

(Name of the Organisation)

Declaration of Conflict of Interest

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

To : (Approving Authority)

Via: ()@

I would like to report the following actual / potential* conflict of interest situation arising during the discharge of my official duties:

Person(s) / organisation(s) with whom/which I have official dealings and/or private interest
My relationship with the person(s) / organisation(s) (e.g. relative)
My contact with the person(s) / organisation(s) (Please state the frequency of contact and the usual occasions of contact, etc.)
Relationship of the person(s) / organisation(s) with [<i>the Organisation</i>] (e.g. supplier)
Brief description of my duties which involved the person(s) / organisation(s) (e.g. handling of tender exercise)
File reference, if any, of the mentioned duties

(Name of Declaring Officer)
(Title / Department)

(Date)

Part B – Approval *(To be completed by Approving Authority)*

To : (Declaring Officer)

Via: ()@

Part B(i) – In respect of the declaration in Part A of this form, it has been decided that:

- ☐ The declaration as described in Part A is noted. You are allowed to continue handling the work as described in Part A, provided that there is no change in the information declared above.

- ☐ You are restricted in the work as described in Part A (e.g. prohibit from handling the specific part/duty that you have conflict, withdraw from discussion on a specific issue / case).

Details : _____

- ☐ You may continue to handle the work as described in Part A, but an independent officer would be recruited to participate in, oversee or review part or all of the decision-making process (e.g. task another officer with the required expertise to provide objective assessment on the matter).

Details : _____

- ☐ You are relieved of your duty as described in Part A, which will be taken up by another officer through redeployment.

Details : _____

- ☐ You should relinquish the personal/private interest (e.g. cease to be a member of a club / association, divest the investments until the conflict situation described in Part A no longer exists).

Details : _____

- ☐ Others (please specify) (e.g. you should not contact the person(s) / organisation(s) concerned until the conflict situation described in Part A no longer exists):

Details : _____

*Part B(ii) – The justification(s) for the measure(s) as described in Part B(i) above is/are:
(Factors of consideration including the materiality of the conflict, link between the conflict
and the matter in question, and any possible negative public perception over the
conflict / incident.)*

In all cases, please be reminded that you should not disclose any privileged / internal information of the subject matter to the person(s) / organisation(s) concerned and should further report if there are changes in circumstances necessitating reporting.

(Name of Approving Authority)
(Title / Department)

(Date)

Part C – Keeping of Records *(To be completed by the Declaring Officer)*

To : (Designated Office / Staff Member for Keeping the Completed Declaration Form)

Via: (Approving Authority)

I noted the decision in Part B. The completed form is for your retention please.

(Name of Declaring Officer)
(Title / Department)

(Date)

@ Subject to the guidelines of the Organisation, a conflict of interest declaration / decision may be made via the declaring officer's immediate supervisor / supervisors to / from the approving officer. Otherwise, delete the line.

* Potential conflict of interest refers to situation that may be developed into an actual conflict in the future.