

HONG KONG PRODUCTIVITY COUNCIL

CODE OF CONDUCT

FOR COUNCIL MEMBERS

NOVEMBER 2015

Mission

1. The Hong Kong Productivity Council (“HKPC”) was established under the Hong Kong Productivity Council Ordinance, Cap.1116 with a mission of promoting productivity excellence for industry to enhance competitiveness and sustainability.
2. The Council is HKPC’s governing body, providing strategic leadership in the fulfillment of the mission of HKPC. All Members¹ should be committed to the mission which clearly sets out HKPC’s aims and the objectives in our particular areas of work.

Core Values

3. HKPC is fully committed to the following principles in the delivery of services to the public:
 - honesty and integrity
 - objectivity and impartiality
 - accountability for decisions and actions
 - dedication, professionalism and diligence
4. A Member should uphold the above core values. He² should always act in the best interest of HKPC, place public interest above private interest and ensure that his conduct would not bring HKPC into disrepute.

¹ Members refer to the Council Members of HKPC.

² A reference to the masculine gender in this code covers both the feminine and masculine gender.

Prevention of Bribery

Prevention of Bribery Ordinance

5. HKPC is a public body under the Prevention of Bribery Ordinance (Cap. 201) (“POBO”). All Members of HKPC are “public servants” for the purpose of the Ordinance.
6. The POBO seeks, among other things, to enforce against any abuse of entrusted power or official position by public servants through the solicitation or acceptance of a bribe or an advantage. Members should thoroughly understand the legal requirements and the importance of compliance.
7. Section 4 of the POBO makes it an offence for a public servant to solicit or accept, without lawful authority or reasonable excuse, any advantage in Hong Kong or elsewhere as an inducement to or reward for or otherwise on account of his performing or abstaining from performing any act in his capacity as a public servant³.
8. “Advantage” is defined in section 2(1) of the POBO to mean almost anything which is of value, except entertainment which will be covered under a separate heading below. Common examples of advantages include any gift (both of money and in kind), loan, fee, reward, commission, office, employment, contract, service and favour, etc.
9. Members should note that one may commit an offence under the POBO irrespective of whether he, or any other person acting on his behalf, directly or indirectly solicits or accepts any advantage, and whether for himself or for any other person.

The relevant sections of the POBO pertaining to public bodies are detailed as **Appendix 1**.

³ The person offering the advantage may also commit an offence.

Solicitation and Acceptance of Advantages

10. HKPC prohibits Members from soliciting or accepting any advantage from any persons or companies having official dealings with HKPC (e.g. service recipients, suppliers, contractors).
11. Even if the offeror does not have any official dealings with HKPC, a Member should decline an offer of an advantage if the acceptance could affect his objectivity in conducting HKPC's business, induce him to act against HKPC's interest or place him under an improper obligation, or where he believes the offeror has such an intention, or lead to the perception or allegation of impropriety or conflict of interest.
12. A Member should always consider the public perception when accepting an offer of an advantage and ensure that the solicitation or acceptance of any advantages can stand up to public scrutiny and will not bring HKPC into disrepute.
13. When a Member is in doubt, he should consult the Council Secretariat of HKPC. The Council Secretariat should provide comprehensive written advice to an enquiring Member, making reference to similar precedent cases if available and applicable, so as to facilitate the Member in deciding if he should accept/decline the advantage offered.

Advantages Offered to Members in Their Official Capacity

14. An advantage (e.g. gift, souvenir) presented to a Member by virtue of his official position or on an occasion attended in the Member's official capacity is regarded as an advantage to HKPC (e.g. a souvenir presented by the organiser of a ceremonial occasion to a Member representing HKPC to officiate at the ceremony).
15. Members should as far as possible decline to accept advantages offered/presented to them by virtue of their official position. Where this cannot be done (e.g. owing to protocol reasons or the need to avoid causing offence or embarrassment, such as where a gift is offered/presented to a Member when attending a ceremonial occasion in his official capacity), he should follow the following guidelines in handling the gifts/souvenirs received.

- (a) Contribution to HKPC's corporate inventory for the item(s):
- (i) with cash prizes (e.g. red packets, cash coupons), or
 - (ii) with estimated value over HK\$500.

Members can fill in the form of Record of Advantages Received for Handling by HKPC as shown in **Appendix 2** and submit together with the gifts/souvenirs to Council Secretariat for further action. HKPC should return such item(s) to the offerors if the item(s) are excessive in value.

