

King's College London - Declaration of Interests form



All members of staff are required to declare any personal or business interests, which may conflict with their responsibilities as an employee of KCL. Any member of staff who has a material interest, either directly or through a business partner, spouse, (unmarried) partner or close relative, in matters likely to be considered by KCL should declare that interest. Such declarations should describe the interest clearly and state whether it carries either direct or indirect financial interests.

Part 1 - Staff Details

Full name:

KCL email address:

K Number:

Faculty/Directorate:

Department:

Job title/function:

Line Manager's KCL email address:

Do you have any external interests to declare?

Yes

No

If you have answered 'no' to the above question, you are not required to completed the next section. Please instead move to part 3 complete this section.

If you do have interests to declare, please continue to part 2.

Part 2 - Declaration of interests

Nature of interest to declare:

Has this interest arisen through yourself or through a family member?

If a family member, please provide further details below:

Name of organisation:

Date interest began:

Date interest will end (if applicable):

Is this interest likely to lead to an actual or a perceived conflict?

If yes, please provide further details below:

Is this the only interest you have to declare?

Yes

No

If you have answered ‘no’ to the above, please complete Appendix 1 ‘Declaring further interests’ which will allow you declare additional interests.

Part 3 - Form submission

You are required to submit this declaration to your Line Manager on an annual basis. It is recommended that it is completed at the same time as the annual Performance Development Review (PDR) and that any necessary discussions about the management of any potential conflicts of interests can be discussed as part of this conversation. You should also keep a copy of the form signed off by your Line Manager for your own records.

Signed:

Date:

Line manager signature:

Date:

Appendix 1 - Declaring additional interests

If you have additional interests to declare that have not been noted in part 2, please complete the below. If you have declared all your interests above, this section can be left blank.

Nature of interest to declare:

Has this interest arisen through yourself or through a family member?

Myself A family member

If a family member, please provide further details below:

Name of organisation:

Date interest began: _____ **Date interest will end (if applicable):** _____

Is this interest likely to lead to an actual or a perceived conflict?

If yes, please provide further details below: