



DISCLOSURE OF INTERESTS FORM

FAQ AND USER GUIDE

1/ FREQUENTLY ASKED QUESTIONS

DOES THIS CONCERN ME?

This concerns all FIA Parties performing a duty for the FIA. The FIA Parties are defined in Article 18.2 of the FIA Statutes and in the third paragraph of the preamble to the FIA Code of Ethics as: *"The FIA and each of its Members, the FIA Administration (employees), the officials and delegates appointed by the FIA within its Championships, the FIA consultants 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 employee, an Official appointed for an FIA Championship (stewards, race director, clerk of the course, scrutineers, technical delegates and secretary of the event), an FIA Consultant, 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". All FIA Parties performing a mission for the FIA, whether or not they have an interest, must complete this 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.

2/ USER GUIDE

Please go to: <https://disclosureform.fia.com>

STEP 1 Identify yourself

➤ **To obtain a password:** create an account by clicking on the first link proposed.

- a 1st email including **a link to be activated** will be sent to you within 5 minutes.
- a 2nd email containing **the login and password** 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 (e.g. private area of the FIA website), it is the same account. If you are an FIA employee, 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 wish to confirm that your form is still valid, click on **"Renew without update"**
- If you wish to update your form, click on **"Renew with update"**

New disclosure

Renew without update

Renew with update

STEP 3 Complete your form

Select the language of your choice at any time (either English or French).

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

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

GENERAL INFORMATION
The email address which you will indicate in this section 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.
CLAUSE
Do not forget to confirm you have read Article 2.2 of the Code of Ethics by ticking the box. The Code of Ethics is available in its entirety at www.fia.com .
POSITION WITHIN THE FIA
Select in each menu the answer that corresponds to you. If you belong to several entities, 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
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 "+".
DECLARATION
Before finishing, tick each of the three boxes after reading the corresponding declarations.

Once you have finished, please click on "validate".

A 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, using the "**Renew with update**" button.

Thank you.

APPENDIX

You are obliged to disclose your interests if you are an FIA Official or delegate (see Article 2.2.4.a of the FIA Code of Ethics), an FIA Consultant, a member of the FIA Administration (employee) 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 (WRC)