

# Sample Form for Declaration of Conflict of Interest

## Part A – Declaration of Conflict of Interest

To : \* Chairman / Secretary of the Management Committee

### Declaration of Conflict 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 (OC), 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 OC or as members of the Management Committee:

- 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)  
\_\_\_\_\_
- d) Brief description of my duties which involved the persons / companies (e.g. handling of tender exercise)  
\_\_\_\_\_

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

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

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 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: \_\_\_\_\_