

ANNUAL DECLARATION OF INTERESTS FORM

Council, Committee and Honorary Appointments



- Use this form to declare your financial and fiduciary interest and those of your immediate family.
- This form must be completed, signed and returned to the Registrar annually via declaration@uct.ac.za.
- If any of the information changes during the year, please complete an updated declaration within 7 days of such change.
- The disclosures sought are required by the Higher Education Act, Council's Policy, and Council's Rules on Conflicts of Interest, and the application of those rules to members of Council, to members of Council committees and to staff. See: [Policy on Conflict of Interest at UCT and on Disclosures of interests to be made by members of the University](#)
- Please feel free to add any Attachment which you feel would be beneficial to assessing the real or perceived conflict declared.
- **NOTE:** If you are unsure, rather over declare than under declare any potentially conflicting interest.
- For answers to frequently asked questions, see: Annual Declaration of Interests FAQ (PDF | [ServiceNow KnowledgeBase](#))
- For more information about how the University uses personal information, refer to the UCT statements on the [Protection of Personal Information Act \(POPIA\)](#)

Name		If a staff member or student: UCT staff or student number						
SA Identity Number (or passport no if not SA Citizen or permanent resident)								
Council / Committee Member (state which)		Council member		Committee member		Honorary appointment		
I have reviewed Section A, B and C, and have nothing to declare.		Yes, I have nothing to declare				No, I need to complete the declaration		

SECTION A: PERSONAL HOLDINGS AND APPOINTMENTS

1. My own holdings and personal or beneficial interests.

Please list all relevant interests. (Only **substantial and direct** holdings and interests – when of a financial nature – need to be recorded. The holding of shares in a listed company need not be recorded if this constitutes less than 5% of the issued share capital.)

[illegible]

2. My own fiduciary and other appointments

a) List all relevant appointments and positions together with the company, not-for-profit company (NPC), Trust, or close corporation (CC) registration number, or any other registration numbers as applicable. These include:

▪ all directorships of public or private or not-for-profit companies (NPC);

▪ all memberships of CCs;

• all trusteeships including family trusts;

• all agencies

• all paid or honorary appointments, and

• all and any salaried appointments or retainers.

Name of Company / NPC / CC / Trust / Organisation.	Your fiduciary or other position	Other position	Is this a UCT appointment?	Company / NPC / CC / Trust or other Registration no.	Actual or potential conflict?

b) Details of other appointments, salaried or honorary

Enter each appointment, salaried, or honorary as a separate entry

Is this a UCT appointment?	Actual or potential conflict?

SECTION B: FAMILY HOLDINGS AND APPOINTMENTS

3. Beneficial interests and fiduciary appointments of family members

a) List all relevant interests of immediate family members. (child, spouse, partner, sibling, parents, all in-laws, grandparents, step-family, or any other relative living in your household). Only substantial and direct holdings and interests – when of a financial nature – need to be recorded.

The holding of shares in a listed company need not be recorded if this constitutes less than 5% of the issued share capital

Immediate family member	State other relationship	Percentage % (#)	Financial interest and direct holdings in	Actual or potential conflict?

4. Fiduciary and other appointments of immediate family members:

a) List all relevant appointments and positions of your immediate family members (immediate family members: child, spouse, partner, sibling, parents, all in-laws, grandparents, step-family, or any other relative living in your household) together with the company, not-for-profit company (NPC), Trust, or close corporation (CC) registration number, or any other registration numbers as applicable. These include:

▪ all directorships of public or private or not-for-profit companies (NPC);

▪ all memberships of CCs;

• all trusteeships including family trusts;

• all agencies

• all paid or honorary appointments, and

• all and any salaried appointments or retainers.

Immediate family member	Other	Name of Company / NPC / CC / Trust / Organisation.	Fiduciary position (e.g. Director)	Other Position	Is this a UCT appointment?	Company / NPC / CC / Trust Registration number	Actual or potential conflict?

b) List details of other appointments, salaried or honorary, of immediate family members

Immediate family member	Other	Enter each appointment, salaried, or honorary as a separate entry	Is this a UCT appointment?	Actual or potential conflict?

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SECTION C: OTHER INTERESTS

5. Other relationships or interests	
List any other relationships or interests which may potentially conflict, or perceive to be conflicted, with your role at UCT. (This could include having received or the expectation of receiving or any entitlement to financial or other material benefits - whether gifts, loans, or pensions – from a person or organisation).	
a) In my own case:	
Describe relationship or interest	Actual or potential conflict?
b) In the case of members of my immediate family and friend's circle:	
Describe relationship or interest	Actual or potential conflict?

SECTION D: DISCUSSION REQUEST

*Do you need further discussion with regards to any of the items entered above	Yes		No		
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SECTION E: ANNUAL DECLARATION

	I have read the Council's Rules on Conflict of Interests		
	I declare the above-mentioned interests and relationships are true and complete.		
	I accept that, notwithstanding having made this disclosure I must make immediate and full disclosure of any actual or perceived conflict of interest on any occasion where such may arise during the performance of my duties to the University.		
	I acknowledge that the Higher Education Act, No. 101 of 1997 as amended, prohibits a staff member or a Council member from doing business with the University except in very special circumstances that are defined in the Act.		
	I acknowledge that any errors or omissions can result in disciplinary procedures.		
Signature		Date	
Name			

COMPLETING A DISCLOSURE (COUNCIL & COMMITTEE MEMBERS) FORM HR131

When do I complete this form?

Every member of Council and of a Council committee must make a full declaration of his or her financial interests and fiduciary roles and those of his or her immediate family members on appointment to Council or to the committee concerned. The disclosures sought are required by the Higher Education Act, Council's Policy, and Council's Rules on Conflicts of Interest and must be submitted annually.

If you need further information, please consult the [policy](#) or [frequently asked questions](#) in the first instance. If you are unable to resolve your query, please indicate on the form (in the relevant section) that you need consultation.

Where do I send this form?

The form must be returned to the Office of the Registrar.

What other forms do I need to complete?

None.