

## Invitation to Tender

### Provision of Project-based IT Contractors (November 2025)

- **Contract System Analysts – Technical x 4**
- **Contract Application Programmers x 3**
- **Contract Senior Business Analyst x 1**
- **Contract Testers x 5**

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15 September 2025

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## Introduction

### 1. Purpose

- 1.1 The purpose of this Invitation To Tender (“ITT”) is to invite prospective service vendors, as a single supplier, to provide all of the following project-based contractors to the Securities and Futures Commission (“SFC”):
- a) 4 x Contract Systems Analysts (SA) – Technical from November 2025
  - b) 2 x Contract Application Programmers (AP - Java) from November 2025
  - c) 1 x Contract Senior Business Analyst (SBA) from November 2025
  - d) 1 x Contract Application Programmer (AP - BI) from May 2026
  - e) 5 x Contract Testers, 3 of them from January 2026 and remaining 2 from February 2026
- 1.2 These positions are for 12-month contracts, with an option to extend up to 15 months for selected contractor(s).
- 1.3 All contractors to be provided are expected to work in the SFC office.
- 1.4 Please note that only vendors who are able to provide ALL of the required roles listed above will be considered.

## Available positions

### 2. Available positions details

#### 2.1 Contract Systems Analysts (SA) – Technical (x 4)

##### a) Requirements

- The candidates should have a university degree and/or a professional qualification in Information Technology; as well as at least 5 years of solid and relevant work experience, preferably with sound knowledge of the regulatory environment in the securities sector.
- Sound technical knowledge of the following:
  - J2EE multi-tier / Microservices architecture
  - Spring Boot / Security / MVC / Webflow
  - Spring Data / MyBatis / JPA
  - React JS / Ant Design
  - Oracle and PL/SQL Programming
  - Experience in OpenShift, Jenkins and CD/CI is a plus.
- Strong command of written and spoken English and Chinese is required.

- The candidates must be assertive and an active team player with strong analytical, interpersonal and communication skills, and be able to work under pressure and independently.
- A strong sense of responsibility and impeccable integrity is essential.

b) Responsibilities

- Understand current systems design include in term of functionalities and dependencies of other applications.
- Analyse business requirements to create technical specs to guide the technical change areas and detail the changes.
- Implement code changes by modifying existing program code to meet business requirements, ensuring adherence to best practices in coding and version control.
- Design and execute Unit testing, SIT to ensure quality meet criteria to proceed next testing phase.
- Conduct code view on developers coding ensuring quality and compliance with standards.
- Support in testing phases to troubleshoot, manage and resolve issues identified during various testing.
- Update documentation through the enhancement cycle to record changes.

**2.2 Contract Application Programmers (AP) – Java (x 2)**

a) Requirements

- The candidate should have a university degree and/or a professional qualification in Information Technology; and at least 2 years of solid and relevant work experience, preferably with sound knowledge of the regulatory environment in the securities sector.
- Sound technical knowledge of the following:
  - J2EE multi-tier / Microservices architecture
  - Spring Boot / Security / MVC / Webflow
  - Spring Data / MyBatis / JPA
  - React JS / Ant Design
  - Oracle and PL/SQL Programming
  - Prior experience with Katalon is highly beneficial.
- Skilful coding experience in above programming language on mult-tier and microservice architecture.
- Strong command of written and spoken English and Chinese is required.

- The candidate must be assertive and an active team player with strong analytical, interpersonal and communication skills, and be able to work under pressure.
- A strong sense of responsibility and impeccable integrity is essential.

b) Responsibilities

- Implement code changes by modifying existing program code to follow functional and technical specs to meet business requirements, ensuring adherence to best practices in coding and version control.
- Design and execute Unit testing, SIT to ensure quality meet criteria to proceed next testing phase.
- Support in testing phases to troubleshoot, manage and resolve issues identified during various testing.
- Update technical document through the enhancement cycle to record changes.
- Adopt testing tools to automate regression testing.

