

Form for Reporting Potential or Actual Related Party Transaction and/or Conflict of Interest

I, \_\_\_\_\_, believe that I may be entering into a “Related Party Transaction”, or a transaction, agreement, arrangement or relationship may constitute a conflict of interest with [ABC] corporation (the “Corporation”), or an “affiliate” of the Corporation, as such terms are defined in Corporation’s Conflict of Interest Policy.

The Related Party Transaction (the “RPT”) or conflict of interest at issue is [describe transaction, agreement, arrangement or relationship]:

I believe that this is an actual or potential RPT and/or a conflict of interest because [describe the reasons for the potential RPT or conflict of interest, including identifying any relatives or entities in which ownership may give rise to the related party transaction or conflict of interest]:

I am making this potential RPT and/or conflict of interest known to the Corporation by providing \_\_\_\_\_ with a copy of this form on \_\_\_\_\_, 20\_\_.

By signing this form, I acknowledge that I cannot be present at or participate in board or board committee deliberations or vote on the RPT and/or the conflict of interest, nor can I attempt to improperly influence the deliberation or vote on the RPT and/or conflict of interest. I recognize, however, that the board or board committee may ask me for additional details about the transaction and/or conflict of interest and that I may provide the board or board committee with the additional information requested, within the confines of the Corporation’s Conflict of Interest Policy and the law.

Dated: \_\_\_\_\_, \_\_\_\_\_, 20\_\_ \_\_\_\_\_

Receipt Acknowledged on \_\_\_\_\_, \_\_\_\_\_, 20\_\_, by \_\_\_\_\_, [Title]