- (b) Personal retention with no declaration required for the following item(s) with estimated value up to HK\$500:
- (i) inscribed with the names of companies and/or recipients, the names of the functions, the names and/or logos of organizers, or
 - (ii) given to most, if not all participants on a "most-favoured nation" treatment in functions.

If in doubt, Members are advised to act on the side of caution to donate the advantages to corporate inventory for further handling.

Sponsorship for Attending Events Offered to Members in Their Official Capacity

16. Members may be offered sponsorship in their official capacity by persons/organisations other than HKPC itself for official purposes such as attending local/overseas conferences, conventions and product trial activities. Such sponsorship should be regarded as sponsorship offered to HKPC and referred to the Council Secretariat for consideration of acceptance.
17. The Executive Director of HKPC will consider whether it is appropriate to accept the offer. In considering whether or not to accept the sponsorship offer, the following general criteria are relevant:
- acceptance of the sponsorship will benefit HKPC as a whole;
 - acceptance of the sponsorship will not bring HKPC into any disrepute;

- the sponsorship is not excessive in value or frequency;
 - acceptance of the sponsorship will not give rise to any expressed or implied obligation towards the offeror;
 - to an average person, acceptance of the sponsorship will not give rise to any actual or perceived conflict of interest (e.g. the offeror is a supplier/contractor bidding for HKPC's contracts); and
 - the sponsor will not be given or be perceived to derive an unfair advantage over other persons or organisations.
18. If any speaker fees or monetary rewards are offered to Members for delivery of speech or training session in their official capacity, Members should inform the Council Secretariat and contribute the speaker fees or monetary rewards to HKPC.

Acceptance of Entertainment

19. Section 2 of the POBO defines “entertainment” as the provision of food or drink, for consumption on the occasion when it is provided, and of any other entertainment connected with or provided at the same time as the provision of food or drink (e.g. the provision of stage performance at the same time as the meal is served).
20. Although entertainment when offered by way of a favour is not an advantage per se and its acceptance is generally not subject to the POBO, a free entertainment may, in certain circumstances, amount to “a discharge of an obligation to pay” which is an advantage under *section 2* of the POBO. For example, where a public servant visits a restaurant with which he has official dealings and at the end of the meal the restaurant owner waives the bill, this may amount to an acceptance of an advantage.
21. Members should not accept lavish, or unreasonably generous or frequent entertainment, or indeed any entertainment which is likely to give rise to any potential or real conflict of interest, put the Members in an obligatory position in the discharge of their duties, compromise their impartiality or judgement, or bring them or HKPC into disrepute bearing in mind public perception. When

offered entertainment, a Member should consider whether the entertainment offered could be regarded as:

- excessive – taking into account its value, substance, frequency and nature;
- inappropriate – taking into account the relationship between the Member and the offeror (e.g. whether they have any direct official dealings); or
- undesirable – taking into account the character or reputation of the host or known attendees.

Offering of Advantages

22. Members are prohibited from offering advantages to any director, or staff of any organisation, for the purpose of influencing such person or organisation in any dealings, or any public official, whether directly or indirectly through a third party, when conducting the business of HKPC. It is also an offence under the POBO for any person while having dealings with a public body to offer an advantage to the public body's members and employees.
23. Members should as far as possible refrain from bestowing gifts/souvenirs to others during the conduct of official activities. Where it is necessary or unavoidable due to operational, protocol or other reasons, the number of gifts/souvenirs to be bestowed should be kept to a minimum and the exchange of gifts/souvenirs should be made from organisation to organisation. Gift/souvenir items should not be lavish or extravagant and standard souvenirs inscribed with HKPC's logo are preferred.

Records, Accounts and Other Documents

24. Members should ensure, to the best of their knowledge, that any record, receipt, account or other documents they submit to HKPC, gives a true representation of the events or transactions reported in the documents.
25. Intentional use of documents containing false information to deceive or mislead HKPC, regardless of whether the Members may obtain any gain or advantage, may constitute an offence under the POBO (**Appendix 1**).

Conflict of Interest

Managing Conflict of Interest

26. Managing conflict of interest is important to good governance and maintaining trust in public bodies. A conflict of interest situation arises when the “private interests” of a Member compete or conflict with the interests of HKPC or the Member’s official duties. Private interests include financial and other interests of the Member himself, and those of his connections including family and other relations, personal friends, the clubs and societies to which he belongs, and any person to whom he owes a favour or to whom he may be obligated in any way. Use of official position, use of official information, private investment and outside employment are some common areas in which a conflict of interest may arise between a Member’s official duties and private interests.
27. A fundamental integrity requirement is that all Members should avoid situations which may compromise (or be seen to compromise) their personal judgement or integrity at work or lead to conflict of interest.
28. When a situation involving a conflict of interest cannot be avoided, Members should as soon as possible make full disclosure of all relevant interests which conflict, may conflict or may be seen to conflict with their official duties. According to the decision in the 105th meeting of the HKPC Council held on 17 July 2007, HKPC adopts a Two-tier Reporting System for declaration of interest by Members:

(A) Register of Members’ Interests

Under this System, Members (including the Council Chairman) shall disclose and register in writing their personal interest, direct or indirect, pecuniary or otherwise (hereafter called the “disclosed interested entities”), on first appointment and thereafter annually, to the Council Secretariat. The types of interests required for registration shall include:

- (a) proprietorship, partnership or directorship of companies;
- (b) remunerated employments, offices, trades, professions or vocations;

- (c) shareholdings in a publicly listed or private company (e.g. 1% or more of the company's issued share capital); and/or
- (d) other declarable interest, taking into consideration the nature of work of the Council.

(B) Declaration of Interest at Meetings

In addition, Members (including the Council Chairman) must, as soon as practicable after they have become aware of, disclose to the Council Chairman (or the Council)⁴ of HKPC (where applicable and appropriate) their direct personal or pecuniary interest in any matter under consideration by the Council or the Standing Committees prior to their discussion of the matter.

When a known direct pecuniary interest exists, the Council Secretariat may withhold circulation of relevant papers to the Member concerned. Where a Member is in receipt of a paper for discussion which he knows presents a direct conflict of interest, he should immediately inform the Council Secretariat and return the paper.

The basic principle to be observed is that Members' advice in the discussion should be disinterested and impartial and it is the responsibility of each Member to judge and decide if the situation warrants a declaration, and to seek a ruling from the Council Chairman (or the Council) in case of any doubt.

The Council Chairman (or the Council) shall decide whether a Member disclosing or declaring an interest may speak or vote on the matter, may remain in the meeting as an observer, or should withdraw from the meeting.

If the Council Chairman declares an interest in a matter under consideration, the chairmanship may be temporarily taken over by the

⁴ Declaration of interest by Member (including the Council Chairman) to "the Council Chairman (or the Council)" at the Council Meetings is to be referenced as "the Chairman of the Standing Committees (or the Standing Committees)" for declaration of interest by Member (including the Chairman of the Standing Committees) at the meetings of the Standing Committees.

Deputy Chairman, or a Member appointed by a majority of votes of Members present at the meeting if the Deputy Chairman is not present.

The ruling by the Council Chairman (or the Council) shall be conclusive.

All cases of declaration of interests by Members shall be recorded in the minutes of the meeting.

29. There are circumstances in which a tie of kinship or friendship, or some other association or loyalty which does not give rise to a financial interest, can influence the judgement of a Member in discharging his official duties, or may reasonably be perceived as having such an influence. As such, a Member's duty to avoid or declare a conflict of interest goes beyond the disclosure of interests that are definable in pecuniary terms.

Examples of Conflict of Interest

30. Some common examples of conflict of interest are described below but they are by no means exhaustive:
- Pecuniary interests in a matter under consideration by HKPC, held either by the Member or his close relative.
 - A directorship, partnership, advisory or client relationship, employment or other significant connection with a company, firm, club, association, union or other organisation which is connected with, or the subject of, a matter under consideration by HKPC.
 - Some friendships which might be so close as to warrant declaration in order to avoid the situations where an objective observer may believe that a Member's advice has been influenced by the closeness of the association.
 - A Member who, as a barrister, solicitor, accountant or other professional adviser, has personally or as a member of a company, advises or represents or has frequent dealings with any person or body connected with a matter under consideration by HKPC.

