

Muslim Converts' Association of Singapore

(Darul Arqam Singapore)



Year of Exercise:

2025

Date of Submission:

DD/MM/YYYY

Name:

Designation:

Last 4 alphanumerical
characters of NRIC No.:

Residential Address:

Blk/No:

Unit No.: #

Street:

Singapore:

Residential Address
(if not residing in Singapore)

Contact Nos:

Home:

Mobile:

In case of Emergency

Name of Next-of-Kin:

Relationship:

Contact no.

Muslim Converts' Association of Singapore

(Darul Arqam Singapore)



Conflict of Interest Policy & Declaration

- 1 The Conflict of interest policy and declaration form will be read by the staff upon appointment and on annual exercise as an acknowledgement of having understood the policy and that he/she will fully disclose to the General Manager (GM) (or if GM than he/she will fully disclose to the Vice President (VP) or Assistant Vice President (AVP) of Corporate Affairs (CA)) when a conflict of interest situation arises. Such conflict of interests situations include but not limited to the following:

Conflict of Interest Situation

(a) Contract with vendors

Where staff have personal interest in business transactions or contracts that the Association may enter into, there should be a policy requiring a declaration of such interest as soon as possible followed by abstention from discussion and decision-making on the matter (including voting on the transaction or contract). All such discussion and evaluation by the staff or relevant approving authority in arriving at the final decision on the transaction/contract should always be well documented.

(b) Vested interest in other organizations that have dealings/relationship with the Association

Where staff who have vested interest in other organization that have dealings/relationship with the Association, and when matters involving the interests of both the Association and the other organization are discussed, there should be a policy requiring a declaration of such interest and if necessary, followed by abstention from discussion and decision-making on such matters.

(c) Joint Ventures

The GM's approval (or if GM, The VP or AVP of CA's approval) should be sought before the Association enters into any joint ventures with external parties. Where staff has the interest in such ventures, there should be a policy requiring a declaration of such interest and if necessary, followed by abstention from discussion and decision-making on the matter.

(d) Recruitment of staff with close relationship

Recruitment of staff with close relationship (i.e. those who are more than just mere acquaintances) with current staff should go through the established human resource procedures for recruitment. The staff should make a declaration of such relationships and should refrain from influencing decision on the recruitment.

(e) Paid staff on Council/Exco

Paid staff should not serve as a member of the Council/Exco as it can pose issues of conflict of interest and role conflicts, and may raise doubts on the integrity of its decisions. The staff can attend Council/Exco meetings, ex-officio, to provide information and facilitate necessary discussion but should not take part in the decision-making of the Council/Exco.

Conflict of Interest Policy Declaration

(f) Others

Prohibition on gifts, entertainment and other favours from any persons or entities which do or seek business with the organisation.

Disclosure Policy and Procedure

- 2 Transactions with parties with whom a conflicting interest exists may be undertaken only if all of the
 - a) The conflicting interest is fully disclosed;
 - b) The person with the conflict of interest is excluded from the discussion and approval of such transaction;
 - c) A competitive bid or comparable valuation exists; and
 - d) The staff has determined that the transaction is in the best interest of the organisation.
- 3 Disclosure involving staff should be made to the GM (or if GM is the one with the conflict, to the VP or AVP of CA) who shall bring these matters to the President or Deputy President.
- 4 The President or Deputy President shall determine whether a conflict exists and in the case of an existing conflict, whether the contemplated transaction may be authorised as just, fair and reasonable to the Association. The decision of the President or Deputy President will rest in their sole discretion, and their concern must be the welfare of the Association and the advancement of its purpose.
- 5 All decisions made by the President or Deputy President shall be minuted and filed.
- 6 This policy document must be read and understood by **all** staff upon the start of their appointment and at annual exercise organised by Corporate Affairs Division.
- 7 Any disclosure of interest made by staff where they may be involved in a potentially conflicting situation(s), must be recorded, filed and updated appropriately by all specified parties and filed in their staff personnel files.

When you click on the "I Agree" button, you hereby confirm that you have read and understood the conflict of interest policy of this Association and that you will make full disclosure of interest, relationships and holdings that could potentially result in a conflict of interest. You will make full disclosure to the General Manager (GM) (or if GM than he/she will fully disclose to the Vice President (VP) or Assistant Vice President (AVP) of Corporate Affairs (CA)) when a conflict of interest situation arises. You agree that if you become aware of any information that might indicate that this disclosure is inaccurate or that you have not complied with the conflict of interest policy, You will notify the GM (or if GM, he/she will notify the VP or AVP of CA) immediately.

I Agree

I Disagree

Name

NRIC

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Conflict of Interest Disclosure Statement

With regard to my appointment as a staff of The Muslim Converts' Association of Singapore, I have the following potential conflict of interest to report:

I am **affiliated¹** to another Association.

Affiliated to any vendor, supplier, or any other party providing or bidding for providing services, having a direct or indirect interest in any business transaction(s), agreement, investment with The Muslim Converts' Association of Singapore.

Having any business dealing or transaction with a vendor, supplier or any other party which could result in benefit to me.

I or person(s) I have affiliation with have interest in purchasing services from The Muslim Converts' Association of Singapore.

Affiliated to any staff of The Muslim Converts' Association of Singapore.

Affiliated person(s) involved is a party to or have an interest in any pending legal proceedings involving The Muslim Converts' Association of Singapore.

Others:

1	
2	
3	
4	
5	

Please elaborate on the potential conflict arising from the above situation with regards to the transaction concerned (e.g. nature of service/transaction, if affiliated person involved, the identity of the affiliated person and your relationship with that person):

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¹ Affiliated refers to the following: Spouse, domestic partner child, mother, father, brother or sister or close associates; any corporation, business or non-profit organisation of which you are serve as staff, officer, board member, partner, participate in management or are employed by; any trust or other estate in which you have a substantial interest or as to which you serve as a trustee or in a similar capacity.

Conflict of Interest Disclosure Statement

Please select one declaration:

I hereby confirm that as at the date of submission of this form, the **disclosure of potential conflict of interest made above** are complete and correct to the best of my information and belief. I shall not be participating in the discussion and decision making of this matter. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with the conflict of interest policy; I will notify the GM or if for GM, will notify the VP or AVP of CA immediately.

I hereby confirm that as at the date of submission of this form, I have **no potential conflict of interest to report**. I agree that if I become aware of any information that might indicate that this disclosure is inaccurate or that I have not complied with the conflict of interest policy; I will notify the GM or if for GM, will notify the VP or AVP of CA immediately.

Name

NRIC

Date of Submission