

Sample Form for Declaration of Conflict of Interest

Part A - Declaration of Interest ¹

To: *Supervisor / Chairman of the *School Management Committee / Incorporated Management Committee

I understand that if I, my family members and close relatives and personal friends have any direct or indirect interest in any *person / company which has business dealings with the school, I shall make a declaration to the *School Management Committee / Incorporated 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 school or as members of the *School Management Committee / Incorporated Management Committee:-

- a) *Persons / companies with *whom / which I have official dealings *and / or private interests:

- b) Brief description of my duties which involve the *persons / companies mentioned in item (a) above:

Signature: _____
Position and Name: _____
Date: _____

Part B – Record of Resolution of the School Management Committee / Incorporated Management Committee

With respect to the above declaration,

(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)

Signature: _____
(*Supervisor / Chairman of the *SMC/IMC)²

Date of Meeting / Date: _____

(*Delete as appropriate)

¹ In the daily operation, as circumstances or events warrant, the persons concerned should draw other members' attention to their perceived conflict of interest. When such a situation arises, the SMC/IMC, or the school head as appropriate, should decide whether the person disclosing an interest shall be required to abstain from the duty assigned, or to abstain from the deliberation and decision on the subject.

² For declarations made by school staff (excluding school principal) in respect of operation matters such as tendering and purchasing, staff recruitment, the SMC/IMC may delegate the approving authority to the school principal.