

Appendix 1-Conflict of Interest Declaration Form



**CONFLICT OF INTEREST DECLARATION
FORM**

DECLARATION OF CONFLICT OF INTEREST

Part A: Declaration (to be completed by ALL staff)

I hereby undertake to advise my supervisor and the Integrity & Ethics Office when a situation arises where an interest of mine, or any relationship of which I am aware, conflicts, or may reasonably be thought to conflict, with my Company or public duty, whether that interest is financial or otherwise.

I affirm that the information contained in this declaration is true and complete

I would like to report the following existing/potential conflict of interest situation arising during the discharge of my official duties:

Persons/Companies with whom/which I have official dealings and/or personal interest

1.
2.
3.

Brief description of my duties which involve the persons/companies mentioned above

.....
.....

Areas of real/possible conflict of interest:

- 1.
- 2.
- 3.

Date: Name of declaring staff

Designation..... Staff No.....

Signature.....

Part B – Acknowledgment (to be completed by approving authority)

To:(Declaring Staff)

The information contained in your declaration for..... Is noted. It has been decided that: (Tick as appropriate)

- You should refrain from performing or getting involved in performing the work, as described in Part A, which may give rise to conflict of interest.
- You should continue to handle the work as described in Part A, provided that there is no change in the information declared above.

Other conditions (please specify)

.....

Date Name

Title

Signature