**Declaration of Conflict of Interest by Managers**

**Part A** – **Declaration** *(To be completed by Declaring Manager)*

To : (Management Committee/Incorporated Management Committee (IMC)\*)

I would like to report the following existing/perceived\* conflict of interest situation in relation to the discussion item:

|  |
| --- |
| **(i) Matter to be discussed by the Management Committee/IMC\*** |
|  |
| **(ii) Brief description of my connection with the matter in (i) above (e.g. directorship in a company which is connected with the matter)** |
|  |

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Name of Declaring Manager)

 (Date)

**Part B** – **Approval** *(To be completed by Management Committee/IMC\*)*

To : (Declaring Manager)

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

❑ You may continue to speak and vote on the matter as described in Part A, provided there is no change in the information declared above.

❑ You may continue to speak but should not vote on the matter as described in Part A, provided that there is no change in the information declared above.

❑ You may remain in the meeting as an observer (but not to speak or vote) on the matter as described in Part A, provided that there is no change in the information declared above.

❑ You should withdraw from the meeting and immediately return any documents regarding the matter sent to you earlier.

❑ Others (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(b) The justification(s) for the measure(s) as described in Part B(a) above is/are: \_\_\_\_\_\_\_\_\_\_

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Chairperson (or the Management Committee/ IMC)\*)

 (Date)

\* Please delete as appropriate.