

(extracted from the "Standing Orders of The Hong Kong Housing Authority")

4. *Registration of Interests*

- (1) A Member should register his interests, pecuniary or otherwise, in writing to the Secretary of the Housing Authority within 30 days of his appointment, and thereafter between 1 to 30 April in every ensuing year. If there are changes to the particulars of a Member's registrable interests during the year, he should report such changes to the Secretary of the Housing Authority within 14 days of any changes.

(A form on the registration of interests with explanatory notes is at Annex A.)

- (2) A Member's registration of pecuniary interests should include -
 - (a) proprietorships, partnerships or remunerated directorships of companies, public or private;
 - (b) remunerated employments, offices, trades, professions or vocations;
 - (c) substantial shareholdings in companies (where the shares held are more than 1% of the company's issued share capital); and

- (d) land and property holdings with a substantial value or from which a substantial income is derived in Hong Kong.
- (3) A Member's registration of non-pecuniary interests should include membership of public bodies, boards and committees which focus of work is closely related to that of the Housing Authority.
- (4) A register of Member's interests should be kept by the Secretary of the Housing Authority and it should be made available for inspection on request by any member of the public.
- (5) Employment of Members in Professional Capacity -

No Member shall appear before the Authority, its committees, sub-committees/panels as a legal practitioner for or on behalf of a party or in a capacity for which he is to receive a fee or award.

5. *Declaration of Interests on Matters under Consideration by Members*

- (1) If a Member has a pecuniary interest as that defined in Standing Order No. 4(2), non-pecuniary interest as defined in Standing Order No. 4(3) or direct personal interest including that defined in Standing Order No. 4(5) in any matter under consideration either by circulation of paper or by discussion at a meeting by the Authority, or by any of its committees, sub-committees or panels of which he is a Member, he must, as soon as practicable after he has become aware of it, disclose to the Authority, the committee, sub-committee or panel, as the case may be, the nature of that interest.
- (2) If a Member declares an interest at the meeting, the meeting chairman should decide whether the Member concerned may be present at that part of the meeting, and may speak or vote on the matter. If there is objection to such decision, Members other than the Member having an interest should decide by voting.
- (3) All cases of declaration of interests shall be recorded in the minutes of the meeting.

6. *Interests Known Prior to Circulation of Discussion Paper*

If it is known to the Director of Housing that a Member has an interest as defined in Standing Order No. 4 in any matter to be discussed at a forthcoming meeting before the relevant paper is circulated -

- (1) The Director of Housing should decide whether circulation of the paper to the Member concerned should be withheld. If so, the Director of Housing should put in writing to the Member concerned informing him of the decision. The Member so informed should not attend that part of the meeting at which the relevant item is discussed. The letter should be copied to the chairman of the Authority, committee or sub-committee/panel, as the case may be.
- (2) Any such case of known interest should be made known to the meeting at its beginning. The meeting should also be informed of the action taken by the Director of Housing.

7. *Interests Known After Circulation of Discussion Paper but Prior to the Meeting when the Paper is Discussed*

- (1) If a Member is in receipt of a paper for discussion which he knows presents a direct conflict of interest, he should inform the meeting secretary as soon as possible and prior to the meeting. The meeting secretary should bring this to the attention of the Director of Housing.
- (2) Any such case of known interest should be made known to the meeting at its beginning. The meeting chairman should decide whether the Member having an interest may be present at that part of the meeting, and may speak or vote on the matter. If there is objection to such decision, Members other than the Member having an interest should decide by voting.

8. *Interests Known Prior to Circulation of Presumption Paper*

If it is known to the Director of Housing that a Member has an interest as defined in Standing Order No. 4 in any matter to be considered by circulation of presumption paper, the Director of Housing should decide whether circulation of the paper to the Member concerned should be withheld. If so, the Director of Housing should put in writing to the Member concerned informing him that a Housing Authority, committee or sub-committee/panel presumption paper has been withheld from circulation to him. The letter should be copied to the chairman of the Authority, committee or sub-committee/panel, as the case may be.

9. *Interests Known After Circulation of Presumption Paper to Members but Prior to the Presumption Date*

- (1) If a Member is in receipt of a paper for consideration by circulation of presumption paper which he knows presents a direct conflict of interest, he should inform the meeting secretary prior to the presumption date. The meeting secretary should bring this to the attention of the Director of Housing.

- (2) The Director of Housing should decide whether the Member having an interest may give views or vote on the matter under consideration. The Director of Housing should put in writing to the Member informing him of his decision. The letter should be copied to the chairman of the Authority, committee or sub-committee/panel, as the case may be.

10. *Conflict of Interests Involving a Meeting Chairman*

- (1) If it is known to the Director of Housing that the chairman of the Authority, committee or sub-committee/panel has an interest as defined in Standing Order No. 4 in any matter to be discussed at a forthcoming meeting before the relevant paper is circulated, the Director of Housing should decide whether circulation of the paper to the chairman concerned should be withheld. If so, the Director of Housing should put in writing to the chairman informing him of the decision. The chairman so informed should not preside or attend that part of the meeting at which the relevant item is discussed. The letter should be copied to the chairman of the Authority or committee, as the case may be.
- (2) If the chairman of the Authority, committee or sub-committee/panel, as the case may be, declares an interest at the meeting, Members present should decide whether the chairman should temporarily relinquish the chairmanship to the Vice-Chairman, or, in his absence or for committee or sub-committee/panel without a vice-chairman, to such Member as the Members present should select, to preside at the meeting for the discussion of the item concerned.
- (3) In the event of paragraph (2) above, the temporary chairman should decide whether the chairman having an interest may be present at that part of the meeting, may speak or vote on the matter. If there is objection to such decision, Members at the meeting other than the chairman having an interest should decide by voting.