

*If there is any inconsistency or discrepancy between the Chinese and English versions of the Registration Form on the Personal Interests, the Chinese version shall prevail.

**DISTRICT COUNCIL OF THE
HONG KONG SPECIAL ADMINISTRATIVE REGION**

Registration Form on Personal Interests

(Applicable to District Council members and Co-opted members)

(Sample)

Please read the guidelines below before completing this registration form.

Guidelines on Registration of Personal Interests

- (1) Orders 14 to 18 of the District Council Standing Orders provide for the registration of personal interests of District Council (DC) members and co-opted members. DC members and co-opted members shall read the relevant provisions carefully.
- (2) Order 18 provides for the maintenance of a register of personal interests of DC members and co-opted members (the register) by the Secretary of the DC (DC Secretary).
- (3) The main purpose of the register is to allow DC members and co-opted members to register any pecuniary interests or other material benefits they receive which might reasonably be perceived by others to influence their actions, speeches or votes in the DC, or actions taken in their capacity as a DC member or co-opted member. DC members and co-opted members are required to bear this general purpose in mind when determining what interests should be properly declared.
- (4) DC members and co-opted members are not required to disclose the amount of any remuneration or benefit they may have, or the interests of spouses or children, except in certain circumstances relating to material benefits and shareholdings.
- (5) When reporting particulars of registrable interests under Order 16, DC members and co-opted members are required to complete and sign the registration form and then submit the entire set of the form to the DC Secretary. DC members and co-opted members may provide information on extra sheets of paper if they find the space in this form insufficient. However, when reporting particulars of any change in registrable interests in accordance with Order 17, DC members and co-opted members may simply complete and sign the relevant part(s) of the registration form and then submit it (them) to the DC Secretary, instead of submitting the entire set of the form.
- (6) Under Order 17, registration forms completed by DC members and co-opted members shall be available for public inspection. Any person may make copies of the forms at the secretariat of the DC upon payment of a fee. The registration form will also be uploaded to the website of the DC for public viewing.
- (7) DC members and co-opted members should comply with the requirements for registration of personal interests. Registering the interests as required should be regarded as a reasonable minimum requirement. Hence, it is up to DC members and co-opted members to disclose interests beyond those specified as they deem fit.
- (8) A DC member or co-opted member is obliged to provide the required information and

be responsible for what is recorded about himself in the register, as each DC member or co-opted member is answerable to his fellow members and the public.

- (9) DC members and co-opted members are not required to register benefits known to be made available without discrimination to all DC members and co-opted members, such as the honorarium and operating expenses reimbursement.
- (10) The publication of the registration of the interests provided by DC members and co-opted members does not imply any approval or endorsement of the contents thereof by the Government of the Hong Kong Special Administrative Region (the Government), its officers or the DC; nor does the Government, its officers or the DC assume any responsibility for such contents.

For the provision of personal data in this registration form, the following points should be noted:

(a) **Purpose of Collection**

The personal data and other related information provided in this registration form is to allow DC members and co-opted members to register any pecuniary interests or other material benefits they receive, convincing the public that DC members and co-opted members are of good character and that their personal interests will not affect the discharge of DC functions and duties and their conduct as DC members and co-opted members.

(b) **Classes of Transferees**

The personal data you provided in this form is available for public inspection and may be disclosed to other parties for the purposes mentioned in paragraph (a).

(c) **Access to Personal Data**

Any persons have the right to request access to, and to request the correction of, the personal data which they have provided in accordance with the provisions of the Personal Data (Privacy) Ordinance (Cap. 486).

(d) **Enquiries**

Enquiries regarding the personal data collected by means of this registration form, including access to and the making of corrections, should be addressed to the secretariat of the DC concerned.

Name of District Council: Kowloon
City

Name of DC member/
co-opted member:

Pun Kwok Wah

Category 1 – Remunerated Proprietorships, Partnerships and Directorships

1(1). Do you have any remunerated proprietorships, partnerships and directorships of companies, public or private, including all proprietorships, partnerships and directorships for which a fee, honorarium, allowance or other material benefit is payable?

Yes ☐ No ☒ (Please ✓ where appropriate)

If yes, please list the name and nature of business of the company in each case in the table below.

- Notes:**
- (a) The term “material benefit” refers to (i) interests received from a single source in the course of one year (from 1 January to 31 December each year) where the total value of such interests exceeds 5% of the annual honorarium * of a DC member (* excluding various allowances/expenses reimbursement covering expenses incurred by his work as a DC member and medical allowances); or (ii) one-off material benefits exceeding \$2,000 in value.
 - (b) Remunerated proprietorships, partnerships and directorships of both local and overseas companies are registrable.
 - (c) Remunerated proprietorships, partnerships and directorships through corporate proprietors, partners and directors are also registrable.
 - (d) Where you are a remunerated proprietor, partner or director of a company, all subsidiary or associated proprietorships, partnerships and directorships which you hold within the same group, whether remunerated or not, should also be registered.
 - (e) Holding company has the same meaning as in section 13 of the Companies Ordinance (Cap. 622) which specifies that –
 - “ (1) For the purposes of this Ordinance, a body corporate is a holding company of another body corporate if—
 - (a) it controls the composition of that other body corporate's board of directors;
 - (b) it controls more than half of the voting rights in that other body corporate; or
 - (c) it holds more than half of that other body corporate's issued share capital.
 - (2) For the purposes of this Ordinance, a body corporate is also a holding company of another body corporate if it is a holding company of a body corporate that is that other body corporate's holding company.”
- By virtue of section 13(2) reproduced above, company A is a holding company of company C if company A is the holding company of company B which in turn is the holding company of company C. In other words, both companies A and B are holding companies of company C. The names of all holding companies of a company of which a member is a remunerated director should be registered.

Details

Name of company _____

- Nature of business of the company _____

- Capacity _____

(Please ✓ where appropriate)

☐ Proprietor

☐ Partner

☐ Director

☐ Others (please specify) _____

- Names of all holding companies, if any, of the company _____

(If you have more remunerated proprietorship, partnership and directorships to register, please use the additional sheet provided after this page.)

Signature: _____

Date: _____

Category 1 – Remunerated proprietorships, partnerships and directorships

1(1) (cont'd)

Name of District Council: Kowloon
City

Name of DC member/
co-opted member: Pun Kwok Wah

Name of company	
- Nature of business of the company	
- Capacity (Please ✓ where appropriate)	<input type="checkbox"/> Proprietor <input type="checkbox"/> Partner <input type="checkbox"/> Director <input type="checkbox"/> Others (please specify) _____
- Names of all holding companies, if any, of the company	
Name of company	
- Nature of business of the company	
- Capacity (Please ✓ where appropriate)	<input type="checkbox"/> Proprietor <input type="checkbox"/> Partner <input type="checkbox"/> Director <input type="checkbox"/> Others (please specify) _____
- Names of all holding companies, if any, of the company	
Name of company	
- Nature of business of the company	
- Capacity (Please ✓ where appropriate)	<input type="checkbox"/> Proprietor <input type="checkbox"/> Partner <input type="checkbox"/> Director <input type="checkbox"/> Others (please specify) _____
- Names of all holding companies, if any, of the company	
Name of company	
- Nature of business of the company	
- Capacity (Please ✓ where appropriate)	<input type="checkbox"/> Proprietor <input type="checkbox"/> Partner <input type="checkbox"/> Director <input type="checkbox"/> Others (please specify) _____
- Names of all holding companies, if any, of the company	

(Please make a copy of this sheet if necessary, and sign on every such sheet.)

Signature: _____ Date: _____

Category 1 – Remunerated proprietorships, partnerships and directorships

Name of District Council: Kowloon Name of DC member/ Pun Kwok Wah
City co-opted member: _____

1(2). If you have ceased, during the term, to hold any remunerated proprietorships, partnerships or directorships of companies which have been registered, please list the details in the table below.

Details

Name of company

(Please make a copy of this sheet if necessary, and sign on every such sheet.)

Signature: _____ Date: _____

Name of District Council: Kowloon
City

Name of DC member/
co-opted member: Pun Kwok Wah

Category 2 – Remunerated Employment, Offices, etc.

2(1). Are you receiving any remuneration from any remunerated work, including employments, offices, trades or professions for which a fee, honorarium, allowance or other material benefit is payable (apart from membership of the DC)?

Yes ☒

No ☐ (Please ✓ where appropriate)

If yes, please list the details of the employment, office, trade or profession in each case in the table below.

- Notes:**
- (a) An employment, office, trade or profession is “remunerated” where a fee, honorarium, allowance or other material benefit is payable.
 - (b) The term “material benefit” refers to (i) interests received from a single source in the course of one year (from 1 January to 31 December each year) where the total value of such interests exceeds 5% of the annual honorarium* of a DC member (* excluding various allowances/expenses reimbursement covering expenses incurred by his work as a DC member and medical allowances); or (ii) one-off material benefits exceeding \$2,000 in value.
 - (c) “Remunerated offices” include “remunerated” public offices.
 - (d) DC members and co-opted members who have paid posts as consultants or advisers should indicate the nature of the consultancy in the registration form, for example, “management consultant”, “legal adviser”, etc.

Details

Name of the remunerated employment, office, trade or profession	Nature of business of the company
CTS Entry Permit Service Hong Kong Limited (Business Director)	Tourism

(If you have more remunerated employment, office, trade or profession to register, please use the additional sheet provided after this page.)

Signature: _____ Date: _____

Category 2 – Remunerated Employment, Offices, etc.

2(1) (cont'd)

Name of District Council: Kowloon
City

Name of DC member/
co-opted member: Pun Kwok Wah

Name of the remunerated employment, office, trade or profession	Nature of business of the company

(Please make a copy of this sheet if necessary, and sign on every such sheet.)

Signature: _____ Date: _____

Category 2 – Remunerated Employment, Offices, etc.

Name of District Council: Kowloon Name of DC member/ Pun Kwok Wah
City co-opted member: _____

2(2). If you have ceased, during the term, to engage in any remunerated employment, office, trade or profession which has been registered, please list the details in the table below.

Details

Name of the remunerated employment, office, trade or profession

(Please make a copy of this sheet if necessary, and sign on every such sheet.)

Signature: _____ Date: _____

Name of District Council: Kowloon City

Name of DC member/
co-opted member: Pun Kwok Wah

Category 3 – Shareholdings

3(1). Do you have (either yourself or with or on behalf of your spouse or minor children) beneficial interests in shares in any company registered in Hong Kong or other body of a number greater than 1% of the total number of issued shares of the company or body?

Yes ☐

No ☒ (Please ✓ where appropriate)

If yes, please list the details in each case in the table below.

- Notes:**
- (a) There is no need to register the size, or value of the shareholdings.
 - (b) “Shareholdings” is defined as personal shareholdings and does not include shareholdings held by a DC member/co-opted member in the capacity as a nominee shareholder.
 - (c) It is the obligation of a DC member/co-opted member to register interests which to his knowledge fall under this category.
 - (d) Shareholdings held by the spouse of a DC member/co-opted member are not registrable unless such holdings are known to the DC member/co-opted member, and are held by the DC member/co-opted member “with or on behalf of” his spouse. This guideline is also applicable to shareholdings in respect of the minor children of a DC member/co-opted member.

Details

Name of company	Nature of business of the company

(If you have more shares to register, please use the additional sheet provided after this page.)

Signature: _____ Date: _____

Category 3 – Shareholdings

3(1) (cont'd)

Name of District Council: Kowloon City

Name of DC member/
co-opted member: Pun Kwok
Wah

Name of company	Nature of business of the company

(Please make a copy of this sheet if necessary, and sign on every such sheet.)

Signature: _____ Date: _____

Category 3 – Shareholdings

Name of District Council: Kowloon City Name of DC member/ Pun Kwok Wah
co-opted member: _____

3(2). If you have ceased, during the term, to own or hold any shares of a company or body which has been registered, please list the details in the table below.

Name of company

(Please make a copy of this sheet if necessary, and sign on every such sheet.)

Signature: _____ Date: _____

Name of District Council: Kowloon City Name of DC member/ Pun Kwok Wah
 co-opted member: _____

Category 4 – Financial Sponsorships

4. In your capacity as a DC member/co-opted member, have you or your spouse received any financial sponsorships from any person or organisation which in any way relate to you as a DC member/co-opted member (stating whether any such sponsorships include any payment or any material benefit or advantage to you or your spouse, whether direct or indirect)?

Yes ☐ No ☒ (Please ✓ where appropriate)

- Notes:**
- (a) A DC member/co-opted member is expected to make the necessary enquiries of his spouse in order to make a full and timely return on the registration of interests relating to financial sponsorships.
 - (b) The term “material benefit” refers to (i) interests received from a single source in the course of one year (from 1 January to 31 December each year) where the total value of such interests exceeds 5% of the annual honorarium* of a DC member (*excluding various allowances/expenses reimbursements covering expenses incurred by his work as a DC member and medical allowance); or (ii) one-off material benefits exceeding \$2,000 in value.
 - (c) Any material benefit or advantage received *gratis* or at a price below that generally available to members of the public.
 - (d) Where a company is named as sponsor, please indicate briefly the nature of its business.
 - (e) Regarding the financial sponsorships received from a political organisation^(*) to which a DC member/co-opted member belongs, it will suffice if a DC member/co-opted member registers only financial sponsorships directly received from his political organisation. Such registrable interests include cash subsidy of HK\$5,000 or above each month. DC members/co-opted members having regard to their own knowledge of the circumstances shall consider whether acceptance of a particular financial sponsorship contravenes the provisions of the Prevention of Bribery Ordinance (Cap. 201).
- * The definition of “political body” is the same as that in the Societies Ordinance (Cap. 151). The relevant definition in the Societies Ordinance is reproduced as follows:
- “Political body” means:
- (i) a political party or an organisation that purports to be a political party; or
 - (ii) an organisation whose principal function or main object is to promote or prepare a candidate for an election.

If yes, please give details.

Signature: _____ Date: _____

Name of District Council: Kowloon City Name of DC member/ Pun Kwok Wah
co-opted member: _____

Category 5 – Overseas Visits

5. In your capacity as a DC member/co-opted member, have you or your spouse made any visits or travels outside Hong Kong relating to or arising out of your membership of the DC or its committees where the costs of any such visits or travels have not been wholly borne by yourself or public funds (stating whether any such sponsorships include any payment or any material benefit or advantage to you or your spouse, whether direct or indirect)?

Yes ☐ No ☒ (Please ✓ where appropriate)

If yes, please list the details in the table below.

- Notes:**
- (a) A DC member/co-opted member is expected to make the necessary enquiries of his spouse in order to make return on the registration of interests relating to overseas visits.
 - (b) When registering visits or travels outside Hong Kong under this category, please provide relevant information of visits or travels about dates, countries or regions, purposes, names of the sponsors, reasons for participation and nature of the interest received (please specify whether the interest relates to the provision of passage, accommodation and/or subsistence allowance). An interest under this category shall be registered within 14 clear working days of the conclusion of the visit or travel.

Details

Name(s) of the sponsor(s)	
Date(s) of the visit	
Country(countries) or place(s) to visit	
Purpose of the visit	
Reasons for participation in the visit	
Nature of interest received (Please specify whether the interest relates to the provision of passage, accommodation, and/or subsistence allowance)	

Signature: _____ Date: _____

Name of District Council: Kowloon City Name of DC member/ Pun Kwok Wah
co-opted member: _____

Category 6 – Land and Property

6. Do you directly or indirectly hold any land or property in Hong Kong?

Yes ☐ No ☒ (Please ✓ where appropriate)

- Notes:**
- (a) It is suffice to register the general nature of the land or property owned by a DC member/co-opted member. Details such as address are not required. Please write, for example, “own a commercial property in the Western Constituency of the Central and Western District”, “own a residential property in the Yau Tsim Mong South Constituency of the Yau Tsim Mong District” or “own an industrial property in the Tsing Yi Constituency of the Kwai Tsing District”.
 - (b) There is no need to register the only or principal residence in Hong Kong which a DC member/co-opted member owns and ordinarily lives in unless he also derives income from it.
 - (c) Land or property are registrable where a DC member/co-opted member has an autonomous right of disposition or has any pecuniary interests deriving from it. Registrable interests include land or property owned by the DC member/co-opted member in his own name, or held indirectly such as through a company or through another person. In the case of holding through a company, the interest is registrable where the DC member/co-opted member has control of the company or owns more than 50% of the shareholdings in it. In the case of holding through another person, the interest is registrable where the DC member/co-opted member may dispose of the land or property through that person or derive any pecuniary interests from it. Land or property held by a DC member/co-opted member as trustee and in which the DC member/co-opted member has no autonomous right of disposition (e.g. the DC member/co-opted member as a nominee, trustee or custodian) needs not be registered.

Signature: _____ Date: _____

Name of District Council: Kowloon City Name of DC member/ Pun Kwok Wah
 co-opted member: _____

Category 7 – Clients

7(1). Have you rendered any personal services which arise out of or are related in any manner to your membership of the DC/its committees to any clients, and hence from whom you receive a fee, honorarium, allowance or other material benefit?

Yes ☐

No ☒ (Please ✓ where appropriate)

If yes, please list the details in each case in the table below.

