

[Date]

To: The Board of Directors

[Company Name]

[Company Address]

Subject: Annual Key Person Compliance Declaration

Dear Board of Directors,

I, [Key Person Name], in my capacity as [Job Title/Position], hereby submit this compliance declaration for the period ending [Date].

In accordance with the company's governance policies and regulatory requirements, I confirm the following:

- **Adherence to Policies:** I have read, understood, and complied with all internal policies, including the Code of Conduct and Conflict of Interest Policy.
- **Conflict of Interest:** I have disclosed all existing or potential conflicts of interest to the Board and confirm that no undisclosed conflicts exist at this time.
- **Regulatory Compliance:** To the best of my knowledge, my actions and decisions on behalf of the company have remained in full compliance with all applicable laws and regulations.
- **Confidentiality:** I have maintained the confidentiality of all sensitive corporate information and have not disclosed proprietary data to unauthorized third parties.
- **Change in Status:** I have reported any material changes in my professional or legal status that could impact my role as a Key Person.

I acknowledge my ongoing responsibility to uphold the standards of the company and to notify the Board immediately should any breach of compliance occur.

Sincerely,

[Signature]

[Printed Name]

[Title]