

立法會 *Legislative Council*

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Paper for the House Committee meeting on 22 June 2012

Committee on Members' Interests

Proposed amendments to the registration requirements under Rule 83 of the Rules of Procedure to enhance transparency and accountability

Purpose

This paper invites the House Committee ("HC") to consider the proposal of the Committee on Members' Interests ("CMI") to amend the registration requirements under Rule 83 (Registration of Interests) of the Rules of Procedure ("RoP") of the Legislative Council ("LegCo") to enhance transparency and accountability.

Background

2. Under Rule 83 of RoP, Members are required to furnish to the Clerk to LegCo, in such form as may be approved by the President of LegCo, particulars of their registrable interests not later than the first meeting of each term and within 14 days of any changes to their registrable interests. The categories of registrable interests are set out in Rule 83(5)¹. Members are also required to provide particulars of their registrable interests in a Registration Form on Members' Interests ("the Registration Form") approved by the President of LegCo.

¹ Eight categories of registrable interests are set out in Rule 83(5). These are: (a) remunerated directorships of companies; (b) remunerated employments, offices, trades, professions or vocations; (c) names of clients to whom Members provide services which arise out of or are related to their membership of the Council; (d) election donations and financial sponsorships; (e) overseas visits; (f) payments, benefits and advantages received from Government or organization of a place outside Hong Kong or from any person who is not a Hong Kong permanent resident; (g) land and property; and (h) shareholdings.

CMI's proposals

3. In view of the rising public expectation of the conduct and propriety of Members of LegCo, CMI has conducted a review of the requirements for the registration of Members' interests. Having regard to the relevant practices of the House of Commons of the Parliament of the United Kingdom² and the Executive Council of Hong Kong³, CMI proposes that the following changes be made to the registration requirements to enhance transparency and accountability and that these changes be put in place for registration by Members of the Fifth LegCo:

- (a) the nature of work to which the remuneration relates should be provided under "directorships", "remunerated employment, offices, etc." and "clients";
- (b) the estimated amount/value of the sponsorship received by Members or their spouses arising out of the membership of the Council should be provided under "overseas visits";
- (c) more details on the location and usage of the land or property owned by Members (except for self-occupation) should be provided under "land and property". For instance, if a Member owns a residential property in the Central district on Hong Kong Island for rental purpose, such information should be provided; and
- (d) a new category of "remunerated membership of boards, committees or other organizations", for instance, membership of statutory bodies and non-governmental organizations for which an honorarium is payable, should be added.

4. CMI also proposes that Members be required to provide dates of changes to their registrable interests of "directorships", "remunerated employment, offices, etc.", "clients", "shareholdings" and "land and property" in the Registration Form, so as to better enable the public to monitor whether the requirement to furnish to the Clerk to LegCo within

² The registration requirements of the Legislative Council ("LegCo") were modelled on those in use by the House of Commons of the Parliament of the United Kingdom ("UK") when they were first introduced by the former LegCo in 1991. The Committee on Members' Interests ("CMI") has studied the changes in the requirements for registration of Members' interests in the UK House of Commons over the years. CMI notes that Members of Parliament are required to provide quite comprehensive information when registering their paid employment under the categories of "directorships", "paid employment" and "clients".

³ CMI has studied the registration requirements of the Executive Council of Hong Kong ("ExCo"). CMI notes that while ExCo has similar categories of registrable interests as in LegCo, ExCo Members are required to provide more details when registering their interests under "land and property" and "shareholdings".

14 days particulars of any change in the above registrable interests is complied with by Members.

5. Further, to put beyond doubt that Members are not only required to comply with Rule 83(5) of RoP but also to provide the particulars as required in the Registration Form, CMI proposes making the Registration Form a part of RoP. Changes to the Registration Form to make it more user-friendly and informative have also been proposed.

6. To effect the changes proposed by CMI in paragraphs 3 to 5 above, it is necessary to amend Rule 83(1), (2), (3) and (5) of RoP. The proposed amendments to Rule 83 and consequential amendments to Rule 4(1) of and the Schedule to RoP are set out in the **Appendix**.

Consultation with all Members on CMI's proposals

7. CMI has consulted the views of all Members on the proposed changes to registration of Members' interests using a questionnaire. The majority of Members agree to or have no comment on these proposed changes.

Consultation with the Committee on Rules of Procedure ("CRoP")

8. CMI has sought the views of CRoP which supported CMI's proposals and proposed amendments to RoP as set out in the Appendix.

Advice sought

9. HC members are invited to consider CMI's proposed amendments to RoP as set out in the Appendix. Subject to HC's views, Hon Mrs Sophie LEUNG, Chairman of CMI, will move a motion at the Council meeting of 11 July 2012 to amend RoP for implementation with effect from the Fifth LegCo.

Council Business Division 3
Legislative Council Secretariat
20 June 2012

Proposed amendments to the Rules of Procedure

4. Election of President

(1) Subject to subrule (2), the President shall be elected by and from among the Members of the Council in accordance with ~~the Schedule~~ *Schedule 1*...

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83. Registration of Interests

(1) Except for the purpose of making registration of interests under subrule (2), every Member shall, not later than the first meeting of each term, furnish to the Clerk, in ~~such form as may be approved by the President~~ *the form specified in Schedule 2*, particulars of his registrable interests. (*L.N. 107 of 1999*)

(2) Every new Member of the Legislative Council shall, within 14 days from the date of his becoming a new Member to fill a vacant seat, furnish to the Clerk, in ~~such form as may be approved by the President~~ *the form specified in Schedule 2*, particulars of his registrable interests.

(3) Every Member shall furnish to the Clerk, in ~~such form as may be approved by the President~~ *the form specified in Schedule 2*, particulars of any change in such registrable interests, within 14 days of any such change.

(4) The Clerk shall cause those particulars to be entered in a Register of Members' Interests and that register shall be available for inspection by any person during office hours.

(5) In this Rule, "registrable interests" means –

- (a) remunerated directorships of companies, public or private, and if the company concerned is a subsidiary of another company within the meaning of section 2(4) of the Companies Ordinance (Cap. 32), also the name of that other company; (*L.N. 73 of 2006*)
- (b) remunerated employments, offices, trades, professions or vocations;
- (c) the names of clients when the interests referred to above include personal services by Members which arise out of or are related in any manner to his membership of the Council;

- (d) (i) all donations, as a candidate in the Legislative Council election in which the Member was elected as a Member of the Council, received by the Member or any person on his behalf for the purpose of meeting the Member's election expenses in the election; or
(*L.N. 107 of 1999*)
- (ii) financial sponsorships, as a Member of the Council, by any person or organization, stating whether any such sponsorships include any payment or any material benefit or advantage to the Member or his spouse, whether direct or indirect; (*L.N. 107 of 1999*)
- (e) overseas visits made by the Member or his spouse relating to or arising out of membership of the Council where the cost of any such visit has not been wholly borne by the Member or public funds;
- (f) any payments or any material benefits or advantages received by the Member or his spouse arising out of his membership of the Council from or on behalf of:
 - (i) any government or organization of a place outside Hong Kong; or
 - (ii) any person who is not a Hong Kong permanent resident;
- (g) land and property;
- (h) the names of companies or other bodies in which the Member has, to his knowledge, either himself or with or on behalf of his spouse or infant children, a beneficial interest in shareholdings of a nominal value greater than one-hundredth of the issued share capital;
- (i) *remunerated membership of boards, committees or other organizations.*

X X X X X X X

~~Schedule~~ *Schedule 1*
[Rule 4]

Procedure for the Election of the President of the Legislative Council

The election of the President of the Council shall be conducted at a meeting of the Council...

Legend:

Texts proposed to be deleted are shown with deletion lines

Texts proposed to be added are shown in italics

X X X X X X X

Schedule 2
[Rule 83]

**Legislative Council of the
Hong Kong Special Administrative Region**

Registration Form on Members' Interests

Important Notes

Time limits for registration of interests

Every Member is required to not later than the first meeting of each term furnish to the Clerk to the Legislative Council ("LegCo") in the Registration Form on Members' Interests ("the Registration Form") particulars of his registrable interests (Rule 83(1) of the Rules of Procedure ("RoP")).

2. Every Member is required to furnish to the Clerk to LegCo within 14 days of any change to his registrable interests (Rule 83(3) of RoP).

Register of Members' interests

3. Particulars of registrable interests are entered in a Register of Members' Interests ("the Register") for public inspection (Rule 83(4) of RoP).

4. The main purpose of the Register is to provide information of any pecuniary interest or other material benefit which a Member receives which might reasonably be thought by others to influence his actions, speeches or votes in the Council, or actions taken in his capacity as a Member of the Council. Members are required to have this general purpose in mind when determining what interests should properly be disclosed.

5. It is for individual Members to provide the required information and be responsible for what is recorded about himself in the Register, as each is answerable to his fellow Members and the public.

6. The registration of interests is additional to, and in no way a replacement of, the requirement on Members to disclose pecuniary interests under Rule 83A of RoP which is reproduced hereunder:

"In the Council or in any committee or subcommittee, a Member shall not move any motion or amendment relating to a matter in which he has a pecuniary interest, whether direct or indirect, or speak on any such matter, except where he discloses the nature of that interest."

7. As far as the RoP are concerned, it is not a breach to receive material benefits, provided that the material benefits are registered in accordance with Rule 83 of RoP. Whether or not the acceptance of a particular material benefit is in contravention of the provisions of the Prevention of Bribery Ordinance (Cap. 201) or other Ordinances is a matter for the Member to decide for himself having regard to his own knowledge of the circumstances.

8. For details of the registrable interests which are required to be registered under Rule 83 of the RoP, please refer to the explanatory notes in each category of registrable interest in the Registration Form. Further guidance can be found in the Guidelines on Registration of Interests which is available from the LegCo Secretariat and the LegCo website.

9. If there is not enough space for completing any section of the Registration Form, additional sheets may be attached to it; but each sheet should carry the Member's signature.

Category

1. Directorships
2. Remunerated Employment, Offices, etc.
3. Clients (arising from or relating in any manner to the membership of the Council)
4. Election Donations/Financial Sponsorships
5. Overseas Visits
6. Payments, benefits and advantages received from any Government or organization of a place outside Hong Kong or from any person who does not qualify as a “Hong Kong permanent resident”
7. Land and Property
8. Shareholdings
9. Remunerated membership of boards, committees or other organizations
10. Miscellaneous

Name of Member: _____

Category 1- Directorships

1(1). Do you have any remunerated directorships in any public or private company?

Yes **No** *(Please ✓ where appropriate)*

If yes, please list the details of the company in each case in the table below.

- Notes:**
- (a) "Remunerated directorships" include all directorships for which a fee, honorarium, allowance or other material benefit is payable.
 - (b) The term "material benefit" refers to (i) interests received from a single source in the course of one year where the total value of such interests exceeds 5% of the annual remuneration* of a Member of the Council (*excluding the operating expenses reimbursement); or (ii) one-off material benefits exceeding \$10,000 in value.
 - (c) Remunerated directorships of both local and overseas companies are registrable.
 - (d) Remunerated directorships through corporate directors are also registrable. However, particulars of remunerated directorships through corporate directors need only be updated on an annual basis, at the beginning of each legislative session.
 - (e) Where you are a remunerated director of a company, all remunerated subsidiary or associated directorships which you hold within the same group should also be registered.
 - (f) Subsidiary of another company has the same meaning as in section 2(4) of the Companies Ordinance (Cap. 32) which specifies that a company shall be deemed to be a subsidiary of another company if –
 - " (a) that other company: (i) controls the composition of the board of directors of the first-mentioned company; or (ii) controls more than half of the voting power of the first-mentioned company; or (iii) holds more than half of the issued share capital of the first-mentioned company (excluding any part of it which carries no right to participate beyond a specified amount in a distribution of either profits or capital); or
 - (b) if the first-mentioned company is a subsidiary of any company which is that other company's subsidiary."

Details

Name of company	
- Nature of business of the company	
- Nature of work carried out in return for the remuneration	
- Capacity <i>(Please ✓ where appropriate)</i>	<input type="checkbox"/> Executive Director <input type="checkbox"/> Non-Executive Director <input type="checkbox"/> Others <i>(please specify)</i> _____
- Starting date of holding the directorship of the company if the directorship is appointed during the term #	
- Name of the company if the company of which you are a remunerated director is a subsidiary company of that company	

Excluding the registration made before the first meeting of the term

Signature: _____ Date: _____

(If you have more directorships to register, please use the additional sheet provided after this page.)

Category 1- Directorships
1(1) (cont'd)

Name of Member: _____

Name of company	
- Nature of business of the company	
- Nature of work carried out in return for the remuneration	
- Capacity <i>(Please ✓ where appropriate)</i>	<input type="checkbox"/> Executive Director <input type="checkbox"/> Non-Executive Director <input type="checkbox"/> Others <i>(please specify)</i> _____
- Starting date of holding the directorship of the company if the directorship is appointed during the term #	
- Name of the company if the company of which you are a remunerated director is a subsidiary company of that company	
Name of company	
- Nature of business of the company	
- Nature of work carried out in return for the remuneration	
- Capacity <i>(Please ✓ where appropriate)</i>	<input type="checkbox"/> Executive Director <input type="checkbox"/> Non-Executive Director <input type="checkbox"/> Others <i>(please specify)</i> _____
- Starting date of holding the directorship of the company if the directorship is appointed during the term #	
- Name of the company if the company of which you are a remunerated director is a subsidiary company of that company	

Excluding the registration made before the first meeting of the term

(Please make a copy of this sheet if necessary, and sign on every such sheet.)

Signature: _____ Date: _____

Name of Member: _____

Category 2 – Remunerated Employment, Offices, etc.

2(1). Are you receiving any remuneration from any employment, office, trade, profession or vocation (apart from membership of the Legislative Council)?

Yes **No** *(Please ✓ where appropriate)*

If yes, please list the details of the employment, office, trade, or profession in each case in the table below.

- Notes:**
- (a) An employment, office, trade or profession is "remunerated" where a salary, honorarium, allowance or other material benefit is payable.
 - (b) The term "material benefit" refers to (i) interests received from a single source in the course of one year where the total value of such interests exceeds 5% of the annual remuneration* of a Member of the Council (*excluding the operating expenses reimbursement); or (ii) one-off material benefits exceeding \$10,000 in value.
 - (c) "Remunerated offices" should include all "remunerated" public offices.
 - (d) Members who have paid posts as consultants or advisers should indicate the nature of the consultancy in the register: for example, "management consultant", "legal adviser", etc.

Details

Name of the remunerated employment, office, trade, or profession	Nature of business of the firm (if a firm is named)	Nature of work carried out in return for the remuneration	Starting date of being engaged in the employment, office, trade or profession if the engagement is made during the term #

Excluding the registration made before the first meeting of the term

Signature: _____ **Date:** _____

(If you have more remunerated employment, office, trade, or profession to register, please use the additional sheet provided after this page.)

Name of Member: _____

Category 3 – Clients
(arising from or relating in any manner to the membership of the Council)

3(1). Does any of the paid employment registered in Category 1 (Directorships) or Category 2 (Remunerated employment, offices, etc.) entail the provision to clients of services which arise out of or relate in any manner to your position as a Member of the Legislative Council?

Yes **No** *(Please ✓ where appropriate)*

If yes, please list details in each case in the table below.

- Notes:**
- (a) Services in this context include those rendered by you personally or those, to your knowledge, rendered by an organization of which you are a partner, director, employee or office holder. Some examples of registrable interests under this category are: a solicitor Member's firm acts for a client in making representations to the Council on a bill, and an accountant Member's firm acts for a client in preparing tender documents for a project which is the subject of deliberations by the Finance Committee.
 - (b) Under this category of registrable interests, a Member's obligation is to register those interests within his knowledge. It would not be necessary for the Member to find out the names of all the clients in respect of whom remunerated services were rendered by the Member's organization.

Details

Name of the client	Nature of business of the client	Nature of work carried out in return for the remuneration	Starting date of provision of service to the client if such employment is engaged during the term #

Excluding the registration made before the first meeting of the term

Signature: _____ **Date:** _____

(If you have more clients to register, please use the additional sheet provided after this page.)

Name of Member: _____

Category 4 – Election Donations / Financial Sponsorships

4(1). Did you receive any election donation (see note (a) below) towards your being elected to the membership of the Legislative Council?

