

The University Sports Federation of Hong Kong China Limited
Declaration of Conflict of Interest by Committee Members

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

To : Chairman of the Board

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

i) Matter to be discussed by the Board
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 Member)
 (Date)

Part B – Acknowledgement *(To be completed by Chairman)*

To : (Declaring Member)

Acknowledgement of Declaration

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 that 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 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 to the secretary any documents regarding the matter sent to you earlier.
- ☐ Others (please specify) : _____

 (Name of Chairman)
 Chairman of the Board
 (Date)

* Please delete as appropriate