

Form B

The Baseball Association of Hong Kong, China
Declaration of Conflict of Interest by Employees

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

To : Approving Authority

I would like to report the following existing/potential* conflict of interest situation arising during the discharge of my official duties :-

Persons/companies with whom/which I have official dealings
My relationship with the persons/companies (e.g. relative)
Relationship of the persons/companies with the Association (e.g. supplier)
Brief description of my duties which involved the persons/companies (e.g. handling of tender exercise)

Date: _____

(Name of Declaring Staff)
 (Title / Department)

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

To : (Declaring Staff) _____

Acknowledgement of Declaration

The information contained in your declaration form of _____ (Date) is noted. It has been decided that :-

- You should refrain from performing or getting involved in performing the work, as described in Part A, which may give rise to a conflict.
- You may continue to handle the work as described in Part A, provided that there is no change in the information declared above.
- Others (please specify) : _____

Date: _____

(Name of Approving Authority)
 ((Title / Department))