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Works Branch
Development Bureau
Government Secretariat

West Wing, Central Government Offices,
2 Tim Mei Avenue, Tamar, Hong Kong

本局檔號 Our Ref. (03BJ5) in DEVB(PS) 105/23

電話 Tel No.: 3509 8278

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傳真 Fax No.: 2521 9682

3 December 2021

To : Approved Contractors on the
List of Approved Contractors for Public Works and the
List of Approved Suppliers of Materials and Specialist Contractors
for Public Works

Dear Sir/ Madam,

With the approach of Christmas and the New Year, I am writing to seek your co-operation in refraining from offering gifts or advantages of any kind to members of the Development Bureau and our Departments: Architectural Services Department, Buildings Department, Civil Engineering and Development Department, Drainage Services Department, Electrical and Mechanical Services Department, Lands Department, Land Registry, Planning Department, Water Supplies Department and Highways Department.

I appreciate that there should be good working relation between you and our Bureau and Departments. However, offering gifts or other advantages to Government officers is not the proper way to maintain good relation. Government regulations expressly forbid acceptance of advantages by Government officers and the offer of any gifts or advantages would damage rather than improve your relationship with them.


In fact, it could be a serious offence for Government officers to receive presents from anyone other than close relatives and close personal friends and that too is allowed only under certain prescribed conditions. Sending Christmas or New Year gifts to Government officers will cause embarrassment to them and may also give rise to a situation where action will be taken against either or both the senders and receivers of the gifts. Furthermore, if it is found that a company offers or sends gifts or advantages to a Government officer, this will lead to the automatic removal of the company from the Lists of Approved Contractors/ Suppliers irrespective of any other penalties the Government or the Courts may impose.

I should be grateful if you would comply and act according to the above spirit, and also instruct your associates and subordinates to do the same.

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I would also like to take this opportunity to sending you cordial greetings and well wishes for the coming festive seasons.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Ricky C K LAU', with a long horizontal stroke extending to the right.

(Ricky C K LAU)
Permanent Secretary for Development (Works)