financial interest in them;
- (iii) An officer undertakes enforcement duties of tenancy agreements of an estate shopping centre where one of the shops is operated by his relative or personal friend. He turns a blind eye to the obstruction caused by the shop to the corridor of the shopping centre;
- (iv) An officer supervises the cleansing service provided by a company partly owned by himself, his relative or personal friend;
- (v) An officer undertakes part-time job for or invests in a service provider company under his monitoring or supervision;
- (vi) An officer of an Estate Office handles an application from one of his relatives and friends for reallocation of public housing units or adding household members to the tenancy record without going through the normal checking procedures on the information submitted by the applicant;
- (vii) An officer in A&M Branch intentionally gives priority to an application from one of his relatives and friends for housing loan or allocation of a public housing unit;
- (viii) An officer involved in a clearance exercise intentionally takes no action or delays action against an illegal squatter structure of his/her friends or relatives;
- (ix) An officer intentionally gives priority to the repair works to a public housing unit of his friends or relatives;
- (x) An officer of an Estate Office takes no action against his friends or relatives, who are tenants of the public housing units, for breaching the terms and conditions of the tenancy agreement

- (xi) An officer engages in negotiation on behalf of the Department/HA of the procurement of any goods or services from service providers who are the spouse, family members or relatives of the officer;
- (xii) An officer acquires any investment that may lead to an actual or perceived conflict of interest with the officer's official duties such as an officer, his spouse, family members, or relatives establishing company supplying goods, plant, material or other services to any service providers who come under the officer's supervisory responsibilities;
- (xiii) An officer engages in betting and gambling of any kind, including card games and mahjong, with service providers who come under the officer's supervisory responsibilities;
- (xiv) An officer enters into arrangements with service providers which may be perceived as generating some form of personal gain such as purchasing a contract car from a service provider for private use after the expiry of contract;
- (xv) An officer undertakes paid or unpaid outside work for service providers who come under the officer's supervisory responsibilities;
- (xvi) An officer has joint investments with service providers who come under the officer's supervisory responsibilities; and
- (xvii) An officer introduces or recommends relatives or personal friends to take up employment with or sublet work from service providers who at the time come under the officer's supervisory responsibilities.

### ***Declaration of Conflict of Interest***

9.4 In cases where a conflict of interest may arise or has arisen, the officer shall make full disclosure in writing to the respective Business Administration Secretariat through their immediate supervisor by completing the form at Annex IV.

### **CIRCULATION**

10. This circular memorandum should be brought to the attention of all staff. It should be read by staff on first reporting for duty in Department. Branches should arrange to recirculate this memorandum, together with DSCM 5/2000 with the superseded parts therein crossed out, in January and July each year. Opportunity

will be taken to issue a new DSCM incorporating the two when any changes in requirements or departmental procedures on the subjects are required in future.

## REFERENCE

11. The guidance and examples described in this circular memorandum are by no means exhaustive. Staff are required to read this memorandum in conjunction with the relevant circulars and regulations listed at Annex V.

## ENQUIRY

12. For enquiries, please contact the following officers in the Branch Administration Secretariat:-

CSB, FIB, CSU and the Director's Office  
SEO/Per(1) Tel:2761 7048

A&M Branch  
SEO/AM Tel:2761 6407

CBD Branch  
SEO/CBD Tel:2761 6390

D&C Branch  
SEO/D&C Tel:2761 7391

Management Branch  
SEO/M(P) Tel:2761 6720



(Mrs Alice LEUNG)

Assistant Director/Administration

**Gifts/Discounts/Passages**

Offered by	<i>Relations*</i>	<i>Close Personal Friends</i>	<i>Other Persons</i>	<i>Tradesmen, Firms, Companies, Organizations And Associations</i>
Restriction (limit in monetary value)	may solicit and accept any gift/ discount/ passage of any value	may only accept a gift or passage of a value not exceeding \$2,000 (on special occasion e.g. birthday, wedding) and \$400 (on any other occasion)	may only accept a gift or passage of a value not exceeding \$1,000 (on special occasion)	may accept or solicit any gift/ discount/ passage of any value
Other Conditions	nil	<ul style="list-style-type: none"> <li>• offeror not a subordinate of the officer concerned</li> <li>• offeror has no official dealings with the department in which the officer works</li> <li>• advantage offered to the officer in his/her private capacity</li> </ul>	<ul style="list-style-type: none"> <li>• offeror has no official dealings with officer concerned</li> <li>• advantage offered to the officer in his/her private capacity</li> <li>• the offer is equally available to other persons</li> </ul>	

