**Procurement - Declaration of Interest form**

The following form is to be used to declare an interest in a procurement activity for a CLM. Refer to the [procurement](https://reservemanager.crownland.nsw.gov.au/administration/procurement) section for further information on procurement guidelines.

**Instructions:** Select either option A or B from below. Delete the option that is not applicable, then fill the details at the bottom of the form.

**Option A**

I acknowledge that as an authorised decision-maker for [name of CLM] procurement, I am required to declare information or circumstances which are, or may be, perceived as a conflict of interest in relation to the following procurement process:

*(Insert description of procurement)*

Note: Potential conflicts of interest are anything that could inappropriately influence someone’s participation in the decision making process. Examples include personal or financial involvement with a potential supplier or the actual (during the last three years) or implied provision of gifts, gratuities or other hospitality.

I hereby declare the following:

**Option B**

I declare that; to the best of my knowledge, my current private and financial interests do not conflict with my duties as a decision maker in relation to the above procurement; and my independence and objectivity in dealing with the decision-making process has not been or is not likely to be compromised.

Name:

Position:

Organisation:

Signature:

Date: