

SINGAPORE TABLE TENNIS ASSOCIATION
Declaration of Conflict of Interest

Annex I

STTA's guidelines regarding declaration of conflict of interest

Article 1 – Declaration of Interests

- 1.1 Every STTA MC Member / Sub-Committee Member / Candidate standing for election (all referred to as “Volunteer” hereinafter) & Employee shall declare in writing the nature and extent of any relationship, arrangement, contract or agreement, which may result in a conflict of interest, real or perceived. The declaration to be made shall be in the form annexed as Schedule “A” and Schedule “B”.
- 1.2 Every STTA Volunteer and Employee shall file an updated Declaration. If at any time following the filing of his or her Declaration there occurs to be any material change in the information contained in the Declaration submitted earlier, either by way of addition or deletion, a supplementary Declaration shall be filed describing such change, as soon as reasonably possible.
- 1.3 Declaration should include but not limited to your positions held in the affiliates of STTA (including Full Members of STTA and etc.).

Article 2 – Disclosure of Conflicts and Participation

- 2.1 Every STTA Volunteer and Employee who has any interest in any matter or thing before the Committee, for which the Committee will be rendering a decision, shall orally disclose the nature and extent of his or her interest to the Chair of the Committee, and provide a written Declaration, if requested by the Chair. Accordingly, all declaration shall be minuted on the notes of the meeting where the declaration is made.
- 2.2 Every STTA Volunteer and Employee, who is interested in a matter, shall not participate in any decision by the Committee regarding that matter. The disclosure required by the Volunteer and Employee shall be recorded in, or annexed to, the minutes at the meeting at which such disclosure was made or the minutes of the next meeting following such disclosure.

When do you need to declare Conflict of Interest?

1. When you first joined STTA.
 - For MC members, Independent Delegates and Sub-Committee members, please submit within the first month of joining STTA.
 - For employees, please submit on the first day of work.
 - Candidate for election, please submit together with Consent for Election
 - Any other Volunteers, please submit within the first month of joining STTA
2. Subsequently, anytime when there is a change in situation where your previous COI is no longer correct. Submit an updated COI within 5 working days.
3. During MC meeting / EXCO meeting, attendees are given a chance to update the meeting of any new COI and submit an updated COI within 5 working days.
4. Annually:
 - MC members – every October (or annually one month after election).
 - Independent Delegates, Sub-Committee members and staff – every January.

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I have read and understood the STTA's guidelines regarding the declaration of conflict of interest.

Declaration as at _____ (date)

Please tick 1 box below:

- ☐ I hereby declare, to the best of my knowledge and belief, that there are no circumstances I am aware of that may be construed as a direct or indirect conflict of interest.
- ☐ I hereby declare that I have a conflict of interest or a perceived conflict of interest. A comprehensive written submission of the complete nature of this actual or perceived conflict of interest is detailed in Schedule B.

Name: _____

Designation: _____

(Leave blank if you are a Candidate standing for election)

Signature: _____ Date: _____

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Details of Declaration

Table 1: Declaration of Shares in Private or Public Companies

Type of Company	Name of Company	Number of Shares	Name of Owner(s):
Private Company			
Non-Listed Public Company			

Table 2: Table of Interest in Business Firms

Type of Business Firm	Name of Business Firm	% of Owner-ship	Name of Owner(s):	Specify the Role in Business Firm
Sole Proprietorship				
Partnership				

Table 3: Table of Directorship & Board Representations

Directorship / Board Representations	Name of Company

Table 4: Others (Please Specify)

Nature of Interest (e.g. child (name) is training in JDS)	Description

Note:

1. If there is insufficient space, please write details on a separate sheet of paper (and attached it with this form)
2. STTA Volunteer and Employee must undertake to inform the STTA at the earliest possible date should there be any changes (as stated in this declaration form) leading to any real or perceived conflict of interest.

Name: _____

Designation: _____
(Leave blank if you are a Candidate standing for election)

Signature: _____

Date: _____