# Disclosure of Duties and Interests

## How to complete this form

Please review the Trustee’s Conflicts Management Policy before you complete this form.

Further, the following are quick reference definitions, for more detailed definitions please refer to the Conflicts Management Policy, section 12 of the SIS Act or contact the Governance team for clarification.

*Quick Definitions*

**Associate**

* partner or spouse
* children, children’s partners or spouses
* partner spouse’s parents or family *(in-laws*)
* close family, personal, business or social connection

**Relevant Interest**

* investments in any investment vehicle
* shares or units
* gift, emolument or benefit (whether pecuniary or non-pecuniary)

*Determining the materiality of relevant interests:*

* an interest that has an aggregate value of at least $100,000
* an interest greater than 10% of the total amount
* either directly held or indirectly, through a public or private company or through a trust, including an SMSF or family trust
* either personally held or held by an Associate
* an interest in any entity which is or may be appointed as a service provider to the Trustee or to related company of the Trustee, including any related party service provider

Irrespective of the monetary value, it is still possible that any interest could, or might be perceived to, affect the ability of the Director, other Responsible Person, employee of representative to exercise independent judgment or to perform their duties or functions in the best financial interests of the beneficiaries of the Fund.

Interests of any value are therefore required to be declared, even if they are not ultimately considered to be material.

**Relevant Duty**

Any duty owed to another entity that may conflict with the duty owed by the Trustee, Director, other Responsible Person, employee or representative, to the members and beneficiaries of the Fund.

*Determining the materiality of relevant duties:*

To determine whether the relevant duty could have a significant impact on the capacity of the Trustee, Director, other Responsible Person, employee or representative to exercise independent judgement and act in a manner that is consistent with prioritising the best financial interests of beneficiaries of the Fund when making decisions about the entity to whom the conflicting duty is owed.

When in doubt as to whether a conflict of duty is material, you should disclose the duty, so that it can be properly assessed.

# Declaration of Conflicts

**Name:** ……………………………………………………………………………

#### Duties

Please disclose the details of any **other** role that you hold as a Director, officeholder, employee, agent or trustee.

You should also disclose the details of your former roles, where you consider relevant.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation** | **Position** | **Appointment Date** | **End Date (or expected end date)** | **Notes** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Add more rows as necessary*

#### Interests in assets

Please disclose the details of any assets, that would meet the materiality threshold as outlined on page 1.

*Relevant assets will most commonly include shares and units in managed investment arrangements.*

|  |  |  |
| --- | --- | --- |
| **Organisation / Investment Name** | **Material Interest (Y/N)** | **If yes, please provide details** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

*Add more rows as necessary*

#### \*Superannuation fund accounts (*compulsory*)

Please disclose the details of all superannuation fund memberships, including interests in any SMSFs.

|  |  |
| --- | --- |
| **Fund Name** | **Notes** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

*Add more rows as necessary*

#### Associate held interests

Details of interests that you indirectly hold, i.e. via an Associate.

For example, this will include family trusts, SMSFs and assets of family members which you have control over or where you have an arrangement.

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation/ Investment Name** | **Purchase Date** | **Material Interest** **(Y/N)** | **Notes** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

*Add more rows as necessary*

#### Contractual relationships

Any contractual arrangement (financial or non-financial benefits) between you or your Associate in any entity which is or may be appointed as a service provider to the Trustee or to a related company of the Trustee, including any related party service provider.

Please also disclose any former contractual relationships that you consider to be relevant.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Organisation** | **Position** | **Appointment Date** | **Termination Date** | **Notes** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Add more rows as necessary*

#### Other interests and benefits

#### Do you or your Associates have any other interests and/or duties that could conflict with the interests of the members of the Fund? If so, please disclose the details of these interests and/or duties below:

#### ……………………………………………………………………………………………………………………………………………………………………………………………………………..……………………………

#### ……………………………………………………………………………………………………………………………………………………………………………………………………………..……………………………

#### ……………………………………………………………………………………………………………………………………………………………………………………………………………..……………………………

#### Declarations

I declare this to be a complete list of interests and duties as at the current date. I undertake to advise the Company Secretary of any material change to this list.

##### Signed: ………………………………………………………………………………

Date: ………………………………………………………………………………