

ANNEX J – REGISTER OF INTERESTS FORM FOR EMPLOYEES

To the Secretary of the London Development Agency (LDA)

I, [Enter full name]

of [Enter full residential address]

an **Employee** of the London Development Agency (LDA), give notice that:

I have become aware of a conflict of interest/s or potential conflict of interest in relation to my employment at the LDA; and

I have set out below the details of the conflict of interest/s that I am required to register under **Standing Order 10 – Code of Practice on Registration and Declarations of Interests** – approved by the LDA Board on 20 April 2005.

<p>Category 1: Contracts with the LDA</p> <p>1) You should declare all contracts of which you are aware, which are not fully discharged, and which are:</p> <ul style="list-style-type: none">• Contracts for the supply of goods, services or works to or on behalf of the LDA or an associated body;• Between the LDA, or an associated body of which you are a member, and either<ul style="list-style-type: none">- Yourself or a company in which you have a beneficial interest or of which you are a director, or- Your spouse/domestic partner/close family or associate or a company in which they have a beneficial interest or of which they are a director. <p>Associated bodies are functional bodies and other statutory bodies under the Greater London Authority Act 1999.</p> <p>2) You need not say what the financial arrangements are, but you should say for how long the contract is.</p> <p>3) You should also list any contract relating to the occupation of land where (to your knowledge) the landlord is the LDA or an associated body as defined in this category.</p>	
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<p>Category 2: Conflicts of Interest</p> <p>1) You should declare any other interest that you or your spouse/domestic partner, close family or associate has, which causes or may give rise to, a conflict of personal and professional interest in relation to your employment at the LDA.</p> <p>2) The types of matters that may give rise to a conflict of interest include, but are not limited to, the following:</p> <ul style="list-style-type: none"> • Remuneration from employment, office, trade, profession or vocation • Partnerships and unremunerated directorships • Ownership of land • Interests in companies & securities • Membership of public bodies 	
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DECLARATION

I recognise that it is a breach of the LDA's Standing Orders, Procurement Code and Rules for Staff Conduct to:

- (a) Provide information that is materially false or misleading; or
- (b) Omit information which should be given in this notice; or
- (c) Fail to give further notices, as soon as reasonably practicable, of any changes, to
 - (i) Update any information given in this notice; or
 - (ii) Declare any interest that I acquire after the date of this notice.

Signed

Date

Received

Date