- Notes:**
- (a) Services in this context include those services rendered by a DC member/co-opted member personally or those, to his knowledge, rendered by an organisation of which the DC member/co-opted member is a partner, director, employee or office holder. A DC member/co-opted member shall make it clear to the clients that he must declare the names of the clients to the DC as stipulated in the District Council Standing Orders.
 - (b) The term “material benefit” refers to (i) interests received from a single source in the course of one year (from 1 January to 31 December each year) where the total value of such interests exceeds 5% of the annual honorarium* of a DC member (*excluding various allowances/expenses reimbursements covering expenses incurred by his work as a DC member and medical allowance); or (ii) one-off material benefits exceeding \$2,000 in value.
 - (c) Under this category of registrable interests, a DC member/co-opted member is obliged to register those interests to the best of his knowledge. However, it is not necessary for the DC member/co-opted member to find out the names of all the clients to whom his organisation renders remunerated services.
 - (d) In the registration of interests, where a company is named, a brief description of the nature of the company’s business should be given.
 - (e) On the registration of clients, the following are examples of registrable interests under this category which are provided merely for the purpose of illustration. Registrable interests are not confined to the professions cited in the following examples:
 - (i) An accountant firm of a DC member/co-opted member acts for a client in preparing tender documents for a project which is under deliberations by the DC or its committees.
 - (ii) A DC member/co-opted member is paid (e.g. by an organisation such as a public relations firm or an environmental group) to ensure that a particular point of view or issue is drawn to the attention of DC members/co-opted members. For example, the point of view may be related to an issue under debate by the DC or simply be a matter on which the organisation seeks to lobby DC members/co-opted members.

Details

Name of client	Nature of business of the client

(If you have more clients to register, please use the additional sheet provided after this page.)

Signature: _____ Date: _____

Category 7 – Clients
7(1) (cont'd)

Name of District Council: Kowloon City Name of DC member/
co-opted member: Pun Kwok Wah

Name of client	Nature of business of the client

(Please make a copy of this sheet if necessary, and sign on every such sheet.)

Signature: _____ Date: _____

Category 7 – Clients

Name of District Council: Kowloon City Name of DC member/
co-opted member: Pun Kwok Wah

7(2). If you have ceased, during the term, any employment which has been registered under this category, please list the details in the table below.

Details

Name of client

(Please make a copy of this sheet if necessary, and sign on every such sheet.)

Signature: _____ Date: _____

Name of District Council: Kowloon City Name of DC member/ Pun Kwok Wah
co-opted member: _____

Category 8 – Other declarable interests

- 8. If you have any relevant interests which you consider should be disclosed but which do not fall within the seven categories set out above, please give details below.**

Other declarable interests include, but are not limited to, (i) membership (including president, chairperson, honorary president, honorary chairperson, etc.) of any organisations which may apply or have applied for funding from the DC; and (ii) any consultant, client or other important relationship(s) with the organisations which may apply or have applied for funding from the DC. (Optional for the DC Secretariat: Important relationship refers to the interest arising from such a relationship which in the eyes of the objective and reasonable general public may influence the judgement of the member concerned.)

Notes: (a) DC members/co-opted members are required to disclose pecuniary or other interests under Orders 19 and 22(1), which are reproduced below :

“In the event that...a DC member/co-opted member finds that he has any direct personal or pecuniary interests in a proposed discussion item on the meeting agenda, or finds that he has any pecuniary or other interests in matters on tender, quotation, etc. being dealt with in a discussion item or has any connection with the benefited party or potential benefited party, he should declare the interests in accordance with the requirements set out below in order that a decision on the appropriate course of action can be made.” (Standing Order 19).

“The DC member or co-opted member shall notify the Secretary before the meeting. The Secretary shall refer it to the chairman of the meeting, who shall then decide whether papers relevant to the item under consideration shall be sent to the DC member or co-opted member. Where a DC member or co-opted member, on receipt of a paper, finds that he has direct personal or pecuniary interests in the item under consideration, he shall immediately inform the Secretary and return the paper to the Secretary.” (Standing Order 22(1)).

Registration of interest is the additional requirement apart from the above Standing Orders and cannot replace the above requirements.

- (b) DC members/co-opted members must also note the requirement under Order 22(2):

“The DC member/co-opted member shall declare his registrable interests to the committee/working group, as the case may be, prior to the discussion of the item.” (Standing Order 22(2))

Details

Category 8 – Other declarable interests

(Cont'd)

Name of District Council: Kowloon City

Name of DC member/ Pun Kwok Wah

co-opted member: _____

A windbreaker (donated by Mr. Fan Min Hua)

(Please make a copy of this sheet if necessary, and sign on every such sheet.)

Signature: _____ Date: _____