

[Print on Letterhead]

[Relevant Director]

To:
The Directors
<< Name of Company >> Limited
<<Address>>
<<Address>>

<<Date>>

Dear Sirs,

Notice of interest in an existing transaction or arrangement with <<Name of Company>> Limited (the "Company")

Pursuant to section 184 of the Companies Act 2006, I hereby give you written notice that:

For the purposes of section 182(1) of the Companies Act 2006;

EITHER

I declare that I am interested in [<< describe nature of transaction or arrangement >>] and that the nature and extent of my interest is [<< describe nature and extent of interest >>].

OR

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

[In addition, I acknowledge that I have a direct or indirect interest, which does or might give rise to a conflict of interest. I accept that for the purposes of section 182(1) of the Companies Act 2006, this interest falls within [the description] [or] [excepted interest].]

[the Notes attached to this Letter]

OR

[any guidance which the Company has given me]

OR

[the Company's Conflict of Interests Register] and notified to me by the Company from time to time.]]

[I acknowledge that my disclosure of interests to the Company together with my other disclosures of interests from time to time will be recorded in the Company's Conflict of Interests Register.]

[I undertake to inform the Company of any change to information about me on the Register is necessary to keep the Register up to date, and to review the accuracy of the information.]

S
A
M
P
L
E

the information on an annual basis
described in the the Company's C

or it to be used for the purposes
and for no other purpose.]

.....

Director

S

A

M

P

L

E

[Notes to Directors on what amounts to an “interest” and a “conflict of interest.”

A conflict of interest is any situation in which the interests or loyalties of a director could, or could be seen to, prevent him or her from making a decision only in the best interests of the company of which he/she is a director.

A conflict could arise where it is in the director's personal interest to act in a particular situation, or where he/she has a duty to another organisation or person. When you consider whether there is or is not a conflict of interest, you should be aware that it can cover not only a financial benefit but also to any type of duty, obligation, transaction, interest, situation or other matter.

You should also note that you, as a director, might gain a personal benefit in a particular situation, or where he/she has a duty to another organisation or person. When you consider whether there is or is not a conflict of interest, you should be aware that it can cover not only a financial benefit but also to any type of duty, obligation, transaction, interest, situation or other matter.

The following are examples of cases in which you might have an interest to disclose or because a person connected with you has the interest (the person referred to below means you (the director) or a person connected with you):

- Current employment and a financial interest.
- The person's appointment to directorships etc..
- The person's membership of any company or special interest groups.
- The person's investments in any business, or shareholdings in any company [which is currently << in the company's share capital] and beneficial interests.
- Gifts or hospitality offered to or received by you, declined or accepted in the company's interest.
- Where the person has any interest in any subsidiary].

These are only examples. Sometimes a conflict of interest might arise although not covered by the above.]

.....
Director

S

A

M

P

L

E

to an “interest” and a “conflict of interest.”

interests or loyalties of a director could, or could be seen to, prevent him or her from making a decision only in the best interests of the company of which he/she is a director.

A conflict could arise where it is in the director's personal interest to act in a particular situation, or where he/she has a duty to another organisation or person. When you consider whether there is or is not a conflict of interest, you should be aware that it can cover not only a financial benefit but also to any type of duty, obligation, transaction, interest, situation or other matter.

You should also note that you, as a director, might gain a personal benefit in a particular situation, or where he/she has a duty to another organisation or person. When you consider whether there is or is not a conflict of interest, you should be aware that it can cover not only a financial benefit but also to any type of duty, obligation, transaction, interest, situation or other matter.

The following are examples of cases in which you might have an interest to disclose or because a person connected with you has the interest (the person referred to below means you (the director) or a person connected with you):

- Current employment and a financial interest.
- The person's appointment to directorships etc..
- The person's membership of any company or special interest groups.
- The person's investments in any business, or shareholdings in any company [which is currently << in the company's share capital] and beneficial interests.
- Gifts or hospitality offered to or received by you, declined or accepted in the company's interest.
- Where the person has any interest in any subsidiary].

These are only examples. Sometimes a conflict of interest might arise although not covered by the above.]