



**DISCLOSURE OF INTEREST FORM:  
REMUNERATIVE WORK, CONSULTANCY  
AND RETAINERSHIP  
F/Y**

Form: RW IPAD 00100 F  
Rev. No.: 01  
Date: 01 Jan 2021

I, the undersigned,

Full Names: \_\_\_\_\_

Identity Number: \_\_\_\_\_

Full Address: \_\_\_\_\_

1. I am an Employee of Rand Water. My Board Number is: \_\_\_\_\_
2. I take note of the provisions and stipulations of the following policies, procedures and relevant legislation which are not limited to:
  - a) Rand Water's Conditions of Employment for Staff Members;
  - b) Code of Ethics, Guidelines on Conflict of Interest, Guidelines for Employees participating/ serving as members in other entities, Guidelines on declaring business courtesies;
  - c) Rand Water's Disciplinary Code;
  - d) Water Services Act 108 of 1997; and
  - e) Public Finance Management Act 1 of 1999.
3. As an Employee of Rand Water, I agree that I will not place myself in a position whereby my duties as an employee conflict with my personal interests or other external business interests and in particular I confirm that I will not, **without first getting written consent from my employer**:
  - a) Engage in any employment for gain outside my normal working hours.
  - b) Do any work for gain, in which my services and time will be occupied unless it is for and in the interest of Rand Water.
4. To the extent that I have any other remunerative work, consultancy and retainership outside Rand Water, I shall request approval in terms of the applicable procedures and disclose all remunerated work, consultancy firm that provides advice or professional services in accordance with the guidelines and approved protocol processes.
5. I undertake to inform my employer immediately should any change occur in any of the interests that I declared herein.

**DECLARATIONS SECTION**

I hereby declare my interest, remunerative work, consultancy and retainership as follows:

The information contained herein fall within my personal knowledge and is to the best of my knowledge, correct, true and complete.

**DECLARATION A**

<b>SHARES &amp; OTHER FINANCIAL INTERESTS IN A BUSINESS ENTITY</b>			
<b>Name of Business Entity &amp; Registration Number</b>	<b>Nature of Interest / Value of Shareholding</b>	<b>Percentage holding / Membership Interest</b>	<b>Remarks</b>

I hereby declare the following non-executive directorship previously (past 5 years) or currently held in other companies:

## DECLARATION B

<b>NON-EXECUTIVE DIRECTORSHIP IN OTHER COMPANIES</b>			
<b>Name of Business Entity &amp; Registration Number</b>	<b>Previous Directorship &amp; Period</b>	<b>Current Directorship &amp; Period</b>	<b>Remarks</b>

I hereby declare interest held by the related party as follows:

## DECLARATION C

<b>RELATED PARTY'S DIRECT, BENEFICIAL, PERSONAL FINANCIAL INTEREST</b>				
<b>Name of Business Entity &amp; Registration Number</b>	<b>Relationship Status</b>	<b>Nature of the interest/ Value of Shareholding</b>	<b>Percentage Holding / Membership Interest</b>	<b>Remarks</b>

## DECLARATION D

<b>FUNDS RECEIVED FROM A BUSINESS ENTITY EXCEEDING 10 PER CENT OF THE EMPLOYEE'S GROSS INCOME FROM THE PREVIOUS YEAR</b>				
<b>Name of Business Entity &amp; Registration Number</b>	<b>Relationship Status</b>	<b>Nature of the interest/ Value of Shareholding</b>	<b>Percentage Holding / Membership Interest</b>	<b>Remarks</b>

## NOTES TO DISCLOSURE OF INTERESTS FORM, REMUNERATIVE WORK, CONSULTANCY AND RETAINERSHIP

The following notes provide guidance for completing the relevant parts of the disclosure of interest form

### NOTE 1:

**A person has substantial interest in a business entity if:**

*he/she owns 10 per cent or more of voting stock or shares of the business entity;*

*or owns 10 per cent or more of the fair market value of the business entity;*

*funds received by such person from the business entity exceed 10 per cent of his or her gross income from the previous year;*

*she/he is an officer of the business entity or a member of the governing body or the business entity;*

*the employee or a related person has an interest in the business entity as described in clauses 6.8.1;6.8.2; 6.8.3 of the guidelines on conflict of interest.*

**NOTE 2:**

**Related Person** is an individual related to an employee if they are married, or live together in a relationship similar to a marriage or are separated by no more than two degrees of natural or adopted consanguinity or affinity.

**NOTE 3:**

*This Disclosure of Interest Form shall be completed within three months of appointment; annually and thereafter as and when there are changes; and other disclosures shall be in meetings (by disclosing such conflict and signing a register for disclosures during the said meeting).*

**NOTE 4:**

*Approval of any declaration in this form shall be applicable as at the date of signature by the line manager. Any changes thereafter shall not be applied to this approval aligned to the information provided herein*

**NOTE 5:**

**Remunerative Work, Consultancies and Retainership:**

**Remuneration** means the receipt of benefits in cash or in kind and **Work** means rendering a service for which the person receives remuneration.

**NOTE 6:**

**Employees should disclose any interests in any consulting firm or company that provides advice or professional services and such information shall be:**

*Name of client and nature of consultancy or retainership.*

*Type of business activity*

*Value of benefits derived may refer to benefits in cash or in kind.*

**Signed:**

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

DECISION OF LINE MANAGER

APPROVED	NOT APPROVED
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\_\_\_\_\_  
Line Manager

\_\_\_\_\_  
Date