



SSTI
The **NCSS** Academy

Sample Conflict of Interest Disclosure Statement

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Sample Conflict of Interest Disclosure Statement

{Organisation Name}'s

With regard to my voluntary service as [board designation] on the XXXX Board of the XXX (name of charity), I have the following potential conflict of interest to report:

- I am affiliated¹ to another charity?
- Affiliated to any vendor, supplier, or any other party providing or bidding for providing services, having a direct or indirect interest in any business transaction(s), agreement, investment with XXX charity?
- Having any business dealings or transaction with a vendor, supplier or any other party which could result in benefit to me?
- I or person(s) I have affiliation with have interest in purchasing services from XXX charity?
- Affiliated to any staff of XXX charity?
- Affiliated person(s) is involved is a party to or have an interest in any pending legal proceedings involving XXX charity?
- Others: _____

¹ Affiliated refers to the following: Spouse, domestic partner, child, mother, father, brother or sister or close associates; any corporation, business or non-profit organisation of which you are serve as staff , officer, board member, partner, participate in management or are employed by; any trust or other estate in which you have a substantial interest or as to which you serve as a trustee or in a similar capacity.

Please elaborate on the potential conflict arising from the above situation with regards to the transaction concerned (e.g. nature of service/ transaction, if affiliated person involved, the identity of the affiliated person and your relationship with that person):

I hereby confirm that the disclosure made above are complete and correct to the best of my information and belief. I shall not be participating in the discussion and decision making of this matter. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with the conflict of interest policy, I will notify [the board chair or vice-chair] immediately.

Signature

Name & Designation

Date