

Appendix C – Declaring interests

Below is an example of a declaration that can be made by a trustee prior to appointment. This is just one example and does not negate the trustee’s duty to take legal advice. As good practice this should be supported by affirmations made by trustees as to their ongoing status at each meeting.

Declaration of interests

I [full name] am a director of the following companies [list name(s) of companies – indicating whether there is any association with the scheme].

I am also a shareholder in the following associated companies.

I am also an [active, deferred, beneficiary (eg a pensioner)] of the scheme *or* I do not participate in the scheme.

Other interests

I, [full name] am also a trustee of the following schemes:

[list name(s) of schemes].

Potential conflict

I, [full name] am to be regarded as interested in any contract that may, after the date of this notification, be made with any organisation listed below. I am:

- (a) an officer; or
- (b) a member of the following corporation or organisation, and that may result in a conflict between my personal interests and duties and my duties or interests as a trustee.

[list name(s) of organisations and office held].

Undertaking

I undertake to notify the other trustees of:

- (a) any changes in the facts set out above; and
- (b) any further acquisition of any interest, direct or indirect in a contract or proposed contract with the trustee.

Signature of trustee

Date