

Declaration of Interest
利益衝突申報表格

- Notes:** 1. Part I of this form is to be completed by the declaring staff and Part II by the Approving Authority.
註: 本表格第一部份由申報同事填寫，第二部份由批核人員填寫。
2. Please read the policy and guidelines on “Declaration of Interest” before completing this form.
填寫本表格前，請先詳閱大學有關「申報利益」的政策指引。

Part I 第一部份

A. Personal Particulars 個人資料

Staff Name 姓名: _____ (Staff ID 職員號碼: _____) Dept/ Office 部門: _____

Position 職銜: _____ Extn 內線: _____

B. Declaration 申報事項

I would like to report the following actual/potential conflict of interest situation arising during the discharge of my official duties: 本人在執行職務時遇到的實際/潛在利益衝突情況，現申報如下：

1. Persons/companies with whom/which I have official dealings 有關人士/公司名稱

2. My relationship with the persons/companies 上述人士/公司與本人的關係

3. Relationship of the persons/companies with the University 上述人士/公司與大學的關係

4. Nature of the Conflict of Interest 利益衝突的內容

- ☐ Relating to investment or financial/management matters 關於投資或財務/管理的事宜
- ☐ Relating to recruitment/staffing matters 關於招聘/人事的事宜
- ☐ Relating to student admission matters 關於收生的事宜
- ☐ Relating to procurement activities including tendering matters on consultancy work and capital projects
關於採購活動，包括研究顧問工作及工程項目的投標事宜
- ☐ Relating to outside practice 關於校外工作
- ☐ Others 其他(please specify 請註明):

Please provide brief description of duties which involved the persons/companies:

請簡述上述人士/公司與其執行的有關職務概要：

Signature 簽署: _____

Date 日期: _____

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Part II 第二部份(To be completed by Approving Authority 由批核人員填寫)

The information contained in your declaration form is noted. It has been decided that:
你呈交的利益衝突申報書經已收悉，現決定：

- ☐ You should refrain from performing or getting involved in performing the work, as described in Part A, which may give rise to a conflict.
你毋須再執行或參與執行第一部份提及可能引致利益衝突的工作。
- ☐ You may continue to handle the work as described in Part I, provided that there is no change in the information declared above, and you must uphold the University's interest.
如第一部份中提及的資料沒有更改，你可以繼續處理提及的工作。但你必須維護大學的利益。
- ☐ Others (Please specify)其他(請註明) : _____

Signature 簽署: _____ Date 日期: _____
Name ()

**Please delete as appropriate*

c.c. Human Resources Office