

Date: [Insert Date]

To:

[Company Name]

[Department/Procurement Office]

[Company Address]

Subject: Declaration of Related Party Transactions

Dear [Name of Contact Person/Management],

In connection with our business relationship with [Company Name], we, [Vendor/Company Name], hereby declare the following regarding Related Party Transactions:

1. Declaration Status (Please check one):

☐ **NO RELATED PARTY RELATIONSHIP:** We certify that neither [Vendor/Company Name] nor its directors, key management personnel, or substantial shareholders have any relationship (family, financial, or ownership) with any employee, director, or officer of [Company Name].

☐ **RELATED PARTY RELATIONSHIP EXISTS:** We disclose that the following relationships exist between our organization and [Company Name]:

Name of Related Person/Entity	Position at [Company Name]	Nature of Relationship
[Insert Name]	[Insert Position]	[e.g., Family Member / Shareholder]

2. Conflict of Interest

We confirm that any potential conflict of interest arising from the above-mentioned relationships has been disclosed, and we undertake to ensure that all transactions are conducted on an arm's length basis and under normal commercial terms.

3. Commitment

We agree to notify [Company Name] immediately in writing should there be any changes to the information provided in this declaration.

Authorized Signatory:

Signature: _____

Full Name: [Name of Authorized Representative]

Title/Position: [Insert Title]

Company Stamp/Seal: