

Dear Colleague,

In terms of the University's Policy on Disclosure of Interests, Policy on Private Remunerative Work and Policy on Gifts, which govern the potential conflict of interest and the practice of private work or gifts received by UKZN employees, each and every member of staff is required to annually complete and submit a declaration of financial interest and private work undertaken or disclose gifts received, as guided by the policies. The declaration process has been revised in an attempt to remove the administrative burden placed on those having to manage the process, as well as providing our employees with a solution that is more efficient and effective when having to respond to the requirements of the policies implemented.

We are therefore pleased to inform you that a solution that meets UKZN needs has been finalised and this process will be done electronically. The system known as the "Register of Interests" or "RI" was piloted with a small group towards the end of November 2012. A few lessons were learnt from the exercise; and the system consequently received further refinements to render it more user-friendly and responsive to the prescripts of the policies. At this stage we wish to embark on the next phase of the implementation process by inviting you to submit your declaration on or before the 31 July 2013.

You will soon receive an e-mail with address RegisterInterest@ukzn.ac.za requesting you to follow the link to the RI website where your declarations need be submitted. This email will also contain your initial password for the system. The RI system is a secure website and all security measures have been implemented to ensure your information is kept strictly confidential and that information is not kept for longer than is necessary. The data is not accessible to anyone without full or proper authorisation. The system is designed to comply with the draft legislation contained in the Protection of Personal Information Bill.

In order to complete your financial declaration online you may need the following information ready for submission:

- Full names and identity numbers of all your family members.
Note: According to the UKZN Policy on Disclosure of Interests, a family member is regarded as a spouse or partner, parent, sibling, child or any blood relative.
- Company registration numbers and registered names of all companies of which you are a director and or a member / shareholder. This excludes shareholding in listed/public companies.
- Close Corporation registration numbers and registered names of all close corporations of which you are a member.
- Details of remunerated work you perform or have performed outside of UKZN. If relevant, you will also need to provide for the details of the UKZN person that authorised this, and the date on which such authorisation was obtained.
- Gifts (that have a value in excess of R1000) received from suppliers, students or third parties with whom the employee or University has a professional relationship must be declared/recorded in the UKZN Register of Interests within 10 days of receipt. The onus to declare lies with the employee or associated person concerned.
- Details of all entities in which you have a financial interest which have transacted UKZN.

OFFICE OF THE REGISTRAR

Telephone: +27 (0) 31 260 8005 Facsimile: +27 (0) 31 260 7824 Email: registrar@ukzn.ac.za Website: www.ukzn.ac.za



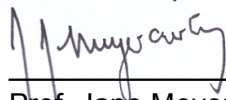
Founding Campuses:  Edgewood  Howard College  Medical School  Pietermaritzburg  Westville

Important Notes:

- We welcome your feedback on how the system could be improved or any errors received while using the system. Please forward your feedback to the following e-mail RegisterInterest@ukzn.ac.za
- A helpdesk will be available during office hours to assist you with the completion of your declaration. The details of the helpdesk can be found on the RI website.
- Should you have any questions relating to the UKZN Register of Interests or the UKZN policies in support of the process, you may also contact Mr Njabulo Zuma Zuman@ukzn.ac.za

Thank you for your commitment and dedication to the University

Yours sincerely,

A handwritten signature in blue ink, appearing to read 'Jane Meyerowitz', is written over a horizontal line.

Prof Jane Meyerowitz
Registrar