

Sample Form for Declaration of Conflict of Interest

Part A – Declaration of Interest

To : *Secretary / Chairman of the Management Committee

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 involve the persons / companies mentioned in item (a) above :

Signature : _____

Position and Name : _____

Date : _____

(*Delete as appropriate)

Part B – 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)

Signature: _____
(Secretary)

Signature: _____
(Chairman)

Date of Meeting: _____