**Appendix 1 – Sample templates**

**Interest register template**(Useful to include in board meeting agendas/minutes for quick reference and to maintain currency)

**<12/4/15> <Joe Smith>**

|  |  |
| --- | --- |
| **Company** | **Nature of interest** |
| Grandpa Figgs Ltd. | Director |
| Blog Holdings Ltd | CEO |
| CMPC Property | Shareholder |

**Template for recording conflicts of interest**

|  |  |
| --- | --- |
| **Date of Disclosure** | 12/04/15 |
| **Type of Disclosure** | Conflicts of interest |
| **Director name** | Joe Smith |
| **Date of Disclosure** | Family connection to tenderer for telecommunications contract |
| **Approved by board?** | YES | NO | N/A |
| **Annual report disclosure?** | YES | NO | N/A |
| **If ‘No’, shareholder resolution?** | YES | NO | N/A |