**2.3 Contract Application Programmer (AP) – BI (x 1)**

a) Requirements

- The candidate must possess a university degree or a professional qualification in Information Technology, along with at least 3 years of substantial and relevant work experience.
- Experience in the development and use of Microsoft Power BI, SSIS, SSRS, and SSAS.
- Experience with Excel PowerQuery, and PowerPivot.
- Experience with ETL processes and tools, including C# and .NET.
- Involvement in designing and developing SQL queries, stored procedures, and functions.
- Knowledge of data modelling and dimensional data modelling concepts.
- Understanding of data visualization practices and principles.
- Familiarity with Oracle PL/SQL development and performance tuning.
- Exposure to Java, Spring Boot, ReactJS.
- A strong understanding of the regulatory environment within the securities sector would be considered an advantage.

b) Responsibilities

- Design and deploy Proof of Concepts (PoCs), Business Intelligence (BI) reports, and ETL processes.
- Collaborate with internal IT teams and stakeholders to design and implement effective solutions.
- Maintain and update technical documentation throughout the enhancement cycle to accurately reflect changes.

## **2.4 Contract Senior Business Analyst – SBA (x 1)**

### **a) Requirements**

- Bachelor's degree in Information Systems, Computer Science, or related fields.
- Six or more years of experience in business information system requirement analysis and IT related project management.
- Strong technical knowledge in case management and business process related system implementation, web-based solutions, document management systems, data analytics platforms.
- Advanced interpersonal, communication and presentation skills. Excellent analysis and interviewing skills. Good command of spoken English and Chinese.
- Experienced in project and quality management. Competent in relevant methodologies (e.g. PMP, Agile) and standards (e.g. ISO), Experience with programming/scripting languages such as Java and Python is an advantage.
- Able to work either independently or closely with project teams. Proactive and confident.

### **b) Responsibilities**

- The candidate is responsible for business requirements documentation, and project management to enable the IT and project teams to develop high quality solutions.
- Collaborate with the business and technical teams to capture business related process, application, and analytical requirements, and translate them into functional/technical specifications.
- Conduct business impact analysis, capturing and documenting requirements, evaluating and designing technical solutions, and assisting in change management.
- Participate in and manage projects by identifying milestones, forming project teams, tracking activities, monitoring resources, resolving problems, recommending actions, and managing deliverables.

- Perform quality assurance activities, prepare end-user training and user guide materials, conduct user briefing sessions as part of the change management activities.

## 2.5 **Contract Testers (x 5)**

### a) Requirements

- Minimum 1 year of relevant application testing experience.
- Experience in preparing test cases / scenarios and test plan is preferred.
- Experience in online form testing is a plus.
- Candidates with good analytical and interpersonal skills are highly preferred.
- Detail-minded, patient, self-motivated and good time management skills.
- Good command of written and verbal communication skill in both English and Cantonese.

### b) Responsibilities

- Conduct application testing to ensure that business requirements are met in terms of both functionalities and reliability.
- Design and prepare automated and manual test cases.
- Document and evaluate test results.
- Report any findings in an issue tracking system (i.e. JIRA).
- Track defects and help troubleshoot errors.
- Report testing progress, status and other major project issues.
- Familiarity with Katalon automation tools is beneficial.

## **Terms and conditions**

- 2.6 Cost should be quoted as a daily rate for each role. The same daily rate will apply to the same role, regardless of which candidates the SFC selects, for both initial engagement and any subsequent replacements.
- 2.7 The contract period for each contractor is 12 months on a full-time basis, starting from the months specified in paragraph 1.1, with an option to extend to 15 months upon contract expiry for selected contractor(s). The SFC may choose to commence the contract at an earlier or later date.
- 2.8 Payment will be made monthly in arrears, based on the actual number of working days spent with the SFC for that month, at the agreed day rates. For the avoidance of doubt, the SFC will not pay for any absences.

- 2.9 The absence of each contractor is not expected to exceed 17 working days over a 12-month period in order to ensure sufficient resources for the project. Leave applications will require approval from the reporting supervisor(s).
- 2.10 The number of posts quoted in paragraph 1.1 is for indicative purposes only. The SFC reserves the right to employ none or any of the proposed contractors.
- 2.11 The successful candidate is required to sign an undertaking statement to abide by the SFC Staff Code of Conduct. He/she will be subject to background vetting by the police and ICAC, and will be required to disclose his/her securities and futures investment portfolio and ongoing transactions to the SFC.
- 2.12 The vendor shall bear full responsibility for the welfare and statutory obligations of the staff candidate contracted to the SFC. The SFC will not provide or reimburse any benefits beyond the agreed daily rate.
- 2.13 If any candidate is unable to provide service for any reason (such as resignation), the agent must supply a suitable replacement to the SFC within a reasonable timeframe and subject to the SFC acceptance, based on the agreed daily rate submitted for this ITT.

