

The Services SETA (Sector Education & Training Authority)  
 15 Sherborne Road, Parktown, Gauteng, 2193,  
 P O Box 3322, Houghton, 2041  
 Email: [customercare@serviceseta.org.za](mailto:customercare@serviceseta.org.za),  
 Website: [www.serviceseta.org.za](http://www.serviceseta.org.za)  
 Tel: 011 276 9600, Fax: 011 276 9623



## DECLARATION OF INTERESTS

### DECLARED IN TERMS OF SECTION 50(3) (a) OF THE PUBLIC FINANCE MANAGEMENT ACT (PFMA) AND THE CONSTITUTION OF SERVICES SETA AS STIPULATED IN THE CODE OF CONDUCT

Surname:		ID No:	
Full Names:		Nationality:	
Residential Address:		Occupation:	
Business Address		Telephone: (B)	
		(H)	
		(Cell)	
Postal Address		Fax No:	

**Compulsory Requirement:**

\* You are required to declare your interests, whether direct or indirect, personal or private business that you or your spouse, partner or close family member may have in any matter as from the date of commencement of your Accounting Authority Membership.

\* Such declaration must include an interest that you or your spouse, partner or close family member may have had in any matter during one year but ceased to exist in the following year (e.g. Member of XYZ Company with 50% shares in 2016 but ceased to be a Member in 2017)

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**REFERENCES:**

**PFMA Section 50 (3) (a)**

*"A member of an accounting authority must –*

- a) *Disclose to the accounting authority any direct or indirect personal or private business interest that that member or any spouse, partner or close family member may have in any matter before the accounting authority; and*
- b) *Withdraw from the proceedings of the accounting authority when that matter is considered, unless the accounting authority decides that the member's direct or indirect interest in the matter is trivial or irrelevant."*

**\*\*NB:** Even though such a general disclosure may have been made, it is good practice, when important matters arise, to remind the meeting of the disclosure made.

**Constitution of the SSSETA**

1. All Members of the Accounting Authority, the chambers and any committee established by the Accounting Authority are subject to this Code of Conduct and are required to comply with both the letter and the spirit of the Code.
2. The Members of the Accounting Authority, the chambers and any committee established by the Accounting Authority:
  - a. stand in a fiduciary relationship to the Services SETA;
  - b. must comply with all the applicable laws and regulations that regulate the activities they are engaged in for and on behalf of the Services SETA;
  - c. must perform their functions fairly, honestly and in good faith, giving full effect to the obligations and spirit of the Act and this Constitution;
  - d. must protect and promote the reputation of the SSETA and promote goodwill towards it;
  - e. must perform their duties conscientiously and in the best interest of the SSETA; and
  - f. conduct themselves ethically and in accordance with the principles of good governance

Company Name	Registration No	Registered Office	Position Held	Year Acquired / Disposed	Number of Shares Held	% Holding	Relatives*

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**DECLARATION:**

I .....hereby declare that the disclosed information is true and complete to the best of my knowledge. I undertake to inform the responsible officials of Services SETA of any change in this information or any new information that needs to be reported.

Signed \_\_\_\_\_

Date: \_\_\_\_\_