**Declaration of Interests, Conflicts and Related Party Transactions 2022**

Name……………………………………………………………………………………………………

Please complete the following and return with your application**.**

* I can confirm that I have read the CIHT Conflicts of Interest Policy
* I understand that if I, my family members and close relatives or other persons connected to me (see Note 1) have an interest in a transaction, either directly or through any company, business or other entity which has dealings with CIHT, that represents a potential conflict of interest and/or which is potentially a disclosable related party transaction in the charity’s annual financial accounts, I shall make a declaration to the Trustees.

**1. Declaration of Interests**

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| --- | --- |
| **Interest** | **Details** |
| Details of my current employer(s) |  |
| Details of all businesses in which I am a sole proprietor, partner or otherwise in which I have a substantial interest or significant influence (>20%) |  |
| Details of all companies of which I am a director |  |
| Details of all charities of which I am a trustee |  |
| Details of any other organisations of which I am a member AND have a position of general control or management |  |
| Details of business interests, company directorships and trusteeships of my immediate family (including spouse or partner, siblings, children, parents, grandparents as set out in Appendix I) which has dealings with CIHT. |  |
| Any other interest not covered above (eg membership of other professional bodies, special interest groups, mutual support groups, trade unions, etc) |  |

**2. Declaration of Related Party Transaction (potentially disclosable in the Charity’s annual financial accounts**

|  |  |
| --- | --- |
| **For each transaction**   * A description of the relationship * A description of the specific transaction * The amount involved * Outstanding balances with related parties at the reporting date |  |

# Note 1 – Related Parties

**The following extract is from the Glossary Section of SORP 2015.**

**Related parties** is a term used by the SORP that combines the requirements of charity law, company law and the Financial Reporting Standard applicable in the UK and the Republic of Ireland. The term is used to identify those persons or entities that are closely connected to the reporting charity or its trustees.

The following ‘natural persons’ are classed as related parties:

1. any charity trustee and custodian trustee of the charity;
2. a person who is the donor of any land to the charity (whether the gift was made on or after the establishment of the charity); and
3. any person who is:
4. a child, parent, grandchild, grandparent, brother or sister of any such trustee (A) or donor
5. (B) of land;
6. an officer, agent or a member of the key management personnel of the charity;
7. the spouse or civil partner of any of the above persons (A, B, C1 and C2);
8. carrying on business in partnership with any of the above persons (A, B, C1, C2 and C3);
9. a person, or a close member of that person’s family, who has control or joint control over the reporting charity;
10. a person, or a close member of that person’s family, who has significant influence over the reporting charity.

Close member of a person’s family’ refers to:

1. that person’s children or spouse;
2. the children, stepchildren or illegitimate children of that person’s spouse or domestic partner;
3. dependents of that person; and
4. that person’s domestic partner who lives with them as husband or wife or in an equivalent same-sex relationship.

A charity is not necessarily related to another charity simply because a particular person happens to be a trustee of both. It will only be ‘related’ if the relationship means that one charity, in furthering its charitable aims, is under the direction or control of the trustees of another charity.

The following entities, which are not ‘natural persons’, are classed as related parties of a reporting entity (including a reporting charity) if any of the following conditions apply:

* the entity and the reporting charity are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others);
* one entity is an associate or joint venture of the other entity (or a member of the group in which the other entity is the parent or a member);
* both entities are joint ventures of the same third entity;
* one entity is a joint venture of a third entity and the other entity is an associate of the third entity;
* the entity is a post-employment benefit plan for the benefit of employees of either the reporting entity or an entity related to the reporting entity;
* an entity that is controlled or jointly controlled by a person, or two or more persons, identified in A, B or C;
* an entity in which a person, or two or more such persons, identified in A, B or C, taken together, have a substantial interest or significant influence over the entity.

Control is presumed to exist when one or more persons identified in A, B or C, taken alone or together, hold directly or indirectly, more than half the voting power of an entity. However, control can also exist when they, directly or indirectly, control half or less than half of the voting power of an entity, if they have:

* power over more than half of the voting rights by virtue of agreement with other investors;
* the power to govern the financial and operating policies of the entity under a statute or an agreement;
* the power to appoint or remove the majority of the members of the board of directors or equivalent governing body, and control of the entity is by that board or body; or
* the power to cast the majority of votes at the meetings of the board of directors or equivalent governing body, and control of the entity is by that board or body.

An individual has a substantial interest or significant influence in an entity where that person, or two or more persons identified in A, B or C, taken together, have an interest in the equity share capital of that entity of a nominal value of more than one-fifth of that share capital, or is entitled to exercise, or control the exercise of, more than one-fifth of the voting power at any general meeting of that entity.