



**KIBABII UNIVERSITY**

**Declaration of Conflict of Interest Form**

**Declaration of Conflict of Interest Part A- Declaration (to be completed by staff member)**

**To: (Approving Authority).....**

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

1. Persons/companies/Institution/Agenda in Meetings with whom/ which I have official dealings and/ or personal interest

- (a) .....
- (b) .....
- (c) .....
- (d) .....

2. Brief description of my duties which involve the persons/companies/Institutions/Agenda mentioned above and these are the areas of real/possible conflict of interest.

- (a) .....
- (b) .....
- (c) .....
- (d) .....

.....



Date

Name of Declaring Staff Member

Title/ Department

**Part B- Acknowledgment (to be completed by Approving Authority)**

To: (Declaring Member).....

Your declaration for.....is noted.

It has been decided that (*Tick as appropriate*):

- i. You should refrain from performing or getting involved in performing the work/participating in deliberations regarding as described in Part A, which may give rise to conflict of interest.
- ii. You should continue to handle the work/ participate in deliberations regarding as described in Part A, provided that there is no change in information declared above.
- iii. Other conditions (please specify).....

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**Date****Name & Title of Approving Authority****Copy:** Vice Chancellor