

Appendix 5.2 –

Sample Declaration of Convictions for Offences, Information on Termination of RSS Employment Contract and Conflict of Interest

Agreement No.: *(Insert the Agreement Number)*

Agreement Title: *(Insert the Agreement Title)*

To: *(Insert the Consultant Name)* (“the Company”)

For your processing of my application for the post of Resident Site Staff (“RSS”) @ associated with the subject consultancy agreement,

I hereby declare that I have not been convicted of any offence(s)* before. # / I have been convicted of an offence(s)* before, details are as follows: #

Offence*	Date of Conviction	Details

I hereby further declare that I have not been terminated for employment as a RSS before by any consultant for consultancy agreements under the purview of the Architectural and Associated Consultants Selection Board (“AACSB”) and the Engineering and Associated Consultants Selection Board (“EACSB”). # / I have been terminated for employment as a RSS before by consultant(s) for consultancy agreement(s) under the purview of the Architectural and Associated Consultants Selection Board (“AACSB”) and the Engineering and Associated Consultants Selection Board (“EACSB”), details are as follows: #

Reason(s) for Termination	Date of Termination	Name of Consultant	Consultancy Agreement No. & Title

I hereby declare that there is no conflict of interest, whether actual, potential or perceived, between the duties of the RSS post being applied and my financial, professional, commercial, personal or other interests. # / there is a conflict of interest, whether actual, potential or perceived, between the duties of the RSS post being applied and my financial, professional, commercial, personal or other interests, details are as follows: #

Details of conflict of interest

I hereby declare that the information contained in this declaration is true, accurate and complete to the best of my knowledge. I understand that if any information is untrue, inaccurate or incomplete, I may be subject to criminal investigation and prosecution, and the Company may terminate my employment as RSS even my application is successful.

I understand that for the purposes of administration of the subject consultancy agreement and recruitment, employment and management of RSS under consultancies managed by the Government of the Hong Kong Special Administrative Region (the “Government”), the above information collected by the Company will be transferred to the Government who will input them into the RSS Database.

I hereby give consent to the Company for collection, use and transfer of my personal data including but not limited to my name, identity card number (or passport number), and all of the above information to the Government for the above purposes.

Name (of Applicant) : _____

Identity Card/Passport Number (first four digits) : _____

Signature : _____

Date : _____

Note:

- @ Each member of RSS is directly employed by a consultant for public works project(s) associated with consultancy agreement(s) under the purview of AACSB/EACSB, whose salary and fringe benefits, if any, are paid by the consultant and reimbursed by the Government. RSS include Resident Laboratory Staff (“RLS”) as introduced in Section 2.2.5. Each member of RLS is directly employed by a consultant for management and operation of any public works laboratory under consultancy agreement(s) under the purview of AACSB/EACSB. In case of doubt, confirmation should be sought from the relevant consultant.

- * Conviction records cover conviction for offence under the Crimes Ordinance (Cap. 200), the Prevention of Bribery Ordinance (Cap. 201) or the Theft Ordinance (Cap. 210), offence of conspiracy to defraud, or offence of misconduct in public office.

- # Delete whichever is inappropriate