



BTTAD REGISTER OF BUSINESS/PERSONAL INTEREST REGULATIONS

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1. There shall be a register of Business/Personal Interests in which shall be recorded all business/personal interests of specified Members and other persons which may in any way affect their activities in the BTTAD.
2. Personal will be defined as being interests in any matter which involves family or partner.
3. Persons required to disclose their interests for inclusion in the Register are – Officers, other members of National Committee, Members of Committees (for the purposes of this regulation “Committees” include panels, working parties and similar bodies unless excluded by resolution of National Committee but does not include the Appeal Panel), Such officials as the National Committee shall designate, Such other Members as National Committee shall from time to time decide, Such non-Members engaged on the BTTAD’s business as National Committee shall from time to time decide
4. Any person liable to disclose his/her interests for inclusion in the Register shall have an entry in the Register; if there are no interests to disclose, he./she shall certify accordingly and the entry shall show “None”
5. 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 him/her or, if requested by him/her, destroyed
6. The Register shall consist of one completed BTTAD Form REGISTER OF BUSINESS/PERSONAL INTEREST (form BTTAD RBPI) for each person coming within Regulation 3 signed by the person to whom it relates
7. Form BTTAD RBPI shall contain provision for recording the information prescribed in the contents to BTTAD Form REGISTER OF BUSINESS/PERSONAL INTEREST given at the end of these regulations
8. The Register shall be the responsibility of the BTTAD Secretary and shall be kept by that person.
9. Every page of the Register shall be authenticated by the BTTAD Secretary.

10. It shall be the responsibility of the BTTAD Secretary to notify the BTTAD Chairman and other relevant colleagues (eg sub group chairs) of any change made in the Register (whether new entry, alteration or deletion) as soon as is practicable after the change has been made
11. The information in the Register shall not be stored on computer
12. The Register shall be made available for inspection at every meeting of the National Committee by any person to whom this document applies
13. 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 apart from the Secretary.
14. Any person to whom Regulation 13 applies may obtain a photocopy of his or her entry from the BTTAD Secretary

Contents of BTTAD Form **REGISTER OF BUSINESS/PERSONAL INTEREST**

- (1) forenames and surnames in full
- (2) contact details – address, phone, email
- (3) status or position in BTTAD
- (4) occupation
- (5) business interests
- (6) personal interests
- (7) business interests of any close relation (e.g.: spouse. Domestic partner, child, parent, sibling)
- (8) signature of the person registering
- (9) date on which form signed by person registering

Please complete and return a hard copy to the BTTAD secretary
Mike Smith, 207 Glenfield Road, Leicester, LE3 6DL

BUSINESS INTEREST

forenames and surnames in full	SURNAME	
	FORENAMES	
contact details	ADDRESS	
	Postcode	
	PHONE	Home Work Mob
	EMAIL	
status or position in BTTAD		
occupation		
Business interests if none write NONE		
Business interests of any close relation (e.g.: spouse. Domestic partner, child, parent, sibling eg spouse : interest if none write NONE		
signature of the person registering		
date on which form signed by person registering		

**Please complete and return a hard copy to the BTTAD secretary
Mike Smith, 207 Glenfield Road, Leicester, LE3 6DL**

PERSONAL INTERESTS

forenames and surnames in full	SURNAME	
	FORENAMES	
contact details	ADDRESS	
	Postcode	
	PHONE	Home Work Mob
	EMAIL	
status or position in BTTAD		
occupation		
Personal interests if none write NONE		
Business interests of any close relation (e.g.: spouse, Domestic partner, child, parent, sibling eg spouse : interest if none write NONE		
signature of the person registering		
date on which form signed by person registering		