

# Declaration of Interest and Conflict of Interest Undertaking

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**Version:** FINAL

**Owner:** National Executive

**Authoritative Location:** <https://www.aisa.org.au/about-us/constitution-code-of-ethics/>

## Declaration of Interest and Conflict of Interest Undertaking

### 1 Your Personal Details

Full name: \_\_\_\_\_

Usual residential address: \_\_\_\_\_

Date and place of birth: \_\_\_\_\_

Occupation: \_\_\_\_\_

Professional qualification(s): \_\_\_\_\_

Directorships (or equivalent) of other private or public companies, charities, associations or foundations, including any ceased in the last 12 months:

Organisation	Date commenced	Date ceased
_____	_____	_____
_____	_____	_____
_____	_____	_____

### 2 Director's Interests

Please provide details of:

- a) Current employment and any previous employment in which you continue to have a financial interest:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- b) Membership of any professional bodies, special interest groups or support organisations:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- c) Legal or beneficial ownership interests in listed and unlisted companies, partnerships and other forms of business which may have any dealings with AISA:

\_\_\_\_\_

\_\_\_\_\_

d) Gifts or hospitality offered to you by external bodies which may have any dealings with AISA and whether this was declined or accepted in the last twelve months:

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e) Any contractual relationship between AISA and you, any family members or businesses operated by you or any family members:

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f) Any other interests that are not covered by the above which may have any effect on AISA:

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Please disclose any amount (other than wages or salary) that has been paid or agreed to be paid to you in cash or otherwise during the past three years for services rendered by you in connection with AISA (initial disclosure only):

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**Declaration:**

- I am duly qualified to answer the above questions.
- I have considered and answered all parts of each of the above questions.
- I have made all due enquiries and referred to all significant matters in providing my answers to the above questions.
- I declare that the answers I have given to the above questions and any other information I have given or will give in connection with any question, are (and when given, will be) true, complete and accurate to the best of my knowledge, information and belief.

- I confirm that I have read AISA's Conflict of Interest Policy which accompanies this declaration. I understand that the purpose of the Policy is to help ensure that AISA and I comply with the requirements of the law and AISA's constitution relating to the disclosure and management of personal interests and to protect the integrity of AISA's decision-making process and the integrity and reputation of AISA, its staff and directors.
- In the course of meetings or other activities, I agree to disclose any interests I have in a transaction or decision where I (or any businesses or other organisations with which I am affiliated), my family, employer or close associates will receive a benefit, and that upon disclosure AISA's procedures for handling conflicts of interest in accordance with its policy will apply.

Signed: .....

Name: ..... Date: .....