



Office of the Ethics Commissioner of Alberta

Notice of Material Change Form

2018

Section 11 of the Conflicts of Interest Act reads:

11(2) A Member shall, within 30 days after the occurrence of any material changes to the information contained in a current disclosure statement, file with the Ethics Commissioner an amending disclosure statement in the form provided by the Ethics Commissioner setting out the changes.

The Conflicts of Interest Act does not define what constitutes a material change and the discretion to determine that rests solely with the Ethics Commissioner. Generally speaking, any change in an asset over \$10,000 is considered a material change, as is any change in your direct associates. However, that is not absolute as it depends on each person's circumstances, position, holdings and relationships.

If you are ever unsure if a change to your circumstances, assets, liabilities, or relationships is material or not, you should contact the Office of the Ethics Commissioner immediately.

You can submit the information pertaining to any change to your personal affairs via email to disclosure@ethicscommissioner.ab.ca or you can provide the information below and submit it to our office in person or by fax.

Please describe the change to your personal affairs below:

Signed

Date