



### Confidential Disclosure Form

**CRA Employee** (for use where there is no access to ESS)

**Candidate** (complete sections 1, 2 and 5)

Employee's name:		Candidate's name:	
Group/level:	PRI:	Email Address:	
Position/Title:		Telephone number:	
Division/Branch/Region:		Staffing process requisition number:	

The personal information provided in this document is confidential and is protected under the provisions of the **Privacy Act**. The **Directive on conflict of interest, gifts and hospitality, and post-employment** is a condition of employment at the Canada Revenue Agency (CRA). The information you provide in the disclosure is collected for the purposes of ensuring compliance and maintaining information about conflict of interest.

You likely have a wide range of private interests, and participate in many activities. It is essential that these interests and activities not affect, or be perceived to affect, an employee's ability to perform their CRA duties in an objective and neutral way.

CRA employees are held to a high standard of conduct because their official duties have an impact on the interests of all Canadians. **The requirement to identify and disclose particular private interests, outside activities, post-employment, and any prohibited and reportable gifts does not necessarily mean that a conflict of interest will be found to exist.** The responsible **delegated manager** will review the information disclosed, and will make a determination on the matter. This disclosure will be assessed and managed in complete confidence.

**Note:**

To ensure that the delegated manager has all the information he/she will need to make an informed decision, please provide any additional information relevant to this confidential disclosure. This includes any written agreement, letter/correspondence, current work description, blind trust arrangement, and any other document relevant to your disclosure.

**1. Private interests**

See **What to include in a confidential disclosure form**

- publicly traded securities of corporations and foreign governments, self-administered or self-directed Registered Retirement Savings Plans (RRSP) or Registered Education Savings Plans (RESP), or other similar investment instruments that are composed of these securities, where these securities are held directly and not through units in mutual funds;
- interests in partnerships, proprietorships, joint ventures, private companies or family businesses (including those that own or control shares of public companies or that do business with the CRA or the government of Canada);
- commercially operated farm businesses;
- real property that is not for your private use (e.g., investment property, rental property, including a property rented to a family member);
- commodities, futures, and foreign currencies held or traded for speculative purposes;
- secured or unsecured loans granted to persons other than to members of your immediate family;
- assets placed in trust or resulting from an estate of which you are a beneficiary;
- direct and contingent liabilities in respect of any of the assets described in this section; and
- any other assets or liabilities that give rise to a real, apparent, or potential conflict of interest due to the particular nature of your duties or the non-public information to which you have access, including assets or liabilities that would otherwise not have to be disclosed.

Do you have any of these private interests?

Yes       No

If **yes**, please provide **details** in the box below.

Description of private interest:

## 2. Outside activities or employment

See [What to include in a confidential disclosure form](#)

Do you participate in any paid or unpaid activities or employment outside of the CRA? This includes, but is not limited to, part-time employment, volunteer activities, and seasonal work.

**Note:**

If you are considering participating in activities to support or oppose a candidate or political party at the federal, provincial, territorial or municipal level, make an informed decision by accessing the [Public Service of Canada website](#) and it's [Political Activities Self-Assessment Tool](#).

Yes       No

If **yes**, please select your activities or employment from the list below and provide details in the box underneath, including your **role/position title**, the **name of the organization**, and a **description of your responsibilities**. To add more than one item, please click on "Add" button.

Type of activity

Description of outside activity:

**Sections 3 and 4 apply to CRA employees only (Candidates: go to section 5 to complete the form).**

## 3. Gifts, hospitality, and other benefits

See [What you need to know about gifts, hospitality, and other benefits](#)

In your current role at the CRA and within the last 12 months, have you received or been offered any prohibited or reportable gift, hospitality, or other benefit (that have not been previously disclosed)?

Yes       No

If **yes**, please provide details in the box below, including a **general description**, the **estimated value**, and the name of the **person/organization** that gave or offered it to you.

Description of gift:

## 4. Post-employment

See [What you need to know about post-employment](#)

Are you **leaving the CRA** (i.e.: retiring, resigning) to work for another employer, or to pursue self-employment? If yes, you are required to **disclose** your new job (including self-employment) to your delegated manager. If you are a member of the **executive (EX) group**, you are also required to **disclose any job offer**.

Have you accepted employment outside of the CRA or the public service of Canada, including self-employment?

For members of the **Executive (EX) group**, have you **received** or **accepted** an offer of employment outside of the CRA or the public service of Canada?

Yes       No

If **yes**, please provide details in the box below, including the **name and address of the organization**, the **role/position** that has been offered or accepted and a **description of the duties/responsibilities**.

Description of post-employment:

**5. Declaration**

I, \_\_\_\_\_, declare that, to the best of my knowledge, this statement of private interests, outside activities/employment, reporting of gifts and post-employment is complete and accurate. I certify that I have read the *Directive on conflict of interest, gifts and hospitality, and post-employment* and am aware that compliance with this document is a condition of employment.

Date \_\_\_\_\_

Signature \_\_\_\_\_

**Delegated Manager's decision**

- No conflict appears to exist     Conflict mitigated/managed     Other

Rationale

\_\_\_\_\_  
Delegated Manager's name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature