**Minehead BID Company Limited**

**Declaration of Interest Form**

**Declaration by: …………………………………. (please print)**

**Date: ……/………/………. Position: ……………………………**

It is the policy ofMinehead BID Company Limited to address how issues of actual, potential or perceived conflicts of interest involving directors, officers or employees of

Minehead BID Company Limited should be identified, disclosed and managed.

This form is designed to identify and disclose potential or known conflicts in an effort to properly manage them.

**DECLARATION OF INTEREST**

**I have read Minehead BID Company Limited Declaration of Interest policy document which has been approved by the Board and I understand that as a Director, Officer, Employee of Minehead BID Company Limited it is my obligation to act in a manner which promotes the best interests of Minehead BID Company Limited and to avoid conflicts of interest when making decisions and taking actions on behalf of Minehead BID Company Limited.**

**My answers to this disclosure form are correctly stated to the best of my knowledge and belief. Should a possible conflict of interest arise in my responsibilities to Minehead BID Company Limited, I recognise that I have the obligation to notify, based upon my position, the appropriate designated person (Chairperson, Director, Manager), and to abstain from any participation in the matter until Minehead BID Company Limited can determine whether a conflict exists and how that conflict shall be resolved. If any relevant changes occur in my duties, affiliations or financial circumstances, I recognise that I have a continuing obligation to file an amended "Disclosure of Interest Form" with the appropriate designated office.**

**I understand that the information on this form is solely for use by Minehead BID Company Limited and is strictly confidential information. Release of this information within Minehead BID Company Limited will be on a need-to-know basis only. Release to external parties will be only when required by law.**

**Signature of Declarer:…………………………**

**Date:……/……../……….**

**Minehead BID Company Limited**

**Declaration of Interest Form**

**(PLEASE COMPLETE ALL THE FOLLOWING QUESTIONS AND SUBMIT THIS FORM TO THE COMPANY SECRETARY OF MINEHEAD BID COMPANY LIMITED)**

**DECLARATION OF INTEREST FORM (continued)**

**1.** Are you, or a member of your immediate family, a director, officer, employee, partner (general or limited), trustee or regularly retained consultant of any company, firm or organisation that presently has business dealings with Minehead BID Company Limited or which might reasonably be expected to have business dealings with Minehead BID Company Limited in the coming year?

**YES / NO**

**2.** Do you, or does any member of your immediate family, have a financial interest, direct or indirect, in a company, firm or organisation which currently has business dealings with Minehead BID Company Limited or which may reasonably be expected to have such business dealings with Minehead BID Company in the coming year?

**YES / NO**

If **YES**, please list the name of the company, firm or organisation, the nature of the interest and the name of the person holding the interest and the nature of the business which is currently being conducted with, or which may reasonably be expected to be continued with Minehead BID Company Limited in the coming year.

**3.** Do you, or does any member of your immediate family, have a financial or personal interest in an entity in which Minehead BID Company Limited has a financial or other vested interest?

**YES / NO**

If **YES**, please provide full details attached to this form.

**4.** Have you, or have any member of your immediate family, accepted gifts, gratuities, entertainment or any other form of consideration that might reasonably appear to influence your judgement or action concerning the business of Minehead BID Company Limited?

**YES / NO**

If YES, please provide full details attached to this form.

**5.** Do you have any other interest or role in a firm or organisation where that interest or relationship might reasonably be expected to create an impression or suspicion among the public having knowledge of your acts that you engaged in conduct in contravention of your trust as a director, officer or employee

**YES / NO**

If YES, please provide full details attached to this form.

**DECLARATION OF INTEREST FORM (continued)**

If any material changes, to the responses provided on this declaration form occur, the Director, officer or employee involved is required to immediately update the information on this form in writing and submit the update to the Company Secretary of

Minehead BID Company Limited.

**Signature of Declarer:…………………………**

**Date:……/……../……….**

**Form Reviewed by:………………………………**

**Date:……/……../……….**

**Remedial Action(s) to be taken:**