

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

<<Date>>

Dear Sirs,

**Notice of interest in proposed transaction (pursuant to the Companies Acts and the Charities Act 2011)**

Pursuant to the Companies Act 2006 and the Charities Act 2011, I hereby give you notice that

**EITHER**

I have an interest as [a member of a body corporate or firm or other organisation] in/of <<specify nature and extent of my interest in the proposed transaction or firm or organisation>> to <<describe proposed transaction or arrangement>>.

**OR**

I am connected with << Name of Person >> is << describe nature of my connection with << Name of Person >> >>; and I am to be regarded as interested in the proposed transaction or arrangement with << Name of Person >> to <<describe proposed transaction or arrangement>>.

I acknowledge that I have a duty to disclose to << Name of Charity>> any interest that I have from time to time which may give rise to a conflict of interest. I accept that for this purpose anything is or may be regarded as falling within [the description] [or] [examples] set out in

[the Notes attached to this Letter]

**OR**

[the guidance which << Name of Charity >> has issued]

**OR**

[the Conflict of Interest Policy of << Name of Charity>> from time to time updated and notified to me by << Name of Person >>]

I acknowledge that my disclosure of interests to << Name of Charity>> together with my other disclosures of interests from time to time shall be recorded in << Name of Charity>>'s Register of Directors (or Officers)

I undertake to inform << Name of Charity>> of any change to information about me on the Register is necessary to keep it up to date, and to review the accuracy of the information on an annual basis or at such other intervals as I may consent for it to be used for the purposes described in the << Name of Charity>>'s Conflict of Interest Policy and for no other purpose.

.....

Trustee/Director

**[Notes to Trustees/Directors of  
might amount to an “interest” a**

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

A conflict could arise where it is possible situation, or where he/she has a conflict you consider whether there is or may be can cover not only a financial benefit obligation, transaction, interest, situation

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

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

- Current employment and a financial interest.
- The person's appointments local authority membership
- The person's membership mutual support organisation
- The person's investments in business, or shareholdings [which is currently << insert interests.
- Gifts or hospitality offered to declined or accepted in the
- Where the person uses, or
- Where the person has any subsidiary]

These are only examples. Some by the above.]

(“trustee”) on what amounts or t.”

interests or loyalties of a trustee decision only in the best interests

not gain a personal benefit in a other organisation or person. When est, you should be aware that it but also to any type of duty, information which creates a conflict.

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

you identify whether you do or e 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

partnerships 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