

DECLARATION OF CONFLICT OF INTEREST

To : _____ of T K Lo & Company CPA

I would like to report the following actual/potential* conflict of interest situation arising during the discharge of my official duties:-

Persons/companies with whom/which I have official dealings
My relationship with the persons/companies (e.g. relative)
Relationship of the persons/companies with our Firm (e.g. supplier)
Brief description of my duties which involved the persons/companies

 (_____ Name of Declaring Staff)
 (Title: _____) Date: _____

Acknowledgement *(To be completed by Approving Superior/Partner)*

To : _____(Declaring Staff)

Acknowledgement of Declaration

The information contained in your declaration form of _____(Date) is noted.

It has been decided that:-

- ✧ You should refrain from performing or getting involved in performing the work, as described above, which may give rise to a conflict.
- ✧ You may continue to handle the work as described above, provided that there is no change in the information declared above, and you must uphold the Firm's interest without being influenced by your private interest.
- ✧ Others (please specify) :

 (_____ Name of Declaring Staff)
 (Title: _____) Date: _____