

Conflict of Interest Declaration Form template

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

To: _____ (School Name) Principal / Approving Authority*

I would like to report the following existing / potential* conflict of interest arising from the discharge of my official duty in organising the events under the School Sports Programme:

Detailed Information <i>(Please put a tick in the appropriate box and fill in your specification in the space provided in this Form.)</i>	
Person(s) / National Sports Association (NSA)* with whom/which I have official dealings: _____	
Details of the conflict of interest involved	<input type="checkbox"/> I am / was* an Executive Committee member / a staff member / an instructor / an assistant instructor / an official / others* (Please specify: _____) of the NSA concerned
	<input type="checkbox"/> My relationship with the person(s) (e.g. a family member or relative) (Please specify: _____)
	<input type="checkbox"/> I have private interest(s) # with the <u>person(s)</u> / <u>NSA</u> * concerned (Please specify: _____)
	<input type="checkbox"/> Others (Please specify: _____)
Supplementary information (if any): _____	

"Private interests" refer to both the financial and other interests of the teacher in question and those of his/her connections including family members, relatives, friends, clubs and societies to which he/she belongs, or any person to whom he/she owes a favour or is obligated in whatsoever way.

* Please delete as appropriate.

Signature of Declaring Staff : _____ Position of Declaring Staff : _____
 Name of Declaring Staff : _____ Date : _____

Part B – Acknowledgement *(To be completed by School Principal / Approving Authority)*

To: _____ (Declaring Staff)

The information contained herein of _____ (Date) is noted. It has been decided that:

(Please put a tick in the appropriate box ☐)

- ☐ You should refrain from discharging or getting involved in discharging the work as described in Part A, which may give rise to a conflict.
- ☐ You may continue to discharge the duty as described in Part A, provided that there is no change in the information declared above, and you must uphold the School's interest without being compromised by your own private interests.
- ☐ Other measures# (Please specify: _____)

Examples of other measures include: (a) relinquishing the personal / private interests (e.g. divestment of such interests involved); (b) continuing to handle the work in such a manner that an independent officer is assigned to participate in, oversee or review part or all of the decision-making process.

Signature of Principal / : _____ School Name and Chop : _____
 Approving Authority*
 Name of Principal / : _____ Date : _____
 Approving Authority* : _____

Remarks: Upon completion of declaration, schools must maintain this Declaration Form properly, while allowing at all times the LCSD and its authorised representative(s) to conduct random on-site checks, have access to and make copies of all of the records as and when necessary for the purposes of inspection and verification.