

This document cancels and replaces the issue dated 1.10.20

- 1 There shall be a register of Business Interests in which shall be recorded all business interests of specified Company Members and other persons which may in any way affect their activities in the Company.
- 2 Persons required to disclose their interests for inclusion in the Register are:
 - 2.1 Directors;
 - 2.2 members of Table Tennis England Senior Leadership Team;
 - 2.3 members of Committees (for the purposes of this regulation 'Committees' include Advisory, Standing, working groups and similar bodies unless excluded by resolution of the Board but does not include the Appeal Panel);
 - 2.4 such officials as the Board shall designate;
 - 2.5 such other Company Members as the Board shall from time to time decide;
 - 2.6 such non-Company Members engaged on the Company's business as the Board shall from time to time decide.
- 3 Any person liable to disclose their interests for inclusion in the Register shall have an entry in the Register; if there are no interests to disclose, they shall certify accordingly and the entry shall show 'None'.
- 4 The entry relating to any person who has ceased to come within Regulation 2 shall be expunged when two years have elapsed since such cessation, and any associated documentation shall be returned to them or, if requested by them, destroyed.
- 5 The Register shall consist of one completed Table Tennis England Form RBI.1 (Appendix 1) for each person coming within Regulation 2 signed by the person to whom it relates.
- 6 Table Tennis England Form RBI.1 shall contain provision for recording the information prescribed in the Schedule to this regulation.
- 7 The Register for Board and Senior Leadership Teams shall be the responsibility of the Head of Governance and shall be kept at Table Tennis England; the Register for a Committee shall be the responsibility of the Chair of that Committee.
- 8 Every page of the Register and the copy Register shall be authenticated by the Head of Governance.
- 9 The Register shall be open to inspection by any person in respect of whom there is an entry in it but by no other person.
- 10 Any person to whom Regulation 9 applies may obtain a copy of his or her entry from the Head of Governance.
- 11 Conflicts of Interest will be dealt with through the Conflict of Interest Policy

APPENDIX 1

REGISTER OF BUSINESS INTERESTS REGULATIONS (Regulation 'Q')

Please read the guidance notes overleaf before filling in; then complete boxes 1 to 6 and 8 below in BLOCK CAPITALS; READ THE DECLARATION in box 7 VERY CAREFULLY and then sign in box 9

1. Forenames:	SURNAME:
2. Address:	
POSTCODE:	
3. Status in TTE:	
4. Occupation:	
5. Business Interests: (see note 2)	
6. Business Interests of Spouses, Domestic Partners and Close Relations: (see note 3)	
7. I DECLARE that the information shown above is correct and complete as at the date in box 8 and that I have no business interests other than as shown in box 5 and that neither my relations nor partner have business interests other than as shown in box 6. I understand that I must notify the Table Tennis England Head of Operations & Governance if there is any change in the information shown above	
8. DATE:	9: Signature:
10. Date received by Table Tennis England:	11. Head of Governance to sign:

TTE Form RBI.1 (8.8.23)

REGISTER OF BUSINESS INTERESTS

Guidance Notes

1. The Register of Business Interests Regulations (Regulation Q) state who is to have an entry in the Register and disclose their business interests. The list is as follows, and you should put in box 3 which of the categories you come within -
 - 1 Directors
 - 2 such officials as the Board shall designate
 - 3 such other Company Members as the Board shall from time to time decide
 - 4 such non-Company Members engaged on the Company’s business as the Board shall from time to time decide

2. In box 5 you must show your business interests. If a limited company, firm or other organisation is mentioned, the full legal name must be given, and the business carried on and your position e.g. Proprietor, Director, Employee.
 If you are the sole trader or provide services in return for payment, this must be included. Agencies from which you receive or are entitled to receive commission must be included. If you have no income of any sort from any business, write “NONE”.

3. In box 6 you must show the business interests of any close relation (e.g.: spouse, domestic partner, child, parent, sibling) with a financial interest in any matter that may be under discussion.

4. Any changes in the information given in the Declaration overleaf, whether additions or deletions, must be notified to the Head of Governance, Bradwell Road, Loughton Lodge, Milton Keynes, Buckinghamshire, MK8 9LA

5. Entries in the Register of Business Interests may be inspected only by a person who has an entry in the Register.

6. You may obtain a photocopy of your entry in the Register by applying to the Table Tennis England Head of Governance. Any photocopy issued will show the date on which it was prepared.

Copies issued to:-	
Name	Date

TTE Form RBI.1 Reverse (8.8.23)