Yes No (Please ✓ where appropriate)

Notes: (a) "Election donation" has the same meaning as in the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554). Under the Ordinance, "election donation" means any of the following donations –

- (i) any money given to or in respect of the candidate or candidates for the purpose of meeting, or contributing towards meeting, the election expenses of the candidate or candidates;
- (ii) any goods given to or in respect of the candidate or candidates for the purpose of promoting the election of the candidate or candidates or of prejudicing the election of another candidate or other candidates, and includes any goods given incidental to the provision of voluntary service;
- (iii) any service provided to or in respect of the candidate or candidates for the purpose of promoting the election of the candidate or candidates or of prejudicing the election of another candidate or other candidates, but does not include voluntary service.

(b) For the purpose of stating the details of sponsor(s) and election donation involved, a Member may attach a copy of the election return relating to election donations which he is required to lodge with the Election Committee under s.37(1)(b) of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554). However, copies of receipts are not required.

If yes, please list details of the sponsor(s) and the amount involved in each case (please see note (b) above).

Signature: _____ Date: _____

Name of Member: _____

Category 5 – Overseas Visits

5. Have you or your spouse made any overseas visits relating to or in any way arising out of your membership of the Legislative Council where the cost of the visit was not wholly borne by yourself or by public funds of Hong Kong?

Yes **No** (*Please ✓ where appropriate*)

If yes, please list details in the table below.

- Notes:**
- (a) A Member is expected to make the necessary enquiries of his spouse in order to make a return on the registration of interests relating to overseas visits.
 - (b) "Overseas visits" is interpreted to include all visits outside Hong Kong.
 - (c) An interest under this category should be registered within 14 days of the conclusion of the visit.

Details

Name(s) of the sponsor(s)	
Date(s) of the visit	
Country or place visited	
Purpose of the visit	
Nature of interest received (Please specify whether the interest relates to the provision of passage, accommodation, and/or subsistence allowance)	
Estimated amount/value of the sponsorship	

Signature: _____ Date: _____

Name of Member: _____

Category 6 – Payments, benefits and advantages received from any Government or organization of a place outside Hong Kong or from any person who does not qualify as a “Hong Kong permanent resident”

6(1). Have you or your spouse received any payments, or material benefits or advantages from or on behalf of any Government or organization of a place outside Hong Kong, which in any way relates to your membership of the Legislative Council?

Yes **No** *(Please ✓ where appropriate)*

- Notes:**
- (a) A Member is expected to make the necessary enquiries of his spouse in order to make a return on the registration of interests under this category.
 - (b) Overseas hospitality and travel facilities should be entered under Category 5 (Overseas Visits).
 - (c) Payments or material benefits include such benefits received by a company in which a Member has a controlling interest, or the largest shareholding, as well as payments or material benefits received by the Member personally.
 - (d) The term "material benefit" refers to (i) interests received from a single source in the course of one year where the total value of such interests exceeds 5% of the annual remuneration* of a Member of the Council (*excluding the operating expenses reimbursement); or (ii) one-off material benefits exceeding \$10,000 in value.

If yes, please give details.

Signature: _____ **Date:** _____

Category 6 – Overseas payments, benefits and advantages

Name of Member: _____

6(2). Have you or your spouse received any payments, or material benefits or advantages from or on behalf of any person who does not qualify as a "Hong Kong permanent resident" under the Basic Law, which in any way relates to your membership of the Legislative Council?

Yes No *(Please ✓ where appropriate)*

- Notes:**
- (a) A Member is expected to make the necessary enquiries of his spouse in order to make a return on the registration of interests under this category.
 - (b) Overseas hospitality and travel facilities should be entered under Category 5 (Overseas Visits).
 - (c) The definition of "Hong Kong permanent resident" given in Paragraph 2 of Article 24 of the Basic Law is as follows:
 - (1) Chinese citizens born in Hong Kong before or after the establishment of the Hong Kong Special Administrative Region;
 - (2) Chinese citizens who have ordinarily resided in Hong Kong for a continuous period of not less than seven years before or after the establishment of the Hong Kong Special Administrative Region;
 - (3) Persons of Chinese nationality born outside Hong Kong of those residents listed in categories (1) and (2);
 - (4) Persons not of Chinese nationality who have entered Hong Kong with valid travel documents, have ordinarily resided in Hong Kong for a continuous period of not less than seven years and have taken Hong Kong as their place of permanent residence before or after the establishment of the Hong Kong Special Administrative Region;
 - (5) Persons under 21 years of age born in Hong Kong of those residents listed in category (4) before or after the establishment of the Hong Kong Special Administrative Region; and
 - (6) Persons other than those residents listed in categories (1) to (5), who, before the establishment of the Hong Kong Special Administrative Region, had the right of abode in Hong Kong only.
 - (d) Payments or material benefits include such benefits received by a company in which a Member has a controlling interest, or the largest shareholding, as well as payments or material benefits received by the Member personally.
 - (e) The term "material benefit" refers to (i) interests received from a single source in the course of one year where the total value of such interests exceeds 5% of the annual remuneration* of a Member of the Council (*excluding the operating expenses reimbursement); or (ii) one-off material benefits exceeding \$10,000 in value.

