FEDERATION INTERNATIONALE DE L'AUTOMOBILE

DISCLOSURE OF INTERESTS FORM

FAQ AND USER GUIDE

DOES THIS CONCERN ME?

This concerns all FIA Parties performing a duty for the FIA. The FIA Parties are defined in the preamble to the FIA Code of Ethics as: *"FIA and each of its Members, the FIA Administration, the officials appointed by the FIA within its Championships and any persons or organisation belonging in any official capacity whatsoever to FIA or to one of its Members."*

Thus, this concerns you if you are an FIA Official, an FIA Consultant, a member of the FIA Administration or a member of one of the Bodies (or Commissions) of the FIA (see appendix, given as an indication).

IS IT AN OBLIGATION?

In the case where the duties are performed for the FIA, it is the responsibility of the FIA Parties concerned to declare their interests using the "FIA Disclosure of Interests Form".

WHAT IF I DO NOT TAKE THIS OBLIGATION INTO ACCOUNT?

The FIA Parties must provide complete and accurate information. Failure to provide disclosure, to update such information in a timely manner or to provide complete information constitutes a **breach of the FIA Code of Ethics**.

WHAT ARE THE POSSIBLE CONSEQUENCES OF A BREACH OF THE FIA CODE OF ETHICS?

A breach of the FIA Code of Ethics can entail the initiation of disciplinary proceedings before the FIA International Tribunal.

WHY IMPLEMENT A DISCLOSURE OF INTERESTS PROCEDURE?

This procedure was established for the sake of transparency and the protection of the FIA Parties.

WHAT ARE THE INTERESTS TO BE DISCLOSED?

Any relationships or matters that may affect, or might be perceived as affecting, your independence carrying out your obligations for the FIA. In case of doubt with regard to the nature of an interest, please disclose it on the form. The non-disclosure of an interest shall constitute a breach of the Code of Ethics, whereas there are no consequences to declaring an interest which, in actual fact, is not one. Please note that the Secretariat of the Ethics Committee is not entitled to provide advice as to the interests which should be disclosed.

WHAT IS A CONFLICT OF INTERESTS?

Conflicts of interest arise if one of the FIA Parties has, or appears to have, private or personal interests that detract from his ability to perform his duties with integrity in an independent and purposeful manner. Private and personal interests include gaining any possible advantage for himself, his immediate family or any person with whom he has a close professional or private relationship.

WHEN SHOULD MY DISCLOSURE FORM BE UPDATED?

The FIA Parties have the ongoing obligation to update their form each time their circumstances change. Failure to update such information in a timely manner or to provide complete information constitutes **a breach of the FIA Code of Ethics**. Using your login and password, reconnect to your form and use the **function "New disclosure as copy"** to save you from having to fill in again those fields previously completed.

WHO SHOULD I CONTACT IN CASE OF TECHNICAL DIFFICULTIES?

Do not hesitate to contact the helpdesk: helpdesk@fia.com.

WHAT HAPPENS TO MY DISCLOSURE FORM ONCE IT HAS BEEN COMPLETED?

The FIA has agreed to establish and maintain a Register of interests for all FIA Parties. It is the FIA Legal Department's responsibility to maintain the Register for the purposes of the FIA Code of Ethics / Ethics Committee. The completed Register will be retained by the Secretariat of the Ethics Committee for a limited period. The Register should not be considered as a substitute for declaring an interest at meetings.

WHO HAS ACCESS TO MY DATA?

The 6 members of the Ethics Committee and the 2 members of the Secretariat of the Ethics Committee only. Of course, you can access your data at any time.

IS THIS ELECTRONIC SYSTEM SECURE?

In order to protect your data, the system used by the FIA is secure and partitioned. Even the IT Department and the helpdesk are not authorised to access the data contained in your form.

REGISTRATION PROCEDURE

https://disclosureform.fia.com

STEP 1: Identify yourself.



- ***To obtain a password***: create your profile by clicking on the first link proposed.

Creation of the user account:
- a 1st email including **a link to be activated** to confirm the creation of your user account will be sent to you within 5 minutes.
- a 2nd email containing **the login and password** of the account to be used is then sent to you, also within 5 minutes.

Your "user name" generally corresponds to your email address.
If you have already accessed a secure FIA platform (private area, Championship entries, etc.), it is the same account. If you are a member of the FIA Administration, the account is the same as the one used for Intranet.

- ***Forgot password***: click on the second link. **Important**: your email address and your password are inseparable! Keep the latter safe.

STEP 2: Open a form.

- If you are completing a form for the 1st time, click on "New disclosure"
- If you are making an update of data that has already been saved, click on "New disclosure as copy"

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STEP 3: Complete your form.

Select the language of your choice at any time:

FIA Ethics Committee
Disclosure of Interests form

Français

Save as draft | Validate | Close | Export to PDF

⇒ ***If your are interrupted, save a draft to keep the fields you have already filled in.***

⇒ ***The email address which you will indicate below is the one which will be used by the Ethics Committee if necessary. In your interest, choose an email address corresponding to a mailbox that only you are able to consult.***

⇒ ***All the fields in red or marked with an asterisk are mandatory.***

GENERAL INFORMATION

Title	-	Lastname*	
Email adress*		Firstname*	
Email adress confirmation*		Country	-
		Prefered language	English

⇒ ***Confirm you have read Article 2.4 of the Code of Ethics by ticking the box. The Code of Ethics is available in its entirety at www.fia.com***

CLAUSE

Article 2.4 of the FIA Code of Ethics "*The FIA Parties shall endeavour to avoid any conflict of interest. Conflicts of interest arise if one of the FIA Parties has, or appears to have, private or personal interests that detract from his ability to perform his duties with integrity in an independent and purposeful manner. Private or personal interests include gaining any possible advantage for himself, his family, relatives, friends and acquaintances. The FIA Parties may not perform their duties in cases with an existing or potential conflict of interest. Any such conflict should be immediately disclosed and notified in writing to the organisation for which the FIA Party performs his duties. If an objection is made concerning an existing or potential conflict of interest, it should be reported immediately to the organisation for which the FIA Party performs his duties.*"

Please note that "FIA Parties" are defined in the preamble to the FIA Code of Ethics as "FIA and each of its Members, the FIA Administration, the officials appointed by the FIA within its Championships and any persons or organisation belonging in any capacity whatsoever to FIA or to one of its Members".

☐ I have read and understood Article 2.4 of the FIA Code of Ethics*

⇒ ***Select in each menu the answer that corresponds to you. If you belong to several entities, bring up an additional line by clicking on " + ".***

POSITION WITHIN THE FIA

	Entity*	Function*	Date of appointment*	FIA Member Club/Organisation which submitted my application or to which I belong*
# 1				

⇒ *If you have no interest to declare, tick the relevant box. Otherwise, complete the fields. If you have several interests to declare, bring up an additional line by clicking on " + ".*

PLEASE GIVE DETAILS OF ANY INTERESTS THAT MAY DETRACT FROM YOUR ABILITY TO PERFORM YOUR DUTIES TO THE FIA WITH INTEGRITY

☐ NO INTEREST

	Details of interest*	Date interest commenced*	Date interest ceased *(leave empty if ongoing)*	Any further information you consider relevant	Status*
# 1		01 January 2000			○ Paid ○ Unpaid

MORE

Are there any other relationships or matters not disclosed above that might be perceived as affecting your independence carrying out your obligations under FIA?*

○ Yes ◉ No

⇒ *Before finishing, tick each of the three boxes after reading the corresponding declarations.*

DECLARATION

☐ I have read and understood* the FIA Code of Ethics available at www.fia.comand certify that the information provided above is, to the best of my knowledge, complete and accurate and fully reflects any existing or potential conflicts of interest as defined in Article 2.4 of the Code.

☐ I also understand* that I have a responsibility to update the above information as often as necessary should my circumstances change and to provide the FIA Ethics Committee with any information it may request and that failure to provide disclosure,failure to timely update such information or failure to provide complete and accurate information is a breach of the FIA Code of Ethics and may result in action being taken against me.

☐ I further understand* that this disclosure form is not a substitute for declaring an interest at meetings.

DATA PROTECTION

The information given on this form is mandatory. It is data-processed in order to enable the FIA Parties, in the case where duties are performed for the FIA, to declare any private or personal interests that could detract from their ability to perform their duties with integrity and in an independent and purposeful manner. The recipients of this information are the FIA Ethics Committee and a very limited number of persons belonging to the FIA legal department. The person responsible for the data processing is Mr Pierre KETTERER, FIA Head of "Regulatory, Governance & Legal Corporate Affairs".

In accordance with the Swiss Federal law on data protection (LPD) of 19 June 1992, you have the right to access or modify your personal information. Should you wish to exercise this right and obtain the details pertaining to you, please contact the FIA Legal Department, legal@fia.com.

⇒ ***Go back to the top of the form and validate. Confirmation will be sent to you by email. To obtain a copy, export a PDF format of your form beforehand. The FIA Ethics Committee will only contact you if it requires further details. Do not forget to bring your disclosure form up to date each time your situation changes. The button "New disclosure as copy" will facilitate the update.***

Thank you.

APPENDIX

You are obliged to disclose your interests if you are an FIA Official, an FIA Consultant, a member of the FIA Administration or a **member of one of the Bodies (or Commissions) of the FIA** (see non-exhaustive list below, given as an indication).

Action for Environment Task Force
AIT/FIA Customs Council (CC)
Anti-Doping Disciplinary Committee (ADC)
ASN Development Task Force
Audit Committee
Circuits Commission
Closed Road Commission
Cross-Country Rally Commission
Drag Racing Commission
Drivers' Commission
Electric and New Energy Championships Commission
Endurance Commission
Ethics Committee
FIA Mobility's Policy Commission (MPC)
FIA Mobility's Programmes Committee (ProCom)
FIA Mobility's Services Commission (MSC)
Formula One Commission
Formula One Strategy Group
Founding Members' Club
Grand Touring Car Commission
Hill Climb Commission
Historic Motor Sport Commission
Homologation Regulations Commission
International Court of Appeal (ICA)
International Historical Commission (CHI)
International Karting Commission (CIK)
International Tribunal (IT)
Land Speed Records Commission
Manufacturers' Commission (and its Sporting Committee)
Medical Commission
Nominations Committee
Off-Road Commission
Rally Commission
Region I (Automobile Mobility and Tourism)
Region II (Automobile Mobility and Tourism)
Region III (Automobile Mobility and Tourism)
Region IV (Automobile Mobility and Tourism)
Safety Commission
Senate
Single-Seater Commission
Sport Funding Review Commission
Therapeutic Use Exemption Committee (TUEC)
Touring Car Commission
Truck Racing Commission
Volunteers and Officials Commission
Women in Motor Sport Commission
World Council for Automobile Mobility and Tourism (WCAMT)
World Motor Sport Council (WMSC)
World Rally Championship Commission