Members' Business Dealings with HKPC

31. Members should avoid entering into any business contract with HKPC in their personal capacity. Only where this is unavoidable, Members should then adhere to the provisions as set out below in paragraph 32 to 34.
32. For Members and/or their disclosed interested entities (as mentioned in paragraph 28A) seeking provision of service of HKPC, the terms of the service should be determined according to HKPC's standard commercial terms.
33. In respect of bidding for HKPC's business contracts, Members and/or their disclosed interested entities should adhere to the guidelines on managing possible conflict of interest in bidding for HKPC's business contracts as set out at **Appendix 3**⁵.
34. HKPC shall maintain a list of business contracts entered with Members and/or their disclosed interested entities and report the relevant information to the Council Chairman and the Chairman of the Audit Committee of the Council. Members (including the Council Chairman), must as soon as practicable after they have become aware of, notify the Council Secretariat any business dealings entered into by them and/or their disclosed interested entities with HKPC.

Misuse of Official Position

35. Persons occupying public offices are placed in a position of trust and entrusted with certain powers by the public. Our society expects public officials in such a position to exercise the powers and discretions with integrity and fidelity, and in an incorrupt manner to serve the public interest, and should not subordinate the public interest to private interests.
36. Members should act impartially and should not use their official position for personal gains nor accord preferential treatment to organisations or persons with whom they have connections. They should not use or permit the use of their official position or title or an authority associated with their public office in a manner that is intended to coerce or induce another person to provide any benefit to himself or his relations, friends or associates. Nor should they use their

⁵ The guidelines are referenced to the guidelines issued by the Home Affairs Bureau to all Government Bureaux/Departments on 17 August 2005.

official position or title in a manner that could reasonably be construed to imply that HKPC sanctions or endorses their personal activities or those of another.

Misconduct in Public Office

37. A Member who misconducts himself in relation to his official duties may commit the common law offence of misconduct in public office (“MIPO”). The MIPO extends the reach of criminal law beyond bribery into various types of misconduct of public officers when discharging their official duties. The elements constituting the offence of MIPO are as follows:
- (a) a public official;
 - (b) in the course of or in relation to his public office;
 - (c) wilfully misconducts himself by act or omission (for example, by wilfully neglecting or failing to perform his duty);
 - (d) without reasonable excuse or justification; and
 - (e) such misconduct is serious, not trivial, having regard to the responsibilities of the office and the office-holder, the importance of the public objects which they serve and the nature and extent of the departure from those responsibilities.
38. The misconduct must be deliberate rather than accidental in the sense that the official either knows that his conduct is unlawful or wilfully disregards the risk that his conduct is unlawful. Wilful misconduct without reasonable excuse or justification is culpable.
39. The essential feature of the offence is an abuse by the public official of the powers, discretions or duties exercisable by virtue of his official position conferred on him for the public benefit. A public officer may commit MIPO even if his misconduct does not involve any bribery or he does not have any pecuniary gains as a result.
40. Some examples of the past conviction cases are described below:

- A faculty dean of a university failed to declare a conflict of interest arising from his capacity as the dean and as the sole proprietor of a company. He had procured or caused donations totalling HK\$3.8 million that were intended for the university to be paid to his private company.
- A chairman of a public body responsible for considering licence applications improperly discussed with the applicants and their agents before convening board meetings and provided classified documents relating the licence applications to a personal friend working for the applicants. He also failed to declare the conflict of interest in respect of his relationship with the licence applicants and their agents when considering their applications.
- A deputy head of a public body dishonestly claimed the cost of return airfares for attending meetings and overseas subsistence allowances to which he was not entitled.
- A civil servant responsible for the award of service contracts had misused his office by exerting improper influence over the award of contracts to a company which was not qualified for tendering for the contracts and in which his relatives had a financial interest.
- A civil servant responsible for conducting a registration examination assisted a friend in obtaining the registration dishonestly, and provided the latter with classified information relating to the examination.

Confidentiality of Information

41. According to the decision in the 105th meeting of the HKPC Council held on 17 July 2007, Members shall not:
- (a) take advantage of, or let any person or organization benefit from, the confidential or privileged information obtained in his/her capacity as a Council Member; and
 - (b) disclose any confidential or privileged information of the Council to any party unless he/she is authorized to do so.

