

Declaration of Interest by New Staff Members

新入職同事利益衝突申報表格

Notes
註：

1. Conflict of Interest includes any situation where a staff member, or the staff member's family member, or close friend has a direct financial or other interest which influences or may appear to influence proper consideration or decision making by the staff member in the course of his/her work at the University.
如職員、職員的家屬或朋友因直接財務或其他利益會影響或有可能影響該職員在大學工作上的判斷或決定，便會產生利益衝突。
2. A declaration may be made in relation to both pecuniary and non-pecuniary interests. In doing so you should describe all the relevant facts and circumstances you consider may give rise to an actual, perceived or potential conflict of interest.
同事可就與金錢有關或非金錢的利益作出申報，並詳述所有可能發生或已發生的利益衝突的情況。

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: _____

B. Declaration 申報

- (a) I have close relationship with the following staff member(s)/ student(s) currently working/studying in the University:
本人與以下在大學任職/就讀的職員/學生有密切關係：

Name(s) 姓名	Staff/ Student 職員/學生	Relationship 與本人的關係
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____

- (b) I declare that the following details are direct or indirect interest, personal relationships, affiliations or associations that I have with parties that may give rise to actual or perceived conflict of interest in my course of work at the University. 本人在以下情況，與工作上接觸的人士/機構有直接或間接的利益、個人關係或聯繫，會引致或可能引致利益衝突。詳情如下：

If, during the period of employment, a conflict of interest does arise, or appears likely to arise, I undertake to notify the University immediately in writing and to take such steps as may reasonably be required to resolve or to otherwise deal with the conflict. 如本人在大學受僱期間發生或有可能發生利益衝突，本人會立刻以書面形式通知大學，並採取適當的方法去解決利益衝突的情況。

Signature 簽署: _____ Date 日期: _____