

(Name of the Organisation)

Declaration of Conflict of Interest

Part A – Declaration *(To be completed by Declaring Board Member)*

To : (Approving Authority)

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

Person(s) / organisation(s) with whom/which I have official dealings and/or private interest
My relationship with the person(s) / organisation(s) (e.g. relative)
My contact with the person(s) / organisation(s) (Please state the frequency of contact and the usual occasions of contact, etc.)
Relationship of the person(s) / organisation(s) with [<i>the Organisation</i>] (e.g. supplier)
Brief description of my duties which involved the person(s) / organisation(s) (e.g. handling of tender exercise)
File reference, if any, of the mentioned duties

(Date)

(Name of Declaring Board Member)

Part B – Approval *(To be completed by Approving Authority)*

To : (Declaring Board Member)

Part B(i) – In respect of the declaration in Part A of this form, it has been decided that:

- ☐ The declaration as described in Part A is noted. You are allowed to continue handling the work as described in Part A, provided that there is no change in the information declared above.
- ☐ You are restricted in the work as described in Part A (e.g. prohibit from handling the specific part/duty that you have conflict, withdraw from discussion on a specific issue / case).

Details :

- ☐ You may continue to handle the work as described in Part A, but an independent Board member would be recruited to participate in, oversee or review part or all of the decision-making process (e.g. task another Board member with the required expertise to provide objective assessment on the matter).

Details :

- ☐ You are relieved of your duty as described in Part A, which will be taken up by another Board member through redeployment.

Details :

- ☐ Others (please specify) (e.g. you should not contact the person(s) / organisation(s) concerned until the conflict situation described in Part A no longer exists):

Details :

Part B(ii) – The justification(s) for the measure(s) as described in Part B(i) above is/are: (Factors of consideration including the materiality of the conflict, link between the conflict and the matter in question, and any possible negative public perception over the conflict / incident.)

In all cases, please be reminded that you should not disclose any privileged / internal information of the subject matter to the person(s) / organisation(s) concerned and should further report if there are changes in circumstances necessitating reporting.

(Date)

(Name of Approving Authority)

Part C – Keeping of Records *(To be completed by the Declaring Board Member)*

To : (Designated Office / Staff Member for keeping the completed declaration form)

I noted the decision in Part B. The completed form is for your retention please.

(Date)

(Name of Declaring Board Member)

- * Potential conflict of interest refers to situation that may be developed into an actual conflict in the future.