42. Members who have access to or in control of such information should at all times ensure its security and prevent any abuse, unauthorised disclosure or misuse of the information.
43. Special care should be taken when handling any personal data of Members to ensure compliance with the Personal Data (Privacy) Ordinance (Cap. 486).
44. Members should continue to observe their duty of confidentiality after they have left HKPC. They should not use, or take advantage of any classified or proprietary information obtained in the course of their official duties.
45. Ex-officio Members would be exempted from the confidential obligation herein if he is required to disclose the confidential or privileged information of the Council in compliance with the requirement of governmental authority, regulatory body, court order or otherwise where disclosure is required by operation of law, provided that he has used all reasonable efforts to disclose only that portion of the confidential or privileged information of the Council which is necessary or required to disclose.

Indebtedness

46. Members are required to notify the Council Chairman of HKPC if proceedings are taken against them with a view to bankruptcy. The Council Chairman is required to notify the Deputy Council Chairman if any bankruptcy proceedings are taken against him. Members (including the Council Chairman) who become insolvent or bankrupt⁶, even though no proceedings have been taken against them yet, should also report their case to HKPC.

Compliance

Compliance with the Code

47. Members should understand and comply with this Code when performing duties of HKPC. They should adhere to the spirit and the letter of any rules or orders

⁶ Individual voluntary arrangement (IVA) is an alternative to bankruptcy under the Bankruptcy Ordinance. A Member taking up an IVA is regarded as insolvent and should report the case to HKPC.

made for HKPC's practices and procedures or for Members' behaviour in relation to the business of HKPC.

48. Any breach of the Code by Member which came to the attention of HKPC will be reported by the Executive Director of HKPC to the Council Chairman of HKPC. In case of suspected corruption or other criminal offences, a report will be made to the ICAC or the appropriate law enforcement agencies.

Review

49. This Code is subject to review and revision from time to time by HKPC.

Enquiry

50. Any enquiries, comments or suggestions in relation to this Code may be referred to the Council Secretariat of HKPC.

Extracts from the Prevention of Bribery Ordinance

(Cap. 201)

Section 4 – Bribery

- (1) Any person who, whether in Hong Kong or elsewhere, without lawful authority or reasonable excuse, offers any advantage to a public servant as an inducement to or reward for or otherwise on account of that public servant's -
- (a) performing or abstaining from performing, or having performed or abstained from performing, any act in his capacity as a public servant;
 - (b) expediting, delaying, hindering or preventing, or having expedited, delayed, hindered or prevented, the performance of an act, whether by that public servant or by any other public servant in his or that other public servant's capacity as a public servant; or
 - (c) assisting, favouring, hindering or delaying, or having assisted, favoured, hindered or delayed, any person in the transaction of any business with a public body,

shall be guilty of an offence.

- (2) Any public servant who, whether in Hong Kong or elsewhere, without lawful authority or reasonable excuse, solicits or accepts any advantage as an inducement to or reward for or otherwise on account of his -
- (a) performing or abstaining from performing, or having performed or abstained from performing, any act in his capacity as a public servant;
 - (b) expediting, delaying, hindering or preventing, or having expedited, delayed, hindered or prevented, the performance of an act, whether by himself or by any other public servant in his or that other public servant's capacity as a public servant; or

- (c) assisting, favouring, hindering or delaying, or having assisted, favoured, hindered or delayed, any person in the transaction of any business with a public body,

shall be guilty of an offence.

- (3) If a public servant other than a prescribed officer solicits or accepts an advantage with the permission of the public body of which he is an employee being permission which complies with subsection (4), neither he nor the person who offered the advantage shall be guilty of an offence under this section.

- (4) For the purposes of subsection (3) permission shall be in writing and -

- (a) be given before the advantage is offered, solicited or accepted; or
- (b) in any case where an advantage has been offered or accepted without prior permission, be applied for and given as soon as reasonably possible after such offer or acceptance,

and for such permission to be effective for the purposes of subsection (3), the public body shall, before giving such permission, have regard to the circumstances in which it is sought.

Section 8 - Bribery of public servants by persons having dealings with public bodies

- (2) Any person who, without lawful authority or reasonable excuse, while having dealings of any kind with any other public body, offers any advantage to any public servant employed by that public body, shall be guilty of an offence.

Section 9 - Corrupt transaction with agents

- (1) Any agent who, without lawful authority or reasonable excuse, solicits or accepts any advantage as an inducement to or reward for or otherwise on account of his –

- (a) doing or forbearing to do, or having done or forborne to do, any act in relation to his principal's affairs or business; or
 - (b) showing or forbearing to show, or having shown or forborne to show, favour or disfavour to any person in relation to his principal's affairs or business,
- shall be guilty of an offence.
- (2) Any person who, without lawful authority or reasonable excuse, offers any advantage to any agent as an inducement to or reward for or otherwise on account of the agent's –
- (a) doing or forbearing to do, or having done or forborne to do, any act in relation to his principal's affairs or business; or
 - (b) showing or forbearing to show, or having shown or forborne to show, favour or disfavour to any person in relation to his principal's affairs or business,
- shall be guilty of an offence.
- (3) Any agent who, with intent to deceive his principal, uses any receipt, account or other document -
- (a) in respect of which the principal is interested; and
 - (b) which contains any statement which is false or erroneous or defective in any material particular; and
 - (c) which to his knowledge is intended to mislead the principal,
- shall be guilty of an offence.

Section 2 - Definition

Definition of an Advantage

“Advantage” means :

- (a) any gift, loan, fee, reward or commission consisting of money or of any valuable security or of other property or interest in property of any description;
- (b) any office, employment or contract;
- (c) any payment, release, discharge or liquidation of any loan, obligation or other liability, whether in whole or in part;
- (d) any other service, or favour (other than entertainment), including protection from any penalty or disability incurred or apprehended or from any action or proceedings of a disciplinary, civil or criminal nature, whether or not already instituted;
- (e) the exercise or forbearance from the exercise of any right or any power or duty; and
- (f) any offer, undertaking or promise, whether conditional or unconditional, of any advantage within the meaning of any of the preceding paragraphs (a), (b), (c), (d) and (e),

but does not include an election donation within the meaning of the Elections (Corrupt and Illegal Conduct) Ordinance (Cap. 554), particulars of which are included in an election return in accordance with that Ordinance.

Definition of Entertainment

The provision of food or drink, for consumption on the occasion when it is provided, and of any other entertainment connected with, or provided at the same time as, such provisions.

To: HKPC Council Secretariat
 From: _____
 Date: _____

Record of Advantages Received for Handling by HKPC

Part A (to be completed by **Council Member**)

Function / Occasion			
Organizer			
Date			
Description of item(s)	(1)	Estimated value	(1)
	(2)		(2)
	(3)		(3)
	(4)		(4)

Signature _____ Date _____

Part B (to be completed by **Council Secretariat** after receipt of the item)

Confirmed the above items are received in order.

Signature _____ Name _____ Date _____

Part C (to be completed by **FPD** for receipt of cash)

Acknowledge receipt by FPD: Total amount of Cash: _____

Signature _____ Name _____ Date _____

Part D (to be completed by **HAD** for receipt of corporate inventory)

Acknowledge receipt by HAD:

Item(s): _____

Signature _____ Name _____ Date _____

**Guidelines on Managing Possible Conflict of Interest
Arising from Members Bidding for Contracts of HKPC** *Note 1*

- (1) When the need for a contract is discussed, Council Members should be asked at the outset to declare whether they or any company associated with them are interested in bidding for the contract.
- (2) Council Members who have declared an interest to bid should not take part or be present at any subsequent discussions or meetings concerning the proposed contract, and should be prohibited from access to any information in relation to the contract (other than in the capacity of a bidder).
- (3) Council Members who have not declared an interest to bid (and the companies concerned) should not be allowed to bid subsequently.
- (4) When a Council Member (or a company associated with him) has expressed an interest to bid, the Council Secretariat should ascertain whether any information relating to the contract has already come to the possession of the Council Member in the course of his duties as a Council Member. If so, such information should be made available to other bidders as well to ensure a level playing field.
- (5) If a Council Member (or a company associated with him) has put in a bid, care should be taken to ensure that he subsequently has no access to the submitted tender documents which may contain commercially sensitive information.
- (6) Bidder identity should be anonymised before the evaluation of bids if a Council Member (or a company associated with him) is one of the bidders.
- (7) If a Council Member (or a company associated with him) is successful in bidding for the contract, he should withdraw from all discussions relating to the contract, except when attending in the capacity of a supplier or a service-provider.

^{Note 1} *The guidelines are referenced to the guidelines issued by the Home Affairs Bureau vide its memo HAB CR 7/15/379 dated 17 August 2005 to all Government Bureaux/Departments.*