

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)

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: _____