



**FINANCIAL DECLARATION FORM**

This form is used for the purpose of making a declaration to the Conflict of Interest Commissioner where a public servant in a ministry or public body is working routinely on a matter that may involve the private sector. The requirement for making a declaration is set out in sections 10-12 of [Ontario Regulation 381/07](#), made under the [Public Service of Ontario Act, 2006](#).

The Public Service Commission is responsible for identifying public servants who are routinely working on matters that may involve the private sector. If you have been advised to make a financial declaration, please complete this form and return it to the Office of the Conflict of Interest Commissioner by clicking the "Email Form" button above (send to address below if button not working).

For general conflict-of-interest matters, use the [Conflict of Interest Form for Public Servants](#).

If you have any questions about completing this form, please contact the Office of the Conflict of Interest Commissioner, by email at [coicommissioner@ontario.ca](mailto:coicommissioner@ontario.ca).

**PART I – PUBLIC SERVANT INFORMATION**

<b>A. CONTACT INFORMATION</b>					
Last Name		First Name		Middle Initial	
Status					
Full-Time			Part-Time		
Work Phone		ext.		Work Email	
Title		Division/Branch (as applicable)			
Ministry/Public Body					
Work Address					
Unit No.	Street No.	Street Name			PO Box
City/Town		Province		Postal Code	
Alternative Address (if applicable)					
Unit No.	Street No.	Street Name			PO Box
City/Town		Province		Postal Code	
<b>B. DESCRIPTION OF MATTER THAT MIGHT INVOLVE THE PRIVATE SECTOR</b>					
<i>Describe the matter you are working on that might involve the private sector. If known, identify the private sector entity(ies) involved.</i>					
<b>C. ROLE IN MATTER THAT MIGHT INVOLVE THE PRIVATE SECTOR</b>					
<i>Describe your role in the matter that might involve the private sector, including any decision-making authority you have in the matter.</i>					

## FINANCIAL DECLARATION FORM

### PART II – SECURITIES OR DERIVATIVES

Do you, your spouse (if any) or your dependent children (if any) have legal or beneficial interests in securities or derivatives of corporations or governments other than the government of Ontario? Securities or derivatives include shares, stocks, stock certificates, stock options, trust units, and RRSPs.

**Note:** You are only required to disclose this information in respect of a spouse or dependent children if the interests of your spouse or dependent children could create a conflict of interest.

You do not need to include open mutual funds\* (including exchange-traded funds), fixed-value securities issued by a government (such as bonds and treasury bills), guaranteed investment certificates issued by a financial institution (such as bankers acceptance notes, corporate bonds), registered pension plans, employee benefit plans, annuities or life insurance policies, or deferred profit sharing plans.

Yes       No

If "yes", please list below:

If there are not enough lines in the table below, please create and attach an additional page as a PDF document. Do not attach financial, banking or investment statements.

Name of corporation or government	Sector	Type of interest	# of units	Value of interest	Relationship to asset holder
<i>e.g. ABC Corporation</i>	<i>Mining</i>	<i>Shares</i>	<i>100</i>	<i>\$1,000.00</i>	<i>Self</i>

### PART III – BUSINESS ENTITIES OR COMMERCIAL OPERATIONS

Do you, your spouse (if any) or your dependent children (if any) have a legal or beneficial interest in a business entity or a commercial operation (such as a sole proprietorship, partnership, joint venture, syndicate or cooperative), or in the assets of such an entity or operation?

**Note:** You are only required to disclose this information in respect of a spouse or dependent children if the interests of your spouse or dependent children could create a conflict of interest.

Yes       No

If "yes", please list below:

If there are not enough lines in the table below, please create and attach an additional page as a PDF document. Do not attach financial, banking or investment statements.

Name of entity or operation	Sector	Type of interest	Value of interest	Relationship to asset holder
<i>e.g. ABC Business</i>	<i>Consulting</i>	<i>Owner</i>	<i>\$2,000.00</i>	<i>Spouse</i>

\* An open mutual fund is traded between investors and a mutual fund company. A closed mutual fund, also known as an investment club (see Part V), is traded between investors on a stock exchange, like a stock.

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**PART IV – REAL PROPERTY**

Do you, your spouse (if any) or your dependent children (if any) have a legal or beneficial interest in real property (not including family residences and recreational property), whether or not you are registered as owner?

Note: You are only required to disclose this information in respect of a spouse or dependent children if the interests of your spouse or dependent children could create a conflict of interest.

Yes       No

If “yes”, please list below:

If there are not enough lines in the table below, please create and attach an additional page as a PDF document. Do not attach financial, banking or investment statements.

Address or legal description of property	Type of property	Value of property	% interest in property	Relationship to asset holder
<i>e.g. 101 ABC Street, Toronto, ON</i>	<i>Vacant Lot</i>	<i>\$100,000</i>	<i>50</i>	<i>Dependent Child</i>

**PART V – INVESTMENT CLUBS**

Do you, your spouse (if any) or your dependent children (if any) have a legal or beneficial interest in a mutual fund operated as an investment club?

A mutual fund is operated as an investment club where:

- (a) its shares or units are held by not more than 50 persons and its indebtedness has never been offered to the public;
- (b) it does not pay or give any remuneration for investment advice or in respect of trades in securities, except nominal brokerage fees; and
- (c) all of its members are required to make contributions in proportion to the shares or units each holds for the purpose of financing its operation.

Note: You are only required to disclose this information in respect of a spouse or dependent children if the interests of your spouse or dependent children could create a conflict of interest.

Yes       No

If “yes”, please list below:

If there are not enough lines in the table below, please create and attach an additional page as a PDF document. Do not attach financial, banking or investment statements.

Name of fund	Value of interest	Relationship to asset holder
<i>e.g. ABC Fund</i>	<i>\$100</i>	<i>Self</i>

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**PART VI – DECLARATION**

Please check all boxes below before emailing this form.

I DECLARE AS FOLLOWS:

- I have fully and truthfully disclosed my personal financial interests, as described in Parts II-V, to the Conflict of Interest Commissioner.
- To the best of my ability, I have obtained information about the financial interests of my spouse (if any) and my dependent children (if any), as described in Parts II-V, which could create a conflict of interest. I have fully and truthfully disclosed this information to the Conflict of Interest Commissioner.
- I will seek the Commissioner's further advice and, if required, make a further declaration if there is a change in any of the information required to be disclosed.
- By emailing this form to the Office of the Conflict of Interest Commissioner, I am fulfilling my obligation to make a financial declaration to the Conflict of Interest Commissioner under section 11 of [Ontario Regulation 381/07](#), made under the [Public Service of Ontario Act, 2006](#).

Dated:

The personal information collected on this form is collected for the purpose of administering the conflict-of-interest provisions of Part IV of the [Public Service of Ontario Act, 2006](#), and [Ontario Regulation 381/07](#). If you have any questions about this collection of personal information, please contact the Executive Director, Office of the Conflict of Interest Commissioner, 2 Bloor Street East, Suite 1802, Toronto M4W 3J5, 416-325-1571 or 1-866-956-1191.