To: The Secretariat of the Partnership Fund for the Disadvantaged (PFD)

|  |  |  |
| --- | --- | --- |
| Applicant Name | : |  |
| Project Name | : |  |
| Application Round | : | Xth Round *Regular / Dedicated\** Portion Application |
| In Partnership with | : | (Name of Partnering Business Corporation) |

*Note: Separate forms should be used for each directors/key personnels/organisation /school who involves in conflict of interest situations.*

**Part A – Declaration**

I would like to report the following *actual / potential / perceived\** conflict of interest situation(s) arising from the above proposed partnership for this project:

|  |  |  |
| --- | --- | --- |
|  | I have official dealings with the abovementioned business corporation. | |
|  |  | I hold an honourable title with no practical job duties.  (Title held: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
|  |  | I hold a position with executive duties.  (Title held and brief job duties: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
|  |  | I am responsible for handling donations for this application and/or implementation of project at the abovementioned business corporation. |
|  |  | I am a major shareholder. |
|  |  | Others: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | I have *official dealings / private relationships\** with the following person(s) working in the abovementioned business corporation who is responsible for handling donations and/or implementation of this project: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (Brief Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | |
|  | Our *organisation / school*\* has *previous / ongoing\** business dealings with the abovementioned business corporation.  (Brief Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
|  | *I have / Our organisation has / Our school has*\* other *actual / potential / perceived*\* conflict of interest.  (Brief Description: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |

\*Please delete as appropriate

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|  |  | **Declared by:** |
|  |  |  |
|  | *(Name of Declaring Person)* |
|  | *(Title at the Applicant Organisation/School)* |
|  | *(Date)* |

**Part B – Acknowledgement**

In the course of application and implementation of the project, our *organisation / school*\* will take the following action(s) to properly manage the conflict of interest declared in Part A *(may tick more than one option)*:

|  |  |
| --- | --- |
| **Individual Conflict of Interest** - *(name of director/key personnel concerned)* | |
|  | The declaring person will withdraw from participating in any meetings, discussions and decision-makings relating to the planning, implementation, procurement and recruitment of this project. |
|  | The declaring person will delegate all authority to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name and title) who has no conflict of interest arising from all proposed partnership(s) with business corporations to handle all his/her duties regarding this project. |
|  | The declaring person can participate in meetings and discussions relating to this project but will not be allowed to participate in vote-casting and any decision-makings. |
|  | The declaring person will withdraw from meetings, discussions and the handling of procurement, recruitment, use of business donations and government grants, and any other financial matters relating to this project. |
|  | The declaring person *will resign* / *has resigned (please provide document proof)*\* from his position and duties at the abovementioned business corporation(s) with effect from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date/month/year). |
| **Organisational Conflict of Interest -**  *(name of business corporation)* | |
|  | Our *organisation / school*\* will not engage in any business dealings with the abovementioned business corporation and any of its related companies at all stages of project implementation, including but not limited to preparation, service delivery and post-project evaluation stages. |
|  | Our *organisation / school*\* will not invite and accept quotations from the abovementioned business corporation and any of its related companies for procurement of this project. |
|  | Other proposed actions: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

\*Please delete as appropriate

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|  |  | **Acknowledged and agreed by:** |
| (Organisation/School Stamp) |  |  |
|  | *(Name of Board Chairperson / School Principal)* |
|  | *(Board Chairperson / School Principal)* |
|  | *(Date)* |

致: 攜手扶弱基金秘書處

|  |  |  |
| --- | --- | --- |
| 申請機構名稱 | : |  |
| 服務計劃名稱 | : |  |
| 申請批次 | : | 恆常 *／*專款\*部份第X輪申請 |
| 合作伙伴關係 | : | ( 商業機構名稱 ) |

*註︰每位涉及利益衝突的董事局成員/項目主要參與工作人員/機構/學校須個別填寫聲明書表格。*

**甲部 – 聲明**

本人申報與上述商業機構在擬議的伙伴關係上存在下列實際*／* 潛在*／*可被視為有衝突\*的利益︰

|  |  |  |
| --- | --- | --- |
|  | 本人在上述商業機構有擔任職務 | |
|  |  | 本人於上述商業機構有不具實務的榮譽職位  (職位名稱︰\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
|  |  | 本人於上述商業機構有具實務的職位  (職位名稱及職責︰\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
|  |  | 本人於上述商業機構負責處理是次申請的贊助及/或履行該服務計劃 |
|  |  | 本人是上述商業機構的主要股東 |
|  |  | 其他: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  | 本人與 （負責處理是次申請的贊助及*／*或履行該服務計劃的商業機構人士的姓名）有公務往來*／*私人關係\*  (簡單描述: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | |
|  | 本申請機構／學校\*在過往*／*一向以來\*與上述商業機構有業務往來  (簡單描述: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | |
|  | 本人*／*本申請機構*／*學校\*有其他實際*／*潛在*／*可被視為有衝突\*的利益  (簡單描述: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) | |

\*刪去不適用的部分

|  |  |  |
| --- | --- | --- |
|  |  | **聲明:** |
|  |  |  |
|  | *(***聲明人姓名***)* |
|  | *(申請機構 ／學校職位名稱)* |
|  | *(日期)* |

**乙部 – 確認**

本機構*／*學校\*在申請過程中及履行服務計劃時，將會採取下列安排以適當處理甲部所申報的利益衝突 (可選取多項)︰

|  |  |
| --- | --- |
| **個人層面的利益衝突** - *(董事局成員/項目主要參與工作人員姓名)* | |
|  | 聲名人將退出參與與服務計劃的規劃、履行、採購及招募有關的任何會議、討論及決策。 |
|  | 聲名人將授權予跟擬議伙伴關係沒有利益衝突的人士\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(姓名及職位)全權處理他*／*她在有關服務計劃的職務。 |
|  | 聲名人可參與有關服務計劃的會議及討論，但不參與投票及任何決策。 |
|  | 聲名人將退出服務計劃的採購、招募、商業捐贈及政府撥款的運用，以及其他財務事宜的會議及討論。 |
|  | 聲名人將*／*已於\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(年*／*月*／*日)起(*請提供證明文件*)\*辭去上述商業機構內的職位及職務。 |
| **機構層面的利益衝突 -**  *(商業機構名稱)* | |
|  | 本人機構*／*學校\*在履行有關服務計劃的任何階段，包括但不限於準備，提供服務及項目檢討階段，不會與上述商業機構或其有關公司有任何業務往來。 |
|  | 本人機構*／*學校\*不會邀請及接納上述商業機構或其有關公司所提供有關服務計劃的報價。 |
|  | 其他建議安排︰ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

\*刪去不適用的部分

|  |  |  |
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|  |  | **確認及同意:** |
| (機構*／*學校蓋章) |  |  |
|  | *(董事會主席姓名／校長姓名)* |
|  | *(董事會主席／學校校長)* |
|  | *(日期)* |