

DECLARATION OF BUSINESS INTERESTS

I declare that, to the best of my knowledge, I am unaware of any circumstances that could be construed as providing any future possible conflict of interest regarding my employment with the University and the activities of another business (shown below) of which I have a position of influence, and any such situation will be brought to the immediate prior attention of the University in future transactions in which I am involved or otherwise aware.

(1) Name of Company/Business(s) Relationship (e.g. Owner, Director¹, Adviser, Sales Representative), giving details of interest or position of influence in the business.

(2) Details of possible activity with the University.

(3) ***Either***

I declare that entering into the activity as described above represents no potential conflict of interest with my appointment at the University of Queensland, *tick if appropriate*

Or

I declare that, although no conflict of interest exists in fact, there is a potential conflict of interest with my appointment at the University of Queensland and the activity described in (2). The reason/s why no conflict of interest exists in fact is as follows:

¹ Approval must be obtained from the Vice-Chancellor for positions of Director, Secretary, Public Officer or Executive Officer of a private or public company, except for private companies whose sole purpose is to act as trustee for a family trust.

- (4) I further declare that I will immediately inform the University of any changes in circumstances regarding this action.

Signature *Date*

Printed name *Organisational Unit*

**CERTIFICATION BY HEAD OF SCHOOL OR DIRECTOR
OF UNIVERSITY/FACULTY CENTRE/DIVISION**

I have noted this business interests declaration. I am satisfied that no conflict of interest will occur, and I authorise the dealing described below by the University, subject to any conditions listed below.

1. AUTHORISED DEALING

2. CONDITIONS

- (1) The staff member will take no part in the University's decision making process regarding this business interest.
- (2) The staff member will not utilise any University facilities or property related to this business interest, unless otherwise specified below.
- (3) The following *Special Conditions* will apply:

Signature *Date*

- 1. HR staff in Faculty/Central Office to record approval.
- 2. Forward to Office of the Secretary and Registrar for noting.
- 3. Original to Records Management Services for filing on Register of Business Interests (Central Registry)

Printed name

Organisational Unit

**APPROVAL FOR POSITION OF
DIRECTOR, SECRETARY, PUBLIC OFFICER OR EXECUTIVE OFFICER
OF A PRIVATE OR PUBLIC COMPANY**

I approve (*name*)..... to hold the position of
(*title*)..... with the company
(*name*)..... provided that if any
potential or actual conflict of interest should arise the staff member withdraws from any
University or Company dealing with the matter concerned.

Signature

Date

Professor

Printed name

Vice-Chancellor

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