***Annex 3***

**(Name of the School)**

#### Declaration of Conflict of Interest

This template is available at [www.edb.gov.hk/textbook](https://www.edb.gov.hk/en/curriculum-development/resource-support/textbook-info/index.html)

*(Location: 🡺Schools & Teachers Related 🡺 a template of declaration form)*

**Part A** – **Declaration by All Teachers** *(To be completed by members of Textbook Selection Committee)*

To: (Approving Authority)

I have carefully read and understand the policy formulated by the school in respect of conflict of interest. I declare that *I do not have / have* *\** conflict of interest situation in the discharge of my official duty of textbook selection.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Name of** **Declaring Staff Member** | **Signature** | **Date** |
| **I *DO NOT*** *HAVE* any conflict of interest situation | **I *HAVE*** conflict of interest situation*(Please complete* ***Part B*** *of this declaration form)* |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
| 8. |  |  |  |  |
| 9. |  |  |  |  |
| 10. |  |  |  |  |
| 11. |  |  |  |  |
| … |  |  |  |  |

*(\* Please delete as appropriate.)*

**(Name of the School)**

#### Declaration of Conflict of Interest

**Part B** – **Declaration by Individual Teacher** *(To be completed by Declaring Staff Member)*

To: (Approving Authority)

I would like to report the following *existing / potential\** conflict of interest situation arising from the discharge of my official duty of textbook selection:

|  |
| --- |
| **Detailed Information** *(Please insert "✓" in the appropriate box* ❑*.)* |
| Person(s) / Company concerned | (e.g. Name of the publisher) |
| Details of the conflict of interest involved | ❑ I *am / was\** a textbook *author / advisor\** of the company concerned. |
| ❑ I have private interest(s) # with the *person(s) / company*\* concerned. (Please specify: ) |
| ❑ My \_\_\_\_\_\_\_\_\_\_\_\_\_ (Please specify the relationship) *is / was\** a textbook *author / advisor\** of the *company / has private interest(s)* # *with the* *person(s) / company*\* concerned. (Please specify： ) |
| ❑ Others (Please specify： ) |
| Supplementary information (if any)： |

*# “Private interests” include the financial and other interests of the teacher himself; his family members or close relatives; his personal friends; the clubs and associations to which he belongs; or any person to whom he owes a favour or is obligated in any way.*

*(\* Please delete as appropriate.)*

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

 (Name of Declaring Staff Member)

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**Part C** – **Acknowledgement** *(To be completed by Approving Authority)*

To: (Declaring Staff Member)

(i) The information contained in your declaration form of (Date) is noted. It has been decided that:

❑ You should refrain from performing or getting involved in performing the duty, as described in Part B, which may give rise to a conflict.

❑ You may continue to handle the duty as described in Part B, provided that there is no change in the information declared above, and you must uphold the School’s interest without being influenced by your private interests.

❑ Others*#* (Please specify: )

*# Examples of other measures: (a) relinquish the personal / private interests (e.g. divest of the investment involved);*

*(b) continue to handle the work but an independent officer would be assigned to participate in, oversee or review part or all of the decision-making process.*

*(Please insert "✓" in the appropriate box* ❑*.)*

(ii) The justification(s) for the measure(s) as described in Part (i) above is/are\*:

 *(\* Please delete as appropriate.)*

Date:

 (Name of Approving Authority) / (Post)