



DISCLOSURE OF INTERESTS

BY

EMPLOYEES

INFORMATION SHEET

Why the conflict of interest policy and the disclosure of interests?

The ECDC employees and Management Committee members interact with suppliers and or customers in one way or another. As such, they need to maintain the highest standards of professional ethics. Their integrity and that of the ECDC must be beyond question.

The policy is aiming at preventing conflict of interest by requiring the employees to disclose their financial interests. Apart from this disclosure the employees will still have to declare their interests with regard to any matter to be considered at a particular meeting that they attend, which declaration shall be recorded in the minute by the secretary of that meeting

Who must complete the disclosure form (Annexure A)?

This is applicable to employees and Management Committee members of the Eastern Cape Development Corporation.

Where must I file the form?

The disclosure form is submitted to the office of the Company Secretary who in turn, will report on the status of disclosures to the Board chairperson (in respect of the CEO) and the Chief Executive Officer, with regard to disclosures of the ECDC employees and Management Committees.

The person delegated by the Chief Executive Officer to maintain the database of disclosed interests. No Person who has access to the information may disclose it to another person, except when ordered by a court of law. Any person other than the person referred to above, may only be given access to the information in terms of section 11 of the Promotion of Access to information Act, 2000 (Act No. 2 of 2000).

When must I file my disclosure of interests?

All employees must, **not later than 30 April** of each year disclose all their interest in the attached form (Annexure A) in respect of the period from 01 April to 31 March of the previous period.

An employee appointed after 1st April in a year must make such disclosure within 30 days after assumption of duty in respect of the 12 months immediately preceding his/her assumption of duty with the ECDC.

What happens if i do not disclose?

Employees who fail to disclose their interests or wilfully provide incorrect information or misleading details can be charged with misconduct.

The following notes will guide you in completing the relevant parts of the attached form - Annexure A:

NOTE 1

Shares and other financial interests

Employees are required to disclose the following details with regards to shares and other financial interests held in any private or public company or any other corporate entity recognized by law:

- The number, nature and nominal value of shares of any type,
- The nature and value of any other financial interests held in any private or public Company or any other corporate entity; and
- The name of that entity (in which shares are held).

NOTE 2

Directorships and partnerships

Employees are required to disclose the following details with regards to directorships and partnerships

- The name and type of business activity of the corporate entity or partnership; and
- The amount of any remuneration received for such directorship or partnerships

Directorship includes any occupied position of direct or alternate director, or by whatever name the position is designated.

Partnership is a legal relationship arising out of a contract between two or more persons with the object of making sharing profits.

NOTE 3

Consultancies and retainerships

Employees are required to disclose the following details with regards to consultancies and retainerships

- The nature of the consultancy or retainerships of any kind
- The name and nature of business activity of the client concerned; and
- The value of any benefits received for such consultancy or retainerships.

NOTE 4

Sponsorships

Employees are required to disclose the following details with regards to sponsorships:

- The source and description of direct financial sponsorship or assistance; and
- The value of the sponsorship or assistance.

NOTE 5

Gifts and hospitality from a source other than family member

Employees are required to disclose the following details with regards to gifts and: hospitality

- A description, value and source of a gift with a value in excess of **R 500**;
- A description and the value of gifts from a single source which cumulatively exceed the value of **R 500** in the relevant 12 months period; and
- Hospitality intended as a gift in kind.

Employees must disclose any material advantages that they received from any source e.g. any discount prices or rates that are not available to the general public.

All personal gifts within the family and hospitality of a traditional or cultural nature need not be disclosed.

NOTE 6

Land and property

Employees are required to disclose the following details with regards to their ownership and other interest in land and property (residential or otherwise both inside and outside the republic of South Africa):

- A description and extent (size) of the land or property;
- The area in which it is situated; and
- The value of the interest.

ANNEXURE A DISCLOSURE FORM

1. SHARES AND OTHER FINANCIAL INTERESTS

Do you, your spouse or immediate family member have any direct / indirect interest in any private or public company or any other corporate body recognised by law?

☐ Y ☒ N

(If yes, please specify)

Organization Name	Reg #	Active	Number of Shares	Extent (of Financial Interest)
		<input type="checkbox"/> \		
		<input type="checkbox"/> \		
		<input type="checkbox"/> \		
		<input type="checkbox"/> \		

2. DIRECTORSHIPS AND PARTNERSHIPS

Do you, your spouse or immediate family member currently serve as an officer, director, partner, employee, committee member, agent, representative, or consultant to any current supplier of ECDC or other business organisation?

☐ Y ☒ N

(If yes, please specify)

Organization Name	Reg #	Active	Curr. Position	Nature of Relationship	Remuneration Received
		<input type="checkbox"/> \			
		<input type="checkbox"/> \			
		<input type="checkbox"/> \			
		<input type="checkbox"/> \			

3. CONSULTANCIES

Are you performing any remunerated consultancy work, or have you been performing any remunerated consultancy work within the last year?

☐ Y ☒ N

(If yes, please specify)

Name of Client	Reg #	Active	Type of Work	Amount of Fees
		<input type="checkbox"/> \		
		<input type="checkbox"/> \		
		<input type="checkbox"/> \		
		<input type="checkbox"/> \		

4. SPONSORSHIPS

Have you, your spouse or immediate family member received any sponsorship from any business or organisation within the last year?

☒ ☐
Y N

(If yes, please specify)

Source of Assistance	Description of Assistance	Value of Assistance
	Golf shirt and invitations	500
		500

5. GIFTS AND HOSPITALITIES FROM A SOURCE OTHER THAN A FAMILY MEMBER

Have you, your spouse or immediate family member received any gifts, hospitalities, entertainment or any other such gratuities above **R500.00** from any business or organisation within the last year?

☒ ☐
Y N

(If yes, please specify)

Organization Name	Type of Gratuity/Gift	Approximate Value
Dimension Data	Golf linvitations	300
BCX/Telkom	Golf invitztion	300

6. LAND AND PROPERTY

Do you, your spouse or immediate family member own any property or land?

☒ ☐
Y N

(If yes, please specify)

Description	Extent(Size)	Area (Location of Property)	Value
17 Roslin Raod	1107	Stirlin, East london	1850000

I _____ (full Names in Block Letters and ID number) hereby declare) that the information furnished above is accurate. I also undertake to adhere to and uphold the requirements and conditions as stipulated in the Conflict of Interest Policy and understand that failure to adhere to the policy may result in action being taken against the employee.



EMPLOYEE SIGNATURE _____
DATE: 24 June 2020
PLACE: East London

7. OATH / AFFIRMATION

1. I certify that before administering the oath / affirmation I asked the deponent the following questions and wrote down her/ his answers in his/her presence:

- a. Do you know and understand the contents of this declaration?
Answer _____
- b. Do you have any objection to taking the prescribed oath / affirmation?
Answer _____
- c. Do you consider the prescribed oath / affirmation to be binding on your conscience?
Answer _____

2. I certify that the deponent has acknowledged that she/ he knows and understands the contents of this declaration. The deponent utters the following words: "I swear that the contents of this declaration are true, so help me God." / "I truly affirm that the contents of the declaration are true". The signature / mark of the deponent is affixed to the declaration in my presence.

Commissioner of Oaths /Justice of the Peace

Full first name(s) and surname _____

(Block Letters)

Designation /Rank _____ (ex officio South Africa)

Name, Street and Address Of Institution _____

DATE: _____ PLACE: _____