

## 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 :

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

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Position and Name: \_\_\_\_\_

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

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

(\*Delete as appropriate)

**Part B – Record of Resolution of the Management Committee**

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