

**APPENDIX 3.20K SPECIAL CONDITIONS OF EMPLOYMENT :
SUBMISSION OF MANPOWER INPUT**

SCE() Submission of Manpower Input

(A) Without prejudice to the generality of Clause 11 of the General Conditions of Employment, the Consultants shall submit to the Director's Representative details of all staff deployed and/or to be deployed in the performance of the Services in the form, manner and for the purposes specified in the Brief.

(B) The Consultants or any of the sub-consultants, including any staff employed by them in the performance of the Services, shall be deemed to have read the SCE, the relevant part of the Brief, particularly the personal information collection statement (hereinafter referred to as "the Statement") in the form specified, and have given their consent to the Employer to disclose to any parties for the purposes as stated in the Statement without further reference to the Consultants or any of the sub-consultants, including any staff employed by them.

(C) The Consultants shall submit to the Director's Representative, when the information in sub-clause (A) are submitted, a signed declaration in a form prescribed or approved by the Director's Representative (a sample of which is attached in Appendix XX) to confirm that the information in sub-clause (A) submitted is true to the best of Consultants' knowledge and belief and is adherence to the staffing proposal made at the tender stage (or as subsequently updated to suit the latest development of the assignment) and to confirm that the Consultants and any of the sub-consultants, including all staff employed in the performance of the Services are aware of this SCE Clause [], the relevant part of the Brief, particularly the personal information collection statement concerned, and have given consent to the Employer to disclose to any parties for the purposes as stated in the Statement.

(D) The Consultants shall waive and forego their right, if any, to make any claims against the Employer for any losses, damages, costs, charges, liabilities, demands, proceedings and actions that may arise out of or in consequence of such disclosure by the Employer.

Sample Declaration Form by Consultants
on their compliance with requirements on the submission of manpower input
(to be attached to the manpower input submitted by the Consultants)

To: Director's Representative

Agreement No.:
Title:

In accordance with the SCE Clause []:

(1) We confirm that the information regarding manpower input deployed and/or to be deployed for this Agreement as indicated in the manning schedule updated as at end of [month] is true to the best of our knowledge and belief and is adherence to the staffing proposal made at the tender stage (or as subsequently updated to suit the latest development of the assignment).

(2) We further confirm that we and any of our sub-consultants, including any staff employed in the performance of the Services, are aware of this SCE Clause [], the relevant part of the Brief, particularly the personal information collection statement ("the Statement") concerned, and have given consent to the Employer to disclose to any parties for the purposes as stated in the Statement without further reference to us or any of our sub-consultants, including any staff employed.

(Name of the Consultants)

(Name of the Signatory)

(Position of the Signatory)

(Date)