If yes, please give details.

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Signature: _____ Date: _____

Name of Member: _____

Category 7 – Land and Property

7(1). Do you have any land or property in Hong Kong or elsewhere?

Yes **No** (*Please ✓ where appropriate*)

If yes, please list details of each case in the table below.

- Notes:**
- (a) The requirement is to register the general location and nature of the land or property owned by a Member and whether any income is derived from such land or property. Detailed addresses are not necessary.
 - (b) The only or principal residence in Hong Kong which a Member owns and ordinarily lives in need not be registered unless he also derives income from it.
 - (c) Land or property is registrable where a Member has a right over its disposition or has any pecuniary interest deriving from it. Registrable interest includes land or property owned by the Member in his own name, or held indirectly such as through a company or through another person. In the case of holding through a company, the interest is registrable where the Member has control of the company or has more than 50% shareholding in it. In the case of holding through another person, the interest is registrable where the Member may dispose of the land or property through that person or derive any pecuniary interest from that land or property. Land or property held by a Member as trustee and in which the Member has no autonomous right of disposition (e.g. a nominee, trustee or custodian) need not be registered.

Details

Location of the land or property <i>(e.g. in Central district on Hong Kong Island)</i>	Nature of the land or property <i>(e.g. residential property, commercial property, car parking space, etc.)</i>	Whether rental income is received <i>(Please ✓ where appropriate)</i>		Date of owning or holding the land or property if the land or property is owned or held during the term #
		Yes	No	

Excluding the registration made before the first meeting of the term

Signature: _____ Date: _____

(If you have more land or property to register, please use the additional sheet provided after this page.)

Name of Member: _____

Category 8 – Shareholdings

8(1). Do you have (either yourself or with or on behalf of your spouse or dependent children) interests in shareholdings in any public or private company which have a nominal value greater than 1% of the issued share capital of the company?

Yes **No** *(Please ✓ where appropriate)*

If yes, please list details in each case in the table below.

- Notes:**
- (a) There is no need to register the size, or value of the shareholdings.
 - (b) "Shareholdings" is defined as personal shareholdings and do not include shareholdings held by a Member in the capacity of a nominee shareholder.
 - (c) It is the obligation of a Member to register interests under this category within his knowledge.
 - (d) Shareholdings held by a Member's spouse are not registrable unless such holdings are within the knowledge of the Member, and are held by the Member "with or on behalf of" his spouse. This guideline is equally applicable to shareholdings in respect of a Member's infant children.

Details

Name of the company	Nature of business of the company	Date of acquisition of the shares if these shares are acquired during the term #

Excluding the registration made before the first meeting of the term

Signature: _____ Date: _____

(If you have more shares to register, please use the additional sheet provided after this page.)

Category 9 – Remunerated membership of boards, committees or other organizations

9(1). Are you a remunerated member of any board, committee or organization?

Yes **No** (*Please ✓ where appropriate*)

If yes, please list details in each case in the table below.

Note: A membership is "remunerated" where a salary, honorarium, allowance or other material benefit is payable.

Details

Name of the board/committee/organization <i>(e.g. statutory bodies, non-governmental organizations, etc.)</i>	Date of becoming a remunerated member of the board/committee/organization if you join the board/committee/organization during the term #

Excluding the registration made before the first meeting of the term

(Please make a copy of this sheet if necessary, and sign on every such sheet.)

Signature: _____ Date: _____

Name of Member: _____

Category 10 – Miscellaneous

10. If, bearing in mind the purpose of the Register of Members' Interests set out in the Guidelines on Registration of Interests, you have any relevant interests which you consider should be disclosed but which do not fall within the nine categories set out above, please give details below.

Signature: _____ Date: _____