

Applicant ID	Click here to enter text.
Employee ID	Click here to enter text.

**REQUEST FOR APPROVAL TO SERVE AS DIRECTOR OF
A COMPANY / MEMBER OF CLOSE CORPORATION
OR TO HAVE AN INTEREST IN A TRADE / BUSINESS UNDERTAKING
AS PER THE CSIR CONDITIONS OF SERVICE PARAGRAPH 22 & 23**

This form must be updated within 30 days of any changes to the information supplied on this form and submitted to the Human Capital Department. Please attach any supporting documentation that is relevant to this application.

Applicant / Employee Details			
Full Names		Identity No	
Division/Cluster/ Portfolio		Passport No	
Department/ Impact Area		Job Title	

I hereby request permission to:			
Serve as a Director of a Company		Serve as a member of a Close Corporation	Click here to enter
Have an interest in a Company / Close Corporation		Have an interest in any other trade / undertaking	
Please note that a separate form must be completed for each application			
Name of the Company / Close Corporation / Undertaking / Trade			
Registration number of the Company / Close Corporation		Date of registration	
A brief description of the nature/extent of the business of the Company / Close Corporation / Undertaking / Trade and the main objective			

Capacity that you will operate in in this Company / Close Corporation / Undertaking / Trade
Will the Company / Close Corporation / Undertaking / Trade do business with the CSIR?
If yes, please provide full details of the nature of the business that will be conducted with the CSIR
Particulars regarding remuneration that will be received in this capacity i.e. annual director's fees, dividends etc.
Maximum hours that will be spent per month

Applicant / Employee Declaration

Time spend during office hours:
 I hereby declare that I will not spend any time during normal office hours to attend to the aforesaid interests (if any) and understand that any contravention hereof may lead to disciplinary action being taken against me. I hereby confirm that I will not use the resources or facilities of the CSIR for conducting any private work.

Interest in Contracts with the CSIR:
 I hereby confirm that where the aforesaid Company / Close Corporation / Undertaking may have, or subsequently enter into a business relationship with the CSIR, I shall have no personal involvement in any negotiations between such Company / Close Corporation / Undertaking and the CSIR, and confirm furthermore that I shall disclose my interest in any such dealings to the Head of the Division/Cluster/Portfolio at the earliest opportunity.

I also confirm that where I may be in doubt as to whether I have/may have a personal interest or not, I shall consult with the Head of the Division/Cluster/Portfolio.

I hereby confirm that all the information supplied by me above is true and correct.

Signature		Date	
------------------	--	-------------	--

Recommendation				
Designation	Date	Name	Signature	Recommended / Not recommended
Operations Management / Shared Services and Support Management				
Comments				
Manager: Human Capital				
Comments				
Approval				
Designation	Date	Name	Signature	Approved / Not approved
Executive Manager / Group Manager / Member of Executive Committee				
Comments				