Declaration of interests

Organisation	[Your company name]
Date	[Date]
Reference	[Reference]

About you

Name	[Employee name]
Job title or role	[Job title]
Department or committee	[Department]
Type of declaration	[Type of declaration]
Period covered	[Period covered]

What to declare

You should declare any interest that a reasonable person, knowing the facts, might think could influence, or be seen to influence, your judgement or actions in your work for [Your company name]. This includes interests of your spouse or partner, close family members and close friends that you are aware of. If you are unsure, declare it. An interest is not wrong in itself: declaring it means it can be managed.

[Note: Adapt the headings to your organisation's policy and code of conduct. Councillors should use the council's register of disclosable pecuniary interests under the Localism Act 2011 instead. NHS bodies should follow NHS England's guidance on managing conflicts of interest. A contracting authority running a procurement under the Procurement Act 2023 must also identify and record conflicts for that procurement in its conflicts assessment, which a register of interests supports but does not replace.]

Your interests

For each heading, give details, or write "None".

Other employment, consultancy or self-employment	[Other employment, consultancy or self-employment]
Directorships, trusteeships and partnerships	[Directorships, trusteeships and partnerships]
Shareholdings and other financial interests	[Shareholdings and other financial interests]

Interests in contracts, suppliers or bidders	[Interests in contracts, suppliers or bidders]
Land or property interests	[Land or property interests]
Memberships and roles in other organisations	[Memberships and roles in other organisations]
Close personal relationships with colleagues, suppliers or others we deal with	[Close personal relationships]
Gifts and hospitality not already registered	[Gifts and hospitality not already registered]
Anything else that could give rise to a conflict	[Anything else]
How you suggest each interest is managed	[How each interest will be managed]

I have no interests to declare under any of the headings above: ☐

How we use this declaration

We keep your declaration in our register of interests and use it to manage conflicts of interest. It is seen by your manager and those responsible for governance and, for senior staff and board members, may be published in summary on our website. We will not publish details about your family or other sensitive information. We keep it for the time set out in our retention schedule.

Declaration

1. The information I have given is complete and accurate to the best of my knowledge.
2. I will tell [Your company name] promptly, in writing, of any change, and declare any interest that arises in a particular matter as soon as I become aware of it, before any decision is taken.
3. I will not take part in a decision in which I have an interest unless I have been told I may, and will follow any steps agreed to manage it.
4. I understand that failing to declare a relevant interest may lead to disciplinary action and, in some cases, may be a criminal offence.

I confirm the declaration above: ☐

Signed by the person making the declaration

Signature _____

Name _____

Date _____

About this template

A starting point to adapt, not legal advice. The law differs between England and Wales, Scotland and Northern Ireland, and it changes: check this fits your situation, and take legal advice for anything significant. Replace each [placeholder] in violet, follow or delete each [Note], then delete this box. Last reviewed October 2026. Send it for signature with Sign2Approve: sign2approve.com/templates/declaration-of-interests