## **Proposal Format**

- 2.14 The proposal should include but not limited to:
- a. an offer letter;
  - b. the company's latest audited accounts/financial statement;
  - c. detail CV of each proposed candidate, including the earliest available date;
  - d. fees quotation with the following breakdown:
    - (i) Daily rates per role: SA, AP, SBSA and Tester
    - (ii) If you have any additional proposed pricing methods, you are welcome to include them as alternative options.
- 2.15 The number of candidates proposed should not exceed the following limits for each role:
- a. SA: up to 10 candidates
  - b. AP (Java): up to 5 candidates
  - c. AP (BI): up to 3 candidates
  - d. SBSA: up to 3 candidates
  - e. Testers: up to 10 candidates



## Fees quotation format

- 2.16 The fees quotation must be submitted in the following prescribed format in Hong Kong Dollar (HKD).

Role	Daily Rate (HKD)
SA	
AP	
SBA	
Tester	

## Confidentiality

- 2.17 All information presented in or as a result of this Notice, including information disclosed by the SFC during the selection process, is to be considered strictly confidential. Information must not be released to external parties without the express written consent of the Commission.
- 2.18 All responses and other materials submitted in response to this Notice will become the property of the SFC. The SFC assumes no obligation and shall incur no liability regarding confidentiality of all or any portion of a response or any other material submitted in response to this Notice unless expressly agreed in writing to protect specifically identified information.
- 2.19 Submission without a signed copy of the Confidentiality Acknowledgement (Appendix A) will not be considered.

## Conflict of interest

- 2.20 If the Agent or any of the proposed candidates have any interest which conflicts, or has the potential to conflict, with its duties to the SFC under the proposal, the Agent should clearly state this in its proposal. This requirement extends to the Agent's associates, associated persons, group companies and each member of the Agent's professional staff (and their associates and associated persons).

## Prevention of bribery

- 2.21 The Agent shall prohibit its directors, employees, agents, and sub-contractors who are involved in this Notice from offering, soliciting or accepting any advantage as defined in the Prevention of Bribery Ordinance, Cap 201 when conducting business in connection with this mandate.
- 2.22 The Agent shall take all necessary measures (including by way of a code of conduct or contractual provisions where appropriate) to ensure that its directors, employees, agents and sub-contractors are aware of the prohibitions in this clause.

## How to submit proposal

2.23 If your company is interested in providing such service, please submit one hardcopy of the proposal in a sealed plain envelope bearing no logo, and a softcopy on a CD/DVD/USB. The softcopy should be saved in Adobe Acrobat format, i.e. PDF.

2.24 The proposal package should be marked with the reference **"Provision of Project-based IT Contractors (November 2025)"** and reach us **before 2:00pm, Friday, 3 October 2025** at:

Tender Box  
Securities and Futures Commission  
54/F, One Island East  
18 Westlands Road  
Quarry Bay  
Hong Kong

2.25 For the proposal hardcopy as well as its softcopy, each proposal must be separated into the following documents:

- The envelope or file containing the Offer Letter must be clearly marked "Offer Letter".
- The envelope or file containing the company's latest audited accounts/financial statement must be clearly marked "Audited Accounts/Financial Statement".
- The envelope or file containing the detailed CVs of each proposed candidate must be clearly marked "Candidate CVs".
- The envelope or file containing the Fees Quotation must be clearly marked "Fees Quotation".

**Price information must not be specified in any document other than the Fees Quotation.**

2.26 Please note that the SFC will not accept late proposals. In case of enquiries, please contact the following responsible officers:

2.27 **For position [1] : Contract Systems Analysts (SA) - Technical, please contact:-**

Mr. Gabriel Lau  
Manager  
Information Technology, Corporate Affairs  
Telephone : (852) 2231 1863  
Email : gtklau@sfc.hk

or

Mr. Lewis WONG  
Senior Manager  
Information Technology, Corporate Affairs  
Telephone : (852) 2231 1834  
Email : lewiswong@sfc.hk

**2.28 For position [2] : Contract Application Programmers (AP - Java), please contact:-**

Mr. Gabriel Lau  
Manager  
Information Technology, Corporate Affairs  
Telephone : (852) 2231 1863  
Email : gtlau@sfc.hk

or

Mr. Lewis WONG  
Senior Manager  
Information Technology, Corporate Affairs  
Telephone : (852) 2231 1834  
Email : lewiswong@sfc.hk

**2.29 For position [3] : Contract Application Programmers (AP - BI), please contact:-**

Mr. Sam Lam  
Manager  
Information Technology, Corporate Affairs  
Telephone : (852) 2231 2082  
Email : scclam1@sfc.hk

or

Mr. Gary Kwok  
Senior Manager  
Information Technology, Corporate Affairs  
Telephone : (852) 2231 1456  
Email : gkykwok@sfc.hk

**2.30 For position [4] : Contract Senior Business Analyst (SBA), please contact:-**

Ms. Katherine Cheung  
Manager  
Information Technology, Corporate Affairs  
Telephone : (852) 2231 1576  
Email : klscheung@sfc.hk

or

Mr. William Chung  
Associate Director  
Information Technology, Corporate Affairs  
Telephone : (852) 2231 1173  
Email : wchung@sfc.hk

**2.31 For position [5] : Contract Testers, please contact:-**

Ms. Katherine Cheung  
Manager  
Information Technology, Corporate Affairs  
Telephone : (852) 2231 1576  
Email : klscheung@sfc.hk

or

Mr. William Chung  
Associate Director  
Information Technology, Corporate Affairs  
Telephone : (852) 2231 1173  
Email : wchung@sfc.hk

*Vendors not contacted within two weeks from the tender closing date may consider their bid unsuccessful.*

## Appendix A – Confidentiality Acknowledgement

### Acknowledgement and Undertaking

Acknowledgment in relation to the requirements for preservation of secrecy under section 378 of the Securities and Futures Ordinance (Chapter 571 of the Laws of Hong Kong) (“**SFO**”) and sections 76A to 76G of the Anti-Money Laundering and Counter-Terrorist Financing Ordinance (Chapter 615 of the Laws of Hong Kong) (“**AMLO**”), and avoidance of conflict of interests under section 379 of the SFO and section 53ZTW of the AMLO (together, the “**Specified Provisions**”).

Terms in this acknowledgement shall have the same meaning as defined in the SFO and/or the AMLO (as the case may be), unless otherwise defined herein.

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To: \_\_\_\_\_

#### **I. Preservation of Secrecy Requirements**

**Section 378 of the SFO binds you and in particular subsection (1) of that section provides as follows:**

- (1) Subject to subsection (13A), except in the performance of a function under, or for the purpose of carrying into effect or doing anything required or authorized under, any of the relevant provisions, a specified person—
  - (a) shall preserve and aid in preserving secrecy with regard to any matter coming to his knowledge by virtue of his appointment under any of the relevant provisions, or in the performance of any function under or in carrying into effect any of the relevant provisions, or in the course of assisting any other person in the performance of any function under or in carrying into effect any of the relevant provisions;
  - (b) shall not communicate any such matter to any other person; and
  - (c) shall not suffer or permit any other person to have access to any record or document which is in his possession by virtue of the appointment, or the performance of any such function under or the carrying into effect of any such provisions, or the assistance to the other person in the performance of any such function under or in carrying into effect any such provisions.

The term “specified person” is defined in section 378(15) of the SFO and means-

- (a) the Commission;
- (b) any person who is or was a member, an employee, or a consultant, agent or adviser, of the Commission; or
- (c) any person who is or was -
  - (i) a person appointed under any of the relevant provisions;
  - (ii) a person performing any function under or carrying into effect any of the relevant provisions; or
  - (iii) a person assisting any other person in the performance of any function under or in carrying into effect any of the relevant provisions.

The term “relevant provisions” is defined in section 1, Part 1 of Schedule 1 to the SFO to include the provisions of the SFO.

**Sections 76A to 76G of the AMLO bind you and in particular sections 76B(1) and (2) provide as follows:**

- (1) This section applies to—
  - (a) a matter that comes to a specified person’s knowledge in any of the following circumstances—
    - (i) by virtue of the specified person’s appointment under the AMLO;
    - (ii) in the course of performing a function under, or carrying into effect, a provision of the AMLO;
    - (iii) in the course of assisting another person in performing a function under, or carrying into effect, a provision of the AMLO; and
  - (b) a record or document that has come into a specified person’s possession in any of the circumstances mentioned in paragraph (a).
- (2) A specified person—
  - (a) must not communicate a matter referred to in subsection (1)(a)(i), (ii) or (iii) to a person; and
  - (b) must not allow another person to have access to a record or document referred to in subsection (1)(b).

The term “specified person” is defined in section 76A of the AMLO and includes-

- (a) the Commission;
- (b) a person who is or was a member, an employee, or a consultant, agent or adviser, of the Commission; or
- (c) a person who is or was—
  - (i) a person appointed under a provision of the AMLO;
  - (ii) a person performing a function under, or carrying into effect, a provision of the AMLO; or
  - (iii) a person assisting another person in the performance of a function under, or carrying into effect, a provision of the AMLO.

**TAKE NOTICE THAT IF YOU CONTRAVENE SECTION 378(1) OF THE SFO YOU COMMIT AN OFFENCE UNDER SECTION 378(10) OF THE SFO AND IF YOU CONTRAVENE SECTION 76B(2) OF THE AMLO YOU COMMIT AN OFFENCE UNDER SECTION 76B(3) OF THE AMLO. ANY PERSON WHO COMMITS AN OFFENCE UNDER SECTION 378(10) OF THE SFO OR SECTION 76B(3) OF THE AMLO IS LIABLE:**

- (a) on conviction on indictment to a fine of HK\$1,000,000 and to imprisonment for two years; or
- (b) on summary conviction to a fine of HK\$100,000 and to imprisonment for six months.

## **II. Conflict of Interests**

**Section 379 of the SFO binds you and in particular subsections (1), (2) and (3) of that section provide as follows:**

- (1) Subject to subsection (2), any member of the Commission or any person performing any function under any of the relevant provisions shall not directly or indirectly effect or cause to be effected, on his own account or for the benefit of any other person, a transaction regarding any securities, structured product, futures contract, leveraged foreign exchange contract, or an interest in any securities, structured product, futures contract, leveraged foreign exchange contract or collective investment scheme—
  - (a) which transaction he knows is or is connected with a transaction or a person that is the subject of any investigation or proceedings by the Commission under any of the relevant provisions or the subject of other proceedings under any provision of the SFO; or
  - (b) which transaction he knows is otherwise being considered by the Commission.
- (2) Subsection (1) does not apply to any transaction which a holder of securities or a structured product effects or causes to be effected by reference to any of his rights as such holder—
  - (a) to exchange the securities or structured product or to convert the securities or structured product to another form of securities or structured product;
  - (b) to participate in a scheme of arrangement sanctioned by the Court of First Instance under the OFC rules, the Companies Ordinance (Cap. 622) or the relevant Ordinance;
  - (c) to subscribe for other securities or another structured product or dispose of a right to subscribe for other securities or another structured product;
  - (d) to charge or pledge the securities or structured product to secure the repayment of money;
  - (e) to realize the securities or structured product for the purpose of repaying money secured under paragraph (d); or
  - (f) to realize the securities or structured product in the course of performing a duty imposed by law.
- (3) Any member of the Commission or any person performing any function under any of the relevant provisions shall forthwith inform the Commission if, in the course of performing any function under any such provisions, he is required to consider any matter relating to—
  - (a) any securities, futures contract, leveraged foreign exchange contract, structured product, or an interest in any securities, futures contract, leveraged foreign exchange contract, collective investment scheme or structured product -
    - (i) in which he has an interest;
    - (ii) in which a corporation, in the shares of which he has an interest, has an interest; or
    - (iii) which—
      - (A) in the case of securities, is of or issued by the same issuer, and of the same class, as those in which he has an interest;

- (B) in the case of a futures contract, is interests, rights or property based upon securities of or issued by the same issuer, and of the same class, as those in which he has an interest; or
  - (C) in the case of a structured product, is interests, rights or property based on a structured product of or issued by the same issuer, and of the same class, as that in which he has an interest; or
- (b) a person—
- (i) by whom he is or was employed;
  - (ii) of whom he is or was a client;
  - (iii) who is or was his associate; or
  - (iv) whom he knows is or was a client of a person with whom he is or was employed or who is or was his associate.

Please refer to Part I for the meaning of the term “relevant provisions”.

**Section 53ZTW of the AMLO binds you and in particular subsections (1), (2) and (3) of that section provide as follows:**

- (1) Any member of the Commission or any person performing any function under the AMLO (the member or person called in this section a ***specified person***) must not directly or indirectly effect or cause to be effected, on the specified person's own account or for the benefit of any other person, a transaction regarding any virtual assets—
  - (a) which transaction the specified person knows is, or is connected with a transaction or a person that is, the subject of any investigation or proceedings by the Commission under the AMLO; or
  - (b) which transaction the specified person knows is otherwise being considered by the Commission.
- (2) Subsection (1) does not apply to any transaction that a holder of virtual assets effects or causes to be effected by reference to any of their rights as such holder—
  - (a) to participate in a scheme of arrangement sanctioned by the Court of First Instance under the Companies Ordinance (Cap. 622);
  - (b) to charge or pledge the virtual assets to secure the repayment of money;
  - (c) to realize the virtual assets for the purpose of repaying money secured under paragraph (b); or
  - (d) to realize the virtual assets in the course of performing a duty imposed by law.
- (3) A specified person must inform the Commission if, in the course of performing any function under Part 5B of the AMLO, the specified person is required to consider any matter relating to—
  - (a) any virtual assets—
    - (i) in which the specified person has an interest;
    - (ii) in which a corporation, in the shares of which the specified person has an interest, has an interest; or
    - (iii) that are of or issued by the same issuer as those in which the specified person has an interest; or
  - (b) a person—
    - (i) by whom the specified person is or was employed;
    - (ii) of whom the specified person is or was a client;
    - (iii) who is or was the specified person's associate; or



- (iv) whom the specified person knows is or was a client of a person—
  - (A) with whom the specified person is or was employed; or
  - (B) who is or was the specified person's associate.

TAKE NOTICE THAT IF YOU, WITHOUT REASONABLE EXCUSE, CONTRAVENE SECTION 379(1) AND/OR SECTION 379(3) OF THE SFO, YOU COMMIT AN OFFENCE UNDER SECTION 379(4) OF THE SFO AND IF YOU, WITHOUT REASONABLE EXCUSE, CONTRAVENE SECTION 53ZTW(1) AND/OR SECTION 53ZTW(3) OF THE AMLO, YOU COMMIT AN OFFENCE UNDER SECTION 53ZTW(4) OF THE AMLO. ANY PERSON WHO COMMITS AN OFFENCE UNDER SECTION 379(4) OF THE SFO OR SECTION 53ZTW(4) OF THE AMLO IS LIABLE:

- (a) on conviction on indictment to a fine of HK\$1,000,000 and to imprisonment for two years; or
- (b) on summary conviction to a fine of HK\$100,000 and to imprisonment for six months.

In the Specified Provisions, the term “person” has the meaning attributed to it in section 3 of the Interpretation and General Clauses Ordinance (Chapter 1 of the Laws of Hong Kong) which provides that “person” includes any public body and any body of persons, corporate or unincorporate, and this definition shall apply notwithstanding that the word “person” occurs in a provision creating or relating to an offence or for the recovery of any fine or compensation.

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- (I) I/We acknowledge that I/we have received and read carefully a copy of the Specified Provisions, and understand that these sections (in particular, sections 378(1) and 379(1), (2) and (3) of the SFO and sections 53ZTW(1), (2) and (3) and 76B(1) and (2) of the AMLO) impose statutory obligations on me/us. I/We further confirm that I/we understand and agree to be bound by the Specified Provisions.
  - (II) (1) I/We understand, acknowledge and agree that the Commission may terminate the engagement of me/us immediately if, in the Commission's opinion:
    - (a) I/We or (where applicable) any of our personnel (including any officer, employee, agent or consultant) is engaging in, has engaged in or is about to engage in acts or activities:
      - (i) that constitute or are likely to constitute or cause the occurrence of an offence in Hong Kong (including any offence endangering national security);
      - (ii) which would be contrary to the interest of national security or would bring Hong Kong, its Government or the Commission into disrepute; or
    - (b) the continued engagement of me/us or (where applicable) any of our personnel or the continued performance of the service is contrary to the interest of national security.

(2) In the event that the engagement of me/us is terminated in accordance with subparagraph (1) above, the Commission will not be liable to pay me/us any amount of money under the engagement.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name / Entity name (as applicable)

\_\_\_\_\_  
Name of authorized signatory (in the case of an entity)

\_\_\_\_\_  
Title of authorized signatory (in the case of an entity)

\_\_\_\_\_  
Date

**Witnessed by:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date