



Business & Computing Examinations (BCE)

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BCE Statement of Private Interests

Name and address of organisation:	
Nature of relationship to organisation:	
Year established:	
Nature of actual potential conflict:	
Period of affiliation / relationship:	

[While this form will be updated annually, all personnel should inform Administration (Office Manager) if they acquire interests that could give rise to conflicts prior to the annual update.]

I confirm I have read and fully understand the BCE Conflict of Interests Policy. I certify that I have provided BCE of my private interests that could conflict with the proper performance of my official functions while carrying the BCE official assignments. BCE will keep the details of my private interest confidential and it will be used only for the purpose of:

- maintaining the BCE register of Private Interests
- managing conflict of interest matters

In the event a perceived, potential or actual conflict of interest exists or arises, I agree that:

- I will identify and discuss that conflict of interest with CEO.
- I will assist BCE in the proper management of that conflict of interest as required, including absenting myself during any deliberation of BCE on the relevant matter, and not taking part in any decision by BCE on the matter.

I undertake to respond within 14 working days to BCE request for annual updates for the Statement of Private Interests.

I shall advise Administration, should a situation arise, of which I am aware, where any further interest, pecuniary or otherwise, may reasonably be perceived to conflict, with BCE duties.

Name:

Title:

Signature:

Date: