

[Print on reverse side of this Letter] [Print on reverse side of this Letter]

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

<<Date>>

Dear Sirs,

General notice of a director's interest
(made pursuant to Section 185 of the Companies Act 2006)

EITHER

I hereby notify the company that I am interested in the company [specify name of body corporate or firm] and that I am to be regarded as interested in any transaction or arrangement that may, after the date of this notice, be made with that body corporate or firm. The nature and extent of the my interest in [specify name of body corporate or firm] is [describe nature and extent of interest].

[specify name of body corporate or firm] and that I am to be regarded as interested in any transaction or arrangement that may, after the date of this notice, be made with that body corporate or firm. The nature and extent of the my interest in [specify name of body corporate or firm] is [describe nature and extent of interest].

OR

I am connected with [name of connected person] and I am to be regarded as interested in any transaction or arrangement that may, after the date of the notice, be made with that person.

[name of connected person] and I am to be regarded as interested in any transaction or arrangement that may, after the date of the notice, be made with that person.

[In addition, I acknowledge that I have a direct or indirect interest, that I have a conflict of interest. I accept that for the purposes of the Act, my interest falls within [the description] [or] [excepted interest].

I have promptly to the Company any information which does or might give rise to a conflict of interest or which is or might be such an interest if it

[the Notes attached to this Letter]

OR

[any guidance which the Company has given me]

OR

[the Company's Conflict of Interest Policy]

and notified to me by the Company

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

to the Company together with my name and I will be recorded in the Company's Conflicts of Interests Register.]

[I undertake to inform the Company of any change to information about me which is necessary to keep the information on the Register up to date, and to review the accuracy of the information on an annual basis or more frequently if necessary, and for no other purpose.]

any change to information about me which is necessary to keep the information on the Register up to date, and to review the accuracy of the information on an annual basis or more frequently if necessary, and for no other purpose.]

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Yours faithfully,

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<<Name of Director>>

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

A conflict of interest is any situation in which a director could, or could be seen to, prevent or hinder the 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 do something, 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 can cover not only a financial benefit but also a duty, obligation, transaction, interest, situation or other matter.

You should also note that you, as a director, might be the person directly gaining the benefit in order for you to have a conflict of interest. Persons “connected” with you may gain a benefit, this will also give rise to a conflict of interest. Persons “connected” include family members, relatives, business partners, etc. in which you (a director) have an interest.

The following are examples of cases in which you might have an interest to disclose if you, as a director, or a person connected with you has the interest (the director) or a person connected with you has the interest.

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

These are only examples. Sometimes a director may have an interest although not covered by the above.]

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to an “interest” and a “conflict

interests or loyalties of a director in making a decision only in the best interests of the company.

might gain a personal benefit in a 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 which creates a conflict.

be the person directly gaining the benefit in order for you to have a conflict of interest. Persons “connected” with you may gain a benefit, this will also give rise to a conflict of interest. Persons “connected” include family members, relatives, business partners, etc. in which you (a director) have an interest.

help you identify whether you do or do not have such an interest or because a person connected with you has the interest (referred to below means you (the director) or a person connected with you).

in which the person continues to have an interest (the director) or a person connected with you has the interest (otherwise) e.g. trusteeships, other directorships etc..

groups or special interest groups. The person's investments in any other business, or shareholdings in any other company [which is currently << in the company's interest >>] and beneficial interests.

and whether this was in the company's interest. Where the person has any other interest in any subsidiary] with <<Name of Company>> [or otherwise).

an interest although not covered by the above.]