**Date:** [Insert Date]

**Name:** [Insert Name]

**Position:** [Insert Position]

**1. Declaration of Interests**

I, [Insert Name], in my capacity as [Insert Position] at Kyeema Support Services Inc., hereby declare the following interests that may potentially conflict with my duties and responsibilities:

1. **Directorships and Employment**:
	* List any directorships or employment positions held outside of Kyeema Support Services Inc.
2. **Financial Interests**:
	* List any financial interests, including shareholdings, partnerships, or other investments that may conflict with the interests of Kyeema Support Services Inc.
3. **Family and Personal Relationships**:
	* List any family or personal relationships with individuals or entities that may have dealings with Kyeema Support Services Inc.
4. **Other Interests**:
	* List any other interests or activities that may potentially conflict with your duties at Kyeema Support Services Inc.

**2. Confirmation of Compliance**

I confirm that I have disclosed all relevant interests that may potentially conflict with my duties and responsibilities at Kyeema Support Services Inc. I understand that it is my responsibility to update this declaration promptly if any new interests arise or if there are any changes to the interests declared above.

**3. Acknowledgement**

I acknowledge that this declaration will be reviewed by the relevant authorities within Kyeema Support Services Inc. and that appropriate measures will be taken to manage any identified conflicts of interest.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For Internal Use Only**

**Reviewed by:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Comments:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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*This form is part of Kyeema’s Conflict of Interest procedure. Its completion is to be noted on the Conflict of Interest register and filed electronically.*

* K:\Admin\Human Resources\Conflict of Interest Register\HRF-36 Conflict of Interest Register

*Scanned and filed to:*

* K:\Admin\Human Resources\Conflict of Interest Register\HRF-73 Annual Declaration of Interest by Management