

	Declaration of Interest and Relationship Form	DID No.: DID-ZA-0091026
		Version: 1
		KlaSu: 2.1
		Document Owner: C3-ZA-F-C

DECLARATION OF INTEREST AND RELATIONSHIP FORM

The purpose of this declaration is to provide a written record of interests that have been declared, if any, by a Temporary Employment Services contractor ("TES Contractor") who has been assigned to provide services for and on behalf of BMW Group South Africa ("BMW Group SA").

This form must be updated within 30 days of any changes to the information supplied and submitted to the Temporary Employment Services Provider ("TES") for submission to BMW. Please attach any supporting documentation that is relevant to this declaration.

"BMW Group SA" means collectively, BMW (South Africa) (Pty) Ltd., and its subsidiary BMW Financial Services (South Africa) (Pty) Ltd.

SECTION 1: PERSONAL DETAILS			
Full Names		Identity/Passport /Contractor No./ Co ID	
Department		Job Title	
SECTION 2: DISCLOSURE DETAILS			
Do you have anything to declare? (please tick one)			
Yes ☐		No ☐	



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If yes, please provide a brief description of the nature/extent of the interest whether actual, potential or perceived conflict of interest: (tick the applicable box/es);

- ☐ ¹Shares & direct/indirect personal interest in a trade/business undertaking (Section A)
- ☐ ²Partnerships/Memberships or Directorship (Section A)
- ☐ ³Remunerated work outside of BMW Group SA (Section B)
- ☐ ⁴Consultancies & Retainerships (Section B)
- ☐ ⁵Sponsorships by a vendor or supplier of BMW Group SA for the benefit of a BMW Group SA TES Contractor or their family member (Section C)
- ☐ Relationships with BMW ⁶ Vendors, ⁷Competitors and/or ⁸TES Contractor (Section D)
- ☐ Other (if you selected other, please provide details under field "E" below) (Section E)

A) If you hold ¹shares or financial interests/²directorship in a company/a member of a Close Corporation /have a direct/indirect personal interest in a trade/business undertaking (please complete the relevant sections below)

Shares/ direct/indirect personal interest in a trade/business undertaking in a company	☐	Partner/Member of a Close Corporation	☐	Directorship	☐
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Full Name and Registration number of the Company / Close Corporation / Business undertaking / Trade

Capacity i.e., Director, Member, Chairman, Trustee, etc.

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Date of appointment and/or details of investment
Detail as to remuneration received i.e., annual director's fees, dividends etc.
Please provide a brief description of the nature/extent of the interest/s i.e., % shareholding and/or other beneficial interest or contracts, annual turnover and the main purpose of the Company / Close Corporation / Business undertaking / Trade (List them)

¹TES Contractors are required to disclose the following details regarding shares and other financial interests held in a company or any other corporate entity recognised by law such as a trust whether held by a TES Contractor or the TES Contractor's family member. TES Contractors are also required to declare private interests in the form of sole proprietorships.

Express exclusions:

- (a) Unit trust shares or shares held in a listed entity are where the interest does not exceed 5% of the issued stock/shares of the entity concerned.
- (b) Interests in residential property-owning companies, close corporations or trusts.

²TES Contractors are required to disclose the following information with regards to **directorships and partnerships:**

- 1) The name, and type of business activity of the company/entity or partnership; and
- 2) The amount of any remuneration received for such directorships or partnerships.

B) ³ Remunerated work outside of BMW/ ⁴ Consultancies & Retainerships
Name of Employer/Client

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Type of work/Nature of Business Activity

Amount of remuneration/Value of Benefits Received

Time Spent
(per week/month)

³TES Contractors are obliged to devote their energies and skills to furthering BMW Group SA's business interests. TES Contractors may not place themselves in positions where their own interests conflict with BMW Group SA's interests. TES Contractors are therefore required to disclose the following information with regard to remunerated work outside of BMW Group SA:

- 1) The type of work;
- 2) The name and type of business activity of the employer; and
- 3) The amount of the remuneration received for such work.

