KORPORATE RECRUITMENT SERVICES
Your No.1 Recruitment Portal For Employers and Job Applicants

CONFLICT OF INTEREST DECLARATION FORM (EMPLOYEES)

(For Internal Use Only)

I hereby declare an actual/potential Conflict of Interest as follows:

A	Dealings with Suppliers, Customers and Agents	☐	E	Family Members and Close Personal Relationship	☐
B	Personal Dealings with Suppliers and Customers	☐	F	Investment Activities	☐
C	Outside Employment and Activities Outside the Group	☐	G	Support Letters	☐
D	Board Membership	☐	H	Dealing with Competitors and other possible conflicts	☐

Please state details:

_____ _____

(Signature) (Date)

Name:

Designation:

Department:

Company:

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PARTY CONSULTED

I have reviewed the conflict of interest disclosure and propose the following action plan to resolve/manage this matter: [*Refer to Page 3 for guidance*]

(Signature) (Date)

Name:

Designation:

Department:

Company:

APPROVAL

I have reviewed the conflict of interest disclosure and agree to implement the proposed plan to resolve/manage this matter: [*Refer to Page 3 for guidance*]

Conflict of Interest Resolution	Action Party

(Signature) (Date)

Name:

Designation:

Department:

Company:

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TESTS FOR IDENTIFYING ACTUAL OR POTENTIAL CONFLICTS OF INTEREST

A. What duties or functions is the Employee in question responsible for?

[Refer to the Employee's job description, information describing his/her functions in the Group, duties flowing from regulation or legislation, Charters, Term of Reference, the Group Policies and Authorities (GPA), or other descriptions of duties]

B. Does the Employee in question have job-relevant personal interests that interfere with his/her objectivity in performing duties or exercising judgement on behalf of the Group (in relation to the COI Declaration made)?

[Consider this: Personal or financial interest, relationship with internal party or external party or any other interest of a relevant kind]

Option 1:	Yes, the applicable facts are clear that the Employee has job-relevant personal interests. Conclusion: The Employee has **actual conflict of interest.**
Option 2:	No, at the present moment he/she has personal interests which are not job-relevant, but it is reasonably foreseeable that, in the future, his/her personal interests could become job-relevant interests due to among others, prevailing relationships or interests of the Employee. Conclusion: The Employee has **potential conflict of interest.**
Option 3:	No, the Employee has no personal interests which are job-relevant at the present moment or foreseeable future. Conclusion: The Employee has **no conflict of interest.**

Note:

The above guidance is intended to assist Employees to assess whether there is any potential or actual conflict of interest. If in doubt, please contact Company Human Resources Manager at hr@korporaterecruitments.com.ng

Korporate Recruitment Services
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