

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)^{Note 1}, 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^{Note 2}):

(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