

Date: [Insert Date]

To: The Board of Directors
[Company Name]
[Company Address]

Subject: Disclosure of Related Party Transactions

Dear Board of Directors,

In accordance with [Insert Applicable Law/Regulation/Company Policy], I, the undersigned, being a shareholder of [Company Name] (the "Company"), hereby disclose the following transactions or interests involving myself and the Company or its subsidiaries.

1. Shareholder Details:

- Name: [Full Name of Shareholder]
- Capacity: [e.g., Major Shareholder/Director-Shareholder]
- Percentage of Ownership: [Insert %]

2. Description of Transactions:

Nature of Transaction	Relationship to Shareholder	Estimated Value/Amount	Terms and Conditions
[e.g., Lease Agreement]	[e.g., Entity owned by Shareholder]	[Insert Amount]	[e.g., Market Rate, 5-year term]
[e.g., Loan/Service Contract]	[e.g., Immediate Family Member]	[Insert Amount]	[Insert Details]

3. Declaration:

I hereby certify that the information provided above is true and complete to the best of my knowledge. I agree to notify the Company immediately of any changes to these interests or any new related party transactions that may arise.

I further confirm that these transactions have been/will be conducted on an arm's length basis and do not conflict with the interests of the Company.

Sincerely,

[Signature of Shareholder]

[Print Name]