Sample Form for Declaration of Conflict of Interest

Part A – Declaration of Interest

To:  *Secretary/Chairman of the Management Committee

Declaration of Interest
I understand that if I, my family members and close relatives and personal friends have any direct or indirect interest in any company which has business dealings with the Owners’ Corporation, I shall make a declaration to the Management Committee.

I would like to declare the following existing/potential* conflict of interest situation arising from the discharge of my duties concerning the operation of the Owners’ Corporation or as members of the Management Committee:-

(a) Persons/companies with whom/which I have official dealings and/or private interests:
   __________________________________________________
   __________________________________________________

(b) Brief description of my duties which involved the persons/companies mentioned in item (a) above
   __________________________________________________
   __________________________________________________

Position and Name: ____________________________
Signature: ____________________________
Date: ____________________________

(*Delete as appropriate)
Record of Resolution of the Management Committee

With respect to the above declaration, the Management Committee passed the following resolution:

- *(name of the person making the declaration)* should refrain from performing or getting involved in performing the work/duty, as described in Part A, which may give rise to a conflict.

- *(name of the person making the declaration)* may continue to handle the work/duty as described in Part A, provided that there is no change in the information declared above.

- Others (please specify)

Secretary: __________________________  Chairman: __________________________
Signature: __________________________  Signature: __________________________
Date of Meeting: __________________