

# Sample Form for Declaration of Conflict of Interest (for use in tender)

## Part A – Declaration of Conflict of Interest

To: Chairman / Secretary of the Management Committee\* (MC) #

I / we, (name of the person / body corporate making the declaration)<sup>Note 1</sup>, with the following responsibilities / duties in the tender:

\_\_\_\_\_ *(brief description of my / our work)*

- confirm that I / we do not have conflict of interest, whether actual, potential or perceived one, in the tender under consideration; and undertake to declare so as soon as I / we become aware of such a conflict.
- would like to declare the following conflict of interest situation (e.g. a MC member engages a bidder of the tender to renovate his flat, a bidder of the tender is a subsidiary of the Property Manager Company<sup>Note 2</sup>):

(a) Persons / companies with whom / which I have official dealings

\_\_\_\_\_

(b) My relationship with the persons / companies (e.g. relative)

\_\_\_\_\_

(c) Relationship of the persons / companies with the OC (e.g. supplier)

\_\_\_\_\_

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

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

Company Name (if applicable): \_\_\_\_\_

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

(\* For a declaration made by the Chairman of the MC, it should be addressed to the Secretary of the MC.)

## Part B – Record of Resolution of the MC

With respect to the above declaration, the MC passed the following resolution: #

- (name of the person / body corporate making the declaration)* may continue to handle the work as described in Part A, provided that there is no change in the information declared above.
- (name of the person / body corporate making the declaration)* should be restricted in the work as described in Part A, details as follows (*more than one option could be selected*):
- withdraw from the MC meeting during the discussion concerned
  - abstain from voting on the selection of such tender
  - refrain from participating in any tender assessment or negotiation
  - others (please specify) \_\_\_\_\_

The justification(s) for the resolution above is / are:

---

---

Secretary: \_\_\_\_\_ Chairman: \_\_\_\_\_

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

Date of Meeting: \_\_\_\_\_

*(# Tick as appropriate)*

*Note 1: This form should be completed by the members of the MC and the agents / employees of the Owners' Corporation (e.g. the Deed of Mutual Covenant Manager / the Property Management Company and its employees)*

*Note 2: More examples of conflict of interest situation could be found in section 1.5.5 of the Building Management Toolkit; section 1.4 of the Building Financial Management Toolkit; and section 1.5.2 of the Building Maintenance Toolkit*