

# CONFLICT OF INTEREST DISCLOSURE FORM

Date \_\_\_\_\_ Calendar Year \_\_\_\_\_  
 Employee Name \_\_\_\_\_ Staff# \_\_\_\_\_

## Why Must I File?

The duties and responsibilities of your position and our code of conduct guidelines require you to file the Conflict Of Interest Disclosure Form so that you disclose your direct or indirect relation to any existing or likely conflict of interest situation to the Bank. The purpose of this declaration is to assist employees in avoiding conflicts between official duties and private financial interests or affiliations. The information you provide will be handled in utmost confidential manner and will only be used for the purposes it has been specified and not be disclosed to any requesting person unless authorized by our internal policies and law.

Please ensure that the information you provide is complete, accurate and up-to-date .any miss-information, whatsoever, will make you liable for disciplinary action as per the rules governing such conflicts.

INITIALS

## When Must I File?

New Entrants: The report is due within 30 days of your assuming a position designated for filing, unless requested to do so earlier.

Annual Filers: The report is due no later than February 15.

You also have the responsibility to disclose any conflict of interest scenario if it arises or is likely to arise during any time of year irrespective of your annual declaration.

## What is the Reporting Period?

### New Entrants:

For yourself and your Relatives (as defined below), Report the required information for the 12 months preceding your filing of this form and also describe any such event that is existing or is likely to arise.

### Annual Filers:

For yourself and your Relatives (as defined below), Report the required information for the preceding calendar year (January 1 – December 31). and also describe any such event that is existing or is likely to arise.

## What if I Have Questions?

If you have any questions about how to complete this form, please contact your HR and/or Compliance and follow up department.

## Important Definitions

Relative(s) as per QCB instructions, the relative is defined as mother, father, husband, wife or children.

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A- List of conflict situations you were involved in last 12 months and any such situation still continuing or likely to arise.

B- Please tick the box if the following applies on your case

I have read the above instructions and do not have any conflict of interest cases that I must disclose or report.

### **DECLARATION**

I declare that the information contained in this form is true and complete to the best of my knowledge, and It is my responsibility to disclose any change in this information within five working days of such change.

Signature

Date