**Guidance Note [Remove Prior]:**

For use of non –Defence Personnel only

Conflict of interest declaration

Deed Poll made at on

I, (**Declarant**) am acting as in the Project.

I understand the importance to the Commonwealth of ensuring that the integrity of the invitation to register an interest or tender process (**Process**) is maintained. I understand that, as part of ensuring the integrity of the Process, it is important for the Commonwealth to identify, and manage, all actual and potential conflicts of interest.

**[Strike out the box which does not apply]**

**Nothing to declare**

Having made all reasonable inquiries I have not had and do not have any relationship with or interest in (whether professional, commercial or personal) any of the participants in the Process or the employees or advisers for the participants in the Process such that a member of my immediate family, or I could benefit personally in some way from the outcome of the Process, or would otherwise hinder or prevent me from exercising any of my duties in respect of the Process fairly and impartially.

**OR**

**Relationship/interest to declare**

Having made all reasonable inquiries, I declare the following relationship/s or interest/s (whether professional, commercial or personal) which may reasonably give rise to an actual, potential or perceived conflict of interest in respect of my involvement in the Process:

I agree to take such reasonable steps as are or may be required of me by the Evaluation Chair/Probity Advisor (as appropriate) to ensure that my involvement in the Process does not compromise the integrity of the Process by reason of the relationship/s or interest/s declared above.

I will immediately inform the Evaluation Chair/Probity Advisor (as appropriate) if my circumstances change in such a manner as to affect the accuracy of the statements made above.

**Executed as a deed Poll**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed, sealed and delivered** in the presence of: |  |  |  |
|  |  |  |  |
| Signature of witness |  |  | Signature of Declarant |
|  |  |  |  |
| Full name of witness |  |  |  |