

**REQUEST TO PERFORM PRIVATE WORK**

NAME: MR/MS \_\_\_\_\_

GRADE/POSITION: \_\_\_\_\_ ID NO: \_\_\_\_\_

DIRECTORATE: \_\_\_\_\_

OFFICER'S ADDRESS: \_\_\_\_\_

\_\_\_\_\_

NAME OF EMPLOYER: \_\_\_\_\_

*If self-employed, please give your VAT Registration No.* \_\_\_\_\_

TYPE OF PRIVATE WORK: \_\_\_\_\_

WEEKLY NUMBER OF HOURS WORKED: \_\_\_\_\_

REMUNERATION INVOLVED: \_\_\_\_\_

\_\_\_\_\_

Signature

Director's remarks

\_\_\_\_\_

Director's Signature

\_\_\_\_\_

Date

Approved/Not Approved

\_\_\_\_\_

Permanent Secretary's Signature

cc: Commissioner of Inland Revenue

**DECLARATION – CONFLICT OF INTEREST**

With reference to my application to perform part-time work I hereby declare that I do not have any conflict of interest between my private work and my duties of

\_\_\_\_\_.

Date: \_\_\_\_\_

**Signature:** \_\_\_\_\_

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I. D. Nos. \_\_\_\_\_

Name in Block Letters: \_\_\_\_\_

Grade: \_\_\_\_\_

Directorate: \_\_\_\_\_

E-mail Address: \_\_\_\_\_