[Print on re

The Trustees/ Directors << Name of Charity>> << Address>>

<<Address>>

<<Date>>

Dear Sirs,

Notice of interest in proposed Companies Acts and the Chari

Pursuant to the Companies Act 20 that

EITHER

I have an interest as [a member relationship >>] in/of <<specify nanature and extent of my interested in the proposed transaction or firm or organisation >> to <<des

I am connected with << Name of Person >> is << describe nature of interested in the proposed transaction of

I acknowledge that I have a duty to that I have from time to time which that for this purpose anything is or [or] [examples] set out in

[the Notes attached to this Letter] **OR**

[the guidance which << Name of C

[the Conflict of Interest Policy of < Name of Charity>> from time to tin

I acknowledge that my disclosure my other disclosures of interests fr Charity>>'s Register of Directors (

I undertake to inform << Name of about me on the Register is neces accuracy of the information on an purposes described in the << Nam other purpose.

.....

Trustee/Director

ert Address]

A

ment (pursuant to the

2011, I hereby give you notice

ee] [a partner] [<< Specify other firm or other organisation>>. The of body corporate or firm or st >>; and I am to be regarded as <<specify name of body corporate on or arrangement>>.

of my connection with << Name of e >>; and I am to be regarded as th << Name of Person >> to

Name of Charity>> any interest o a conflict of interest. I accept it if it falls within [the description]

le]

updated and notified to me by <<

Name of Charity>> together with be recorded in << Name of</p>

ever any change to information rup to date, and to review the onsent for it to be used for the soft Interest Policy and for no



[Notes to Trustees/Directors of might amount to an "interest" a

A conflict of interest is any situatio could, or could be seen to, preven of the charity of which he/she is a

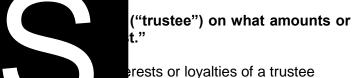
A conflict could arise where it is posituation, or where he/she has a conjugation, or whether there is or material benefits of the conjugation, transaction, interest, sit

You should also note that you, as benefit in order for you to have a county benefit, this will also give rise to a family members, relatives, business interest.

The following are examples of cate might have an interest to disclose, person connected with you has the trustee) or a person connected wit

- Current employment and a have a financial interest.
- The person's appointments local authority membership
- The person's membership mutual support organisatio
- The person's investments i business, or shareholdings [which is currently << inser interests.
- Gifts or hospitality offered t declined or accepted in the
- Where the person uses, or
- Where the person has any subsidiary]

These are only examples. Son by the above.]



nt gain a personal benefit in a er organisation or person. When est, you should be aware that it but also to any type of duty, nation which creates a conflict.

decision only in the best interests

e person directly gaining the ected" with you may gain a . Persons "connected" include in which you (a trustee) have an

you identify whether you do or such an interest or because a referred to below means you (the

in which the person continues to

e.g. trusteeships, directorships,

s, special interest groups or

Irtnerships and other forms of ge set by << Name of Charity>> are capital] and beneficial

bodies and whether this was

ame of Charity>>'s services with << Name of Charity>> [or its

an interest although not covered

