

## REGISTER OF INTERESTS

### DISCLOSURE OF INTERESTS

All individuals involved in the regulation, development and assessment of any and all of the IFA's provision must disclose their direct and indirect interests to the IFA annually and as and when appropriate. This includes:

- Directors
- Committee members
- Employees
- Freelance staff
- Consultants
- Contractors

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The interests that require disclosure also refer to those of an immediate family member (spouse or dependent children). Interests regarded as relevant include but are not limited to:

- **Memberships** of any professional bodies, special interest groups or mutual support organisations
- **Employment** - current employment and any previous employment in which you continue to have a financial interest.
- **Appointments** - remunerated or voluntary e.g. trusteeships, directorships
- **Commercial activities** - ownership, partnerships of a business or company, major shareholdings (e.g. more than 1%) that the IFA is likely to do business with
- Any **business relationships or employment contracts** with an IFA approved training Centre or registrant

**IMPORTANT:** You must notify the IFA Operations Manager in writing of any changes to your annual declaration and within two (2) working days of becoming aware of an interest that may have a bearing on your position held or future projects scheduled.

In general terms, where conflicts are declared that may be deemed or perceived as a conflict, the individual involved will either be omitted from that aspect of the decision-making process, reassigned to another role or maybe removed.