**Loan**

	<i>Relations*</i>	<i>Close Personal Friends</i>	<i>Other Persons</i>	<i>Tradesmen, Firms, Companies, Organizations and Associations</i>
Restriction (limit in monetary value)	nil	maximum \$2,000 per person per occasion	maximum \$1,000 per person per occasion	nil
Other Conditions	nil	<ul style="list-style-type: none"> <li>• rapid repayment within 14 days</li> <li>• lender not a subordinate of officer concerned</li> <li>• lender has no official dealings with the department in which the officer works</li> </ul>		<ul style="list-style-type: none"> <li>• loan offered to officer in his/her private capacity</li> <li>• lender has no official dealings with officer concerned</li> <li>• loan conditions offered similar to other persons</li> <li>• in the course of normal business of the lender</li> </ul>

\*'Relation' means –

- (a) Spouse (including a concubine)
- (b) Any person with whom the Government officer is living in a regular union as if man and wife
- (c) Fiancé, fiancée
- (d) Parent, step-parent, lawful guardian
- (e) Spouse's parent, spouse's step-parent, spouse's lawful guardian
- (f) Grandparent, great-grandparent
- (g) Child, ward of court
- (h) Spouse's child, spouse's ward of court
- (i) Grandchild
- (j) Child's spouse
- (k) Brother, sister
- (l) Spouse's brother, spouse's sister
- (m) Half-brother, half-sister
- (n) Step-brother, step-sister
- (o) Brother's spouse, sister's spouse
- (p) Brother's child, sister's child
- (q) Parent's brother, parent's sister
- (r) Parent's brother's spouse, parent's sister's spouse
- (s) Parent's brother's child, parent's sister's child

**Application for permission to solicit/accept advantages (including gifts and free service)**  
**索取/接受利益(包括禮物及免費服務)許可申請表**

**SECTION A (To be completed by applicant)**

**甲部(由申請人填寫)**

1. Name 姓名 : \_\_\_\_\_
  2. Rank / Designation 職級/職銜 : \_\_\_\_\_
  3. Office Tel. No. 辦公室電話號碼 : \_\_\_\_\_
  4. The advantage is obtained in \*official/private capacity 該利益是以官方/私人身份\*獲得
  5. (a) Donor of advantage 捐贈利益者 : \_\_\_\_\_
  - (b) Occasion on which the advantage was presented 在甚麼場合獲贈該利益 : \_\_\_\_\_
  - (c) Date of receipt of the advantage 收取該利益的日期 : \_\_\_\_\_
  6. The advantage \*is/is not equally available to non-government servants  
該利益是/不是\*同樣提供予非政府僱員
  7. Brief description of the advantage 扼要闡述該利益 : \_\_\_\_\_
  8. Brief description of the official relationship with the donor  
扼要闡述與提供利益者的關係 : \_\_\_\_\_
  9. Estimated market price of the advantage 估計該利益的市價為 : \_\_\_\_\_
  10. How would you like to dispose of the advantage if it is a gift (please tick the appropriate box)  
如所接受的利益是禮品，你會怎樣處理(請在適當空格填上「✓」號)
    - share among the office 讓辦事處的同事分享
    - accept for personal retention 接受並留為己用
    - accept but donate/send to 接受但捐贈/送予：  
(please specify) (請註明) \_\_\_\_\_
    - accept for display in the office 接受以供擺放在辦事處內：
    - others (please specify) 其他(請註明) \_\_\_\_\_
  11. Remarks 備註 : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- Date 日期 : \_\_\_\_\_ Signature 簽署 : \_\_\_\_\_

\*delete as appropriate 刪去不適用者



**SECTION B (To be completed by the applicant's supervisor)**

**乙部(由申請人上司填寫)**

12. The application is \*recommended/not recommended for approval. Reasons for not recommending the application:

申請可予批准/不必批准\*。申請不必批准的原因：

---

---

---

---

Signature 簽署 : \_\_\_\_\_

Designation 職銜 : \_\_\_\_\_

Name 姓名 : \_\_\_\_\_

Date 日期 : \_\_\_\_\_

**SECTION C (To be completed by the Administration Division/Branch Administration Secretariat)**

**丙部(由行政科/分處行政秘書處填寫)**

13. The application is \*approved/not approved (reply ref. (                      )).

申請批准/不獲批准\*(回覆檔號(                      ))。

Signature 簽署 : \_\_\_\_\_

Designation 職銜 : \_\_\_\_\_

Name 姓名 : \_\_\_\_\_

Date 日期 : \_\_\_\_\_

\*delete as appropriate 刪去不適用者

Application for Permission to Accept Entertainment  
for Circumstances Falling Outside Para.7.4 of DSCM 1/2002

申請接受不屬於房屋署職員通函第 1/2002 號第 7.4 段所列出的條件下方可接受的款待

To : CEO/HRM(1)/Heads, Branch Administration Secretariats  
致 : 總行政主任(人力資源管理)(一)/各分處行政秘書處主管

SECTION A (To be completed by the applicant)

甲部 (由申請人填寫)

According to CSRs 431 – 435 and DSC Memorandum 1/2002, I wish to apply for permission to accept entertainment offered by the offeror(s)<sup>1</sup> as detailed below:

根據公務員事務規例第 431 至 435 條以及房屋署職員通函第 x/2001 號，我欲申請接受款待。有關款待的資料如下：

Name of offeror 提供款待者的姓名 : \_\_\_\_\_

Description of entertainment 款待的簡述 : \_\_\_\_\_

Date and time of entertainment 款待的日期及時間 : \_\_\_\_\_

Venue of the entertainment 款待的地點 : \_\_\_\_\_

Invitation card attached 是否附有邀請卡 : \*No 沒有 / Yes 有

In what capacity 以甚麼身份去接受該邀請 : \*Private 私人 / Official 官方

Having official dealing with the offeror 是否與提供款待者有公事上的來往 : \*No 沒有 / Yes 有

(please specific the official dealings with the offeror if the answer is yes) :  
(若與提供款待者有公事上的來往，請詳加說明) :  
\_\_\_\_\_  
\_\_\_\_\_

No. of officers in your Section/Unit who will also accepted the entertainment : \_\_\_\_\_

在同一組別/股內，將會接受同樣款待的同事的人數：

Reasons for accepting the invitation :

接受邀請的原因：

---

---

---

Name 姓名 : \_\_\_\_\_ Rank/Post 職級/職位 : \_\_\_\_\_

Signature 簽署 : \_\_\_\_\_ Date 日期 : \_\_\_\_\_

---

**SECTION B (To be completed by the applicant's supervisor)**

乙部 (由申請者的上司填寫)

The application is \*recommended / not recommended for approval. Reasons are given below:

申請可予照准/不必照准\*。原因如下：

---

---

---

---

Name 姓名 : \_\_\_\_\_ Rank/Post 職級/職位 : \_\_\_\_\_

Signature 簽署 : \_\_\_\_\_ Date 日期 : \_\_\_\_\_

---

**SECTION C (to be completed by the Approving Authority)**

丙部 (由批核人員填寫)

The application is \*approved / not approved.

申請獲得批准/不獲批准\*。

Name 姓名 : \_\_\_\_\_ Rank/Post 職級/職位 : \_\_\_\_\_

Signature 簽署 : \_\_\_\_\_ Date 日期 : \_\_\_\_\_

**SECTION D (to be completed by Administration Division/Branch Administration Secretariats)**

丁部 (由行政科/各分處行政秘書處填寫)

The applicant has been informed of the result vide ref. \_\_\_\_\_ on \_\_\_\_\_.