Remuneration means the receipts of benefits in cash or kind.
Work means the rendering of a service or a delivery of a product for which a person receives remuneration.

⁴TES Contractors are required to disclose the following information regarding **consultancies and retainerships**:

- 1) The nature of the consultancy or retainership of any kind;
- 2) The name and type of the business activity of the client concerned; and
- 3) The value of any benefits received for such consultancy or retainership.



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- C) ⁵Sponsorships by a vendor or supplier of BMW Group SA for the benefit of a BMW Group SA TES Contractor or their family member.

(Please specify how you are related)

Source of the Assistance/Sponsorship

Description of the Assistance/Sponsorship

Value of Assistance/Sponsorship

⁵TES Contractors are required to disclose the following information with regards to **sponsorships**:

- 1) The source and description of financial sponsorship or assistance; and
- 2) The value of sponsorship or assistance.

Family member is defined as per the HR policy which includes TES Contractor's;

- 1) child/adopted child
- 2) spouse or life partner,
- 3) parents, adoptive parents, parents-in law
- 4) brothers, sisters,
- 5) grandparents or grandchildren.



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D) Related Parties:

Relationships with BMW Group SA ⁶Vendor, ⁷Competitor and/or ⁸TES Contractor or Associate

Name of BMW Group SA Vendor, Competitor and/or TES Contractor or Associate

Please provide a brief description of the nature/extent of the relationship with a BMW Group SA Vendor, Competitor and/or TES Contractor or Associate

⁶TES Contractors are required to disclose relationships that they may have with potential or actual BMW Group SA vendors.

⁷TES Contractors are required to disclose the relationships that they, their family members or their friends may have with competitors of BMW Group SA.

⁸TES Contractors are required to disclose personal workplace relationships such as being in a supervisory, subordinate or control relationship (e.g., having influence over conditions of employment) with closely related persons; being involved in any hiring decision regarding closely related persons, incl. internal/external hiring and internal transfers.

E) Other:

Please provide a brief explanation



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SECTION 3: APPLICANT / EMPLOYEE DECLARATION

Time spent during office hours:

I hereby declare that I will not spend any time during normal office hours to attend to the aforesaid interests (if any) and understand that any contravention hereof may lead to termination of my services for BMW Group SA. I hereby confirm that I will not use the resources or facilities of the BMW Group SA for conducting any private work.

Interest in Contracts with the BMW Group SA:

I hereby confirm that where the aforesaid Company / Close Corporation / Undertaking may have, or subsequently entered into a business relationship with the BMW Group SA, I shall have no personal involvement in any negotiations between such Company / Close Corporation / Undertaking and the BMW Group SA and confirm furthermore that I shall disclose my interest in any such dealings at the earliest opportunity.

I also confirm that where I may be in doubt as to whether I have/may have a personal interest or not, I shall consult my employer.

I hereby confirm that all the information supplied by me above is true and correct.

(Only hand signature or digital signature allowed. Please do not use the Adobe signatures)

Name & Surname

Date

Signature

SECTION 4: TES Provider Confirmation

I have reviewed the declaration and in my opinion the details provided: (tick appropriate box)

☐ do constitute an actual, potential or perceived conflict of interest (please provide a detailed action plan in the comments below*).



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☐ do not constitute a conflict of interest (explain why in the comments below*).

*Comments

Name & Surname

Date

Position

Signature

SECTION 5: ADDITIONAL APPROVALS ARE REQUIRED BY BMW GROUP SA.

SIGNATORY (Manager)
(Please state position held and comment)

☐ Approved

☐ Not Approved

Comments

Name & Surname

Date

Position

Department

Signature

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ADDITIONAL SIGNATORY (for escalated matters) (Please state position held and comment)	
☐ Approved	☐ Not Approved
Comments:	
Name & Surname	Date
Position	
Department	
Signature	