

V Bank Account Data

The bank account will be used for auto payment purpose, such as salary payment. Appointee from overseas may leave it blank and furnish relevant information to the Finance Office after opening an account in Hong Kong. Bank account should be in the name of the appointee. If the bank account is a joint account, the appointee should be an alternative party. Credit card account will not be accepted.

Name of Bank _____

Account No. _____

Exact Name used in Bank Account _____

VI Initial Declaration in relation to Regulation Governing Conflict of Interest (RCI) and Regulation Governing Outside Activities Including Consultancy Work (ROC)

I have read carefully and agree to abide by the prevailing Regulation Governing Conflict of Interest (RCI) and Regulation Governing Outside Activities Including Consultancy Work (ROC) as set out in the Staff Handbook, the relevant sections in my letter of appointment and my conditions of service document prior to my submission of this initial declaration. I also agree to authorise the University to deduct from my monthly salaries the Overhead Charge (if any) in connection with my undertaking of outside activities.

* I declare that:

Section A - Declaration of interests

- I have NO private interests, direct or indirect, in any matter that raises or may raise a conflict with my official duties in or the interests of the University.
- I have private interests, direct or indirect, in matters that raise or may raise a conflict with my official duties in or the interests of the University.
[Please contact the Human Resources Office and submit a Declaration of Interests.]

Section B - Declaration of outside activities (not applicable to Student Assistants and who is on visiting appointment)

- I am NOT involved in any outside activities that provide commercial benefit or compensation to me, or any outside activities that conflict, or might conflict with, the interests of the University.
- I am involved in outside activities that provide commercial benefit or compensation to me, or outside activities that conflict, or might conflict with, the interests of the University.
[Please contact the Human Resources Office and submit an application for undertaking Outside Activities.]

VII Declaration of Criminal Records

* I declare that:

- I have NOT been convicted of any criminal offences in Hong Kong or other places.
- I have been convicted of criminal offence(s) in Hong Kong or other place(s).
[Please provide the details including the offence, date of conviction, sentence, etc. in a separate sheet and send them to the Human Resources Office in the first instance.]

VIII Beneficiary of Group Life Insurance (only applicable to full-time staff excluding those on temporary appointment)

Surname (as shown on HKID/Passport) _____

Given Name (as shown on HKID/Passport) _____

Relationship with Staff _____

HKID Card/Passport No. _____ Contact No. _____

IX Declaration

- I hereby declare that, for the section of Emergency Contact, I have obtained the consent of the person to provide the above information to the University on his/her behalf.
- I hereby * **authorise** / **do not authorise** The Hong Kong Polytechnic University to transfer my data (Department, Post and Name) to the University's staff association.
- If you **require a work visa** to work in PolyU, please complete the following for the purpose of exemption from the Mandatory Provident Fund Scheme:
I hereby declare that I * **am** / **am not** a member of a provident, pension, retirement or superannuation scheme established outside Hong Kong. Should there be any subsequent changes to such membership OR my condition of stay in Hong Kong, e.g. acquiring the status of the right to land, I undertake to inform the Director of Human Resources in writing **within 7 days** from such changes. I understand that upon cessation of exemption from the MPF Scheme, I shall join the University's MPF Scheme and make employee's contribution to the Scheme according to the relevant terms as set out in the letter of appointment.
- I hereby declare that the above information given by me is correct and complete to the best of my knowledge and belief.
- I understand the University has the right to claim any loss, fee and surcharge arising from the incorrect information provided by me in this Personnel Record Form.

Signature _____ Date _____