申請結果已於 \_\_\_\_\_ 經檔案編號 \_\_\_\_\_ 知會申請者。

Signature 簽署 : \_\_\_\_\_ Date 日期 : \_\_\_\_\_

---

\*Please delete as appropriate 請刪去不適用者

Note<sup>1</sup> : It includes consultants, contractors, sub-contractors, suppliers and service providers of Housing Authority/Housing Department

註一 : 提供款待者可包括房屋署/房屋委員會所僱用的顧問公司、承建商、次承建商、供應商以及服務供應商。

Report on Conflict of Interest  
申報利益衝突

To : CEO/HRM(1)/Heads, Branch Administration Secretariats  
致 : 總行政主任(人力資源管理)(一)/各分處行政秘書處主管

SECTION A (To be completed by the officer concerned)  
甲部 (由有關同事填寫)

According to CSB Circular No. 19/92, I write to report the following conflict of interest:  
根據公務員事務局通告第 19/92 號，我欲申報利益衝突如下：

Branch/Division/Section/Unit :  
處/科/組/股

Description of present official duties :  
現時職務簡述：

Description of conflict of interest arising/perceived:  
所牽涉利益衝突的簡述：

Declaration of any personal interest that might influence, or appear to influence, your judgement in the performance of your duties:

所牽涉的個人利益可能影響工作時作出判斷的簡述：

Has the above personal interest reported in the Declaration of Investment made under DSC No. 4/99:

以上所述的個人利益有否於房屋署職員通告第 4/99 號有關資產申報內填報：

\*Yes 有 / No 沒有

Name 姓名 : \_\_\_\_\_ Rank/Post 職級/職位 : \_\_\_\_\_

Signature 簽署 : \_\_\_\_\_ Date 日期 : \_\_\_\_\_

---

**SECTION B (To be completed by the supervisor of the officer concerned)**

乙部 (由有關同事的上司填寫)

My comments and proposed course of action are as follows:

對於以上同事利益衝突的申報，我有以下的意見並建議採取以下的行動：

---

---

---

Name 姓名 : \_\_\_\_\_ Rank/Post 職級/職位 : \_\_\_\_\_

Signature 簽署 : \_\_\_\_\_ Date 日期 : \_\_\_\_\_

---

**SECTION C (to be completed by CEO/HRM(1)/Heads, BASs)**

丙部 (由總行政主任(人力資源管理)(一)/各分處行政秘書處主管填寫)

To 致 : \_\_\_\_\_

The following action is recommended for your consideration:

請參考以下所建議採取的行動：

---

---

---

Name 姓名 : \_\_\_\_\_ Rank/Post 職級/職位 : \_\_\_\_\_

Signature 簽署 : \_\_\_\_\_ Date 日期 : \_\_\_\_\_

**SECTION D (to be completed by the Approving Authority)**

丁部 (由批核人員填寫)

To : CEO/HRM(1)/Heads, BASs

致 : 總行政主任(人力資源管理)(一)/各分處行政秘書處主管

Recommendation in Section C is \*approved / not approved. Please take the following action:

丙部的建議獲得批准/不獲批准\*。請採取以下的行動：

---

---

---

Name 姓名 : \_\_\_\_\_ Rank/Post 職級/職位 : \_\_\_\_\_

Signature 簽署 : \_\_\_\_\_ Date 日期 : \_\_\_\_\_

Relevant Regulations and Circulars on  
Acceptance of Advantages and Entertainment and  
Conflict of Interest

- Acceptance of Advantages (Chief Executive's Permission)  
Notice 1992
- Civil Service Regulations 431-435 and 444.
  - Acceptance of Entertainment
- Civil Service Branch Circular No 18/92
  - The Acceptance of Advantages and Entertainment
- Civil Service Branch Circular No 19/92
  - Conflict of Interest
- Civil Service Bureau Circular No 9/2001
  - Declaration of Investments by Civil Servants
- Departmental Staff Circular No 3/96
  - Acceptance of Advantages and Entertainment
- Departmental Staff Circular No 4/99
  - Declaration of Investments
- Financial Instruction No. 26 of 2000/01
  - Conflict of Interest in HA Procurement