



Federation of International Touch Inc.

www.internationaltouch.org

P O Box 9029, Moonee Beach,
Australia NSW 2045

Email of the Director in charge of
the portfolio, or the SG email per
default

Appendix 1

FIT Declaration of Private Interests

Notes on completing this form:

1. Please complete the form as accurately and comprehensively as possible. Please type or write your answers in block capitals, and provide an answer for each question. Do not leave any questions unanswered.
2. The Federation of International Touch (FIT) treats all personal information provided by an individual in support of an appointment application in accordance with privacy and information/records management legislation applicable in the Commonwealth of Australia, and the State of New South Wales, Australia. The personal information you provide in this form is required for application processing and assessment purposes, and to enable FIT to meet its due diligence obligations. It may be shared with other organisations as part of FIT undertaking its due diligence process. Should you wish to gain access to your personal information held by FIT please contact the Secretary General.
3. When you provide us with information about other individuals, we rely on you to make them aware that such information will or may be provided to us as part of the FIT due diligence process.
4. If you do not provide all or part of the requested information this may impact on your application and appointment.
5. **Where FIT determines that there is any material conflict, an appointment may not proceed or your appointment may be suspended whilst the particular interest remains.**
6. Conflicts of Interest (Qn A7). Conflicts of interests can be actual, potential or perceived, and should be declared to ensure that any risks are managed.
7. Findings of Guilt (Qn B6). A “finding of guilt” includes convictions, fines associated with criminal charges, good behaviour bonds, undertakings and community based orders, even where no conviction was recorded.

Details of declarant

I, *(insert name)* consent to FIT collecting and using this information on a confidential basis as described in this form.

I make this declaration as at *(insert date)*

Section A. Private interests

A1. Other significant sources of income

Do you have income from any sources other than your main source of employment income relating to: <ul style="list-style-type: none">• contracts;• offices held in return for payment or other reward; or• a trade, vocation or profession engaged in by you?	If yes, please provide details of this source of income (not the amount).	Please explain how this income may reasonably raise an expectation of conflict of interest, or a material interference with your FIT duties and responsibilities.
YES <input type="checkbox"/> NO <input type="checkbox"/>		

A2. Office holder:

Do you hold office in any public or private: <ul style="list-style-type: none">• company;• trustee company;• incorporated association; or• other entity?	If yes, please provide the name of the organisation and the office you hold.	Please explain how this office may reasonably raise an expectation of conflict of interest, or a material interference with your FIT duties and responsibilities.
YES <input type="checkbox"/> NO <input type="checkbox"/>		

A3. Shareholdings and other business interests:

Do you or does a member of your family have any shareholdings, investments or other business?	If yes, please provide details about the nature of the interest of all such holdings (not the amount).	Please explain how this/these shareholdings or investments may reasonably raise an expectation of conflict of interest, or a material interference with your FIT duties and responsibilities.
YES <input type="checkbox"/> NO <input type="checkbox"/>		

Section A. Private interests		
A4. Trusts		
Are you: <ul style="list-style-type: none"> a beneficiary of any trust (If so, who is the trustee?); the trustee of any trust; or the director of a trustee company in which a member of your family is a beneficiary? 	If yes, please provide details about the operations of the trust/s.	Please explain how the operation of the trust/s may reasonably raise an expectation of conflict of interest, or a material interference with your FIT duties and responsibilities..
YES <input type="checkbox"/> NO <input type="checkbox"/>		
A5. Real estate		
Do you or a member of your family own any real estate (including your residence)?	If yes, please provide details about ownership, location and purpose of this property.	Please explain how the ownership of this property may reasonably raise an expectation of conflict of interest, or a material interference with your FIT duties and responsibilities.
YES <input type="checkbox"/> NO <input type="checkbox"/>		
A6. Agreements		
Have you or a family member entered any contract, agreement or understanding that gives rise to: <ul style="list-style-type: none"> an obligation; or an expectation of reward, e.g. an agreement about future employment once your appointment term with FIT is completed? 	If yes, please provide details about the nature of this contract, obligation or agreement.	Please explain how this contract, obligation or agreement may reasonably raise an expectation of conflict of interest, or a material interference with your FIT duties and responsibilities.
YES <input type="checkbox"/> NO <input type="checkbox"/>		
A7. Other financial interests		
Do you or a member of your family have any other significant financial or other interests <u>of which you are aware, which could reasonably raise an expectation of a conflict of interest or material interference with your FIT duties and responsibilities?</u> These include financial interests that:	If yes, please provide details of the financial interest (not the amount).	Please explain how this/these financial interests could reasonably raise an expectation of conflict of interest, or a material interference with your FIT duties and responsibilities.

Section A. Private interests		
<ul style="list-style-type: none"> • have been held; • are currently held; or • will accrue. <p>Examples of a substantial financial or other interest include:</p> <p>being a principal or key employee of a material professional adviser supplying services; and/or interests in contracts, trusts or other business arrangements not already covered in this declaration.</p>		
YES <input type="checkbox"/>	NO <input type="checkbox"/>	
A8. Other interests		
Are there any other arrangements or circumstances not already covered to declare which could constitute a conflict of interest?	If yes, please provide details of these arrangements or circumstances.	Please explain how these arrangements or circumstances, of which you are aware, could reasonably raise an expectation of conflict of interest, or a material interference with your FIT duties and responsibilities.
YES <input type="checkbox"/>	NO <input type="checkbox"/>	

Section B. Probity

B1. Bankruptcy

Have you been declared bankrupt or been the subject of any order under the legislation of any jurisdiction?

If yes, please provide details

YES NO

B2. Insolvency

Have you been a director or executive officer of a corporation which became insolvent whilst you were a director or executive officer?

If yes, please provide details

YES NO

B3. Disqualification

Have you ever been disqualified from acting as a director or acting in the management of an incorporated association or similar organisation?

If yes, please provide details

YES NO

B4. Corporate and civil penalties

Have you ever:

- contravened any civil penalty provision under the legislation in any jurisdiction.
- been found guilty of any offence in relation to corporate or regulatory matters?

If yes, please provide details

YES NO

B5. Criminal proceedings

Are you currently a party in any capacity in either criminal or civil proceedings before a:

- court;
- tribunal; or
- other adjudication body, including a professional / registration / licensing body?

Do you expect to become a party to any such proceedings in the next year?

If yes, please provide details

YES NO

B6. Findings of guilt

Has there ever been a finding of guilt against you for a criminal offence (except a conviction that is spent under any prescribed spent convictions scheme)?

If yes, please provide details

Section B. Probity	
YES <input type="checkbox"/> NO <input type="checkbox"/>	
B7. Inquiries and investigations	
To the best of your knowledge and belief, have you been, or are you currently, the subject of any inquiry or investigation, including those by: <ul style="list-style-type: none"> • any jurisdiction; and/or • a professional association; and/or • a regulatory agency; and/or • your current or a previous employer; and/or • a consumer protection organisation? 	If yes , please provide details
YES <input type="checkbox"/> NO <input type="checkbox"/>	

I declare that to the best of my knowledge, the information I have provided in Part A and Part B of this declaration is true and correct. I undertake to advise FIT (Board or Committee Chair) in writing if an actual, potential or perceived conflict arises in the future and to stand down in any decision-making process in which I may be compromised. If there is any change to the interests set out in Part A or to the answers set out in Part B of this declaration I undertake to advise FIT (Board or Committee Chair) of any alterations or additions to my declaration as soon as practicable.

Signature of Declarant:

Date:

Signature of Witness:

Title:

Name (please print):

Date: