

## Appendix B – Register of conflicts of interest

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Below is an example of a register that may be maintained by trustees for the purposes of identifying and recording conflicts. (It should be noted that this is just one of many examples and any conflicts of interest register needs to be scheme specific.)

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### Conflicts register

Date identified	Name of trustee	Details of conflict	How notified <sup>31</sup>	Action taken <sup>32</sup>	Follow up required (Y/N)	Date resolved

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<sup>31</sup> Eg – verbal declaration at trustee meetings, written conflicts declaration, etc

<sup>32</sup> Eg – director withdrawing from a decision making process; disclosure in Annual Report to members