

POINTS TO NOTE

Purpose of the Registration

1. The main purpose of registering of interests by Members of the Town Planning Board is to maintain public confidence in the integrity of Members (including the Chairman) and in the impartiality of their advice tendered to the Town Planning Board. It is, therefore, important that all Members of the Town Planning Board should declare their general pecuniary interests as set out in this registration form.
2. This registration of pecuniary interests is additional to the procedures of declaration of interests (pecuniary or otherwise) at the Board/Committee meetings as set out in the guidelines on Declare of Interests by Town Planning Board Members.

Guidelines for Completing the Registration Form

3. This form should be completed by each Member upon commencement of a new term of appointment and returned to the Secretary of the Town Planning Board within one month. It will then be updated once every year. Any subsequent changes to Members' pecuniary interests should be registered within 14 days of any such change.
4. Interests owned by Members, their spouses or children under the age of 18 should be registered. Members should register such interests to the best of their knowledge.
5. Details such as the amount of remuneration received, the size and the exact address of the declared property or the size and value of the shareholdings need not to be disclosed.
6. Where applicable, Members should also give a brief description of the lines of business of companies in which they are involved.
7. Specific guidelines for completing each item are given in the notes of the registration form.

Use and Disclosure of Personal Data

8. The pecuniary interests provided in this registration form are considered as a kind of personal data and will be retained by the Secretary of the Town Planning Board for the purpose mentioned in paragraph 1 above. The personal data may be disclosed to other Government bureaux and departments for any other purpose(s) directly related to such use.
9. Your personal data, as well as your spouse's and children's (whose interests are being declared), provided in this registration form will also be made available for inspection by members of the public on request.
10. Your personal data, as well as your spouse's and children's (whose interests are being declared), provided in this registration form will not be used for purposes other than mentioned above unless you, your spouse and children have given the prescribed consent or such use is permitted by the laws of Hong Kong Special Administrative Region.

Accuracy, Duration of Retention and Security of Personal Data

11. All practicable steps will be taken to ensure that personal data in the registration form are accurate and will not be kept longer than is necessary for the fulfillment of the purpose (including any directly related purpose) for which the data are or to be used; and that the personal data are protected against unauthorized or accidental access, processing, erasure or other use.

Access to Personal Data

12. You, your spouse and children whose interests are being declared, have the right to obtain a printed copy of this registration form held by the Secretary of the Town Planning Board and to request that necessary correction(s) be made if the personal data are inaccurate.

Enquiry

13. All enquiries concerning personal data collected in this registration form should be addressed to:-

Secretary, Town Planning Board
15/F., North Point Government Offices,
333 Java Road,
North Point,
Hong Kong.

Declaration by Individual

14. You are requested to read carefully the Points to Note set out above. If you have any enquiries concerning the Note, please contact the Secretary of the Town Planning Board for clarification. The provision of personal data by means of this form is voluntary. Your personal data, as well as your spouse's and children's (whose interests are being declared), will be treated in compliance with the personal Data (Privacy) Ordinance (Cap. 486) and the contents of the Note. Please sign the declaration on Page 4 of the registration form and return the completed form to the Secretary of the Town Planning Board in the enclosed envelope.