Form O

*(reg. 122(1))*

Declaration of Interest

 Name: .……………………………………………………………………………………

 Position held in organisation: …………………………………………………………….

1. Nature of interest

 *Tick as appropriate*:

1. ALREADY HAS PERSONAL INTEREST:

ii. INTEND TO ACQUIRE PERSONAL INTEREST:

1. INDICATE TYPE OF INTEREST *(direct or indirect)*:

……………………………………………………………………

1. Name of company/firm/entity: ………………………………………………………

1. Type of business relationship:

 DIRECTOR:

 SHAREHOLDER:

 AGENT:

 OTHER:

 For “other”, give reasons: ……………………………………………………………….

1. Tender No. and title: …………………………………………………………………………..

1. Description of procurement activity:

…………………………………………………………………………………………………

1. Recusal from adjucating, evaluating, advising, handling or otherwise dealing with matter or attendance of a meeting when the procurement activity or tender was discussed?

 If yes, give reasons: …….……………………………………………………….

1. Date of assignment on the matter or of a meeting when the procurement activity or tender was discussed: …………………………………………………………………………

 Signature (Declarant): …………………………………….

 Date: ………………………………………………………

 Decision by Accounting Officer/authorised officer:

…………………………………………

**Important definitions**

 **Direct interest-** *where a member or employee of a public body or the immediate member of the family of the employee of a public body; holds position in, is an employee of, is a shareholder in or gives services for remuneration or reward to a company which is the subject of the interest.*

 **Immediate member of family-** *means spouse, son, daughter, sibling, or parent of the member of employee of a public body.*

**Indirect interest-** *means an employee, agent, or nominee of a member or employee of a public body or his or her immediate member of family has a direct interest in a company.*

**NOTE:** *The above definitions are given merely as a necessary guide from the* Corruption and Economic Crime Act (Cap. 08:05)*, as amended. Members, Directors and employees are encouraged to always exercise caution and make appropriate declarations of interest even in circumstances where they have family relations that do not strictly fall within the definitions provided above*.