



The Charity Commission says that a trustee should not benefit from his or her office as trustee and not put himself or herself in a position where his or her interests conflict with those of the charity. Charities need to be aware of situations where there is a potential conflict of interests and a register of interests assists the process of identifying related parties. Asking for this information in advance adds transparency and enables the charity to enter into such transactions knowingly.

The interests of trustees / members of the same household and close family members (this is those who may expect to influence or be influenced by that person in their dealings with the charity) should be disclosed. These will include employment details, directorships, other trusteeships of charities, companies where more than 1% of shares are held or ownership as a sole trader or in partnership of the business.

Please complete the following form, even if there are no interests to declare.

Name of Director/Trustee/Staff

Name of close relative / household member (If interest held by them)

Current employment and any previous employment in which you or they continue to have a financial interest

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The nature of the interest

An indication as to whether the charity is or is likely to trade with the organisation

Appointments (voluntary or otherwise) e.g. trusteeships, directorships, local authority membership, tribunals etc.

Membership of any professional bodies, special interest groups or mutual support organisations

Investments in unlisted companies, partnerships and other forms of business, major shareholdings (more than 1% of issued capital) and beneficial interests

Gifts of hospitality offered to you by external bodies and whether this was declined or accepted in the last twelve months

Do you use, or care for a user of the organisation's services?

Any contractual relationship with the charity or its subsidiary

Any other conflicts that are not covered by the above

To the best of my knowledge, the above information is complete and correct. I undertake to update as necessary the information provided, and to review the accuracy of the information on an annual basis. I give my consent for it to be used for the purposes described in the conflicts of interest policy and for no other purpose

Signature:

Date:

Position: