



## Confidential Disclosure Form

### Part A. Instructions

This Confidential Disclosure Form is intended for CRA employees **who do not have access to the Employee Self-Service**, incoming Interchange participants, and individuals considering firm offers of employment by the CRA.

**CRA employees and Interchange participants:** complete all applicable sections and send the completed form to the Values and Ethics Office ([NATVEOBVEG@cra-arc.gc.ca](mailto:NATVEOBVEG@cra-arc.gc.ca)) for its assignment to the appropriate Delegated Manager.

**Individuals considering firm offers of employment:** complete sections 1, 2, and 5. Send the completed form to the Delegated Manager (DM) of the section who made the offer. Your CRA point of contact can provide you with the name and coordinates of the DM.

### Part B. Disclosure requirements overview

Canada Revenue Agency (CRA) employees likely have a wide range of private interests, participate in many activities outside of the CRA, are offered or receive gifts in the course of their duties, or even have post-employment plans. Public servants and CRA employees are held to a high standard of conduct because their official duties have an impact on the interests of all Canadians. As such, it is essential that these interests, outside activities and employment, gifts, and post-employment plans not affect, or be perceived to affect, the integrity of the CRA as well as an employee's ability to perform their CRA duties in an objective and neutral way.

As per the Directive on Conflict of Interest, to prevent and manage real, apparent, or potential conflicts of interest, CRA employees are required to disclose particular private interests, outside activities and employment, any gifts, hospitality, and other benefits received in relation to their duties at the CRA, and post-employment. The requirement to disclose does not necessarily mean that a conflict of interest will be found to exist. The responsible [delegated manager](#) will review the information disclosed, and will make a determination on the matter. This disclosure will be assessed and managed in complete confidence.

**Note:**

To ensure that the delegated manager has all the information they will need to make an informed decision, please provide any additional information relevant to this confidential disclosure. This includes any written agreement, letter/correspondence, current work description, blind trust arrangement, and any other document relevant to your disclosure.

For more information on the obligations of CRA employees under the Directive, please click [here](#).

### Part C. Confidential Disclosure

**Status**

- CRA employee
  Incoming Interchange candidate
  Individual considering firm employment

Name:	Group/level:	PRI (if applicable):
Email Address:	Position/Title:	
Telephone number:	Division/Branch/Region:	

### 1. Private interests, assets, liabilities, and relationships

**You are required to disclose the following:**

- Publicly traded securities of corporations and foreign governments, and self-administered or self-directed Registered Retirement Savings Plans (RRSP), Registered Education Savings Plans (RESP), Tax-Free Savings Accounts (TFSA), or other similar investment instruments that are composed of these securities, where you are making investment decisions on individual and personal investments;
- Interests in partnerships, proprietorships, joint ventures, private companies, or personal/family businesses (including those that own or control shares of public companies or that do business with the CRA or the government of Canada);
- Commercially operated farm businesses;
- Real property that is not for your private use (for example: investment property, rental property, including a property rented to a friend or family member);
- Commodities, futures, foreign currencies, and cryptocurrencies held or traded for speculative purposes;
- Secured or unsecured loans granted to persons other than to members of your immediate family;
- Assets placed in trust or resulting from an estate of which you are a beneficiary;
- Direct and contingent liabilities in respect of any of the assets described in this section; and
- Any other assets, liabilities, or relationships that could give rise to a real, apparent, or potential conflict of interest due to the particular nature of your duties or the non-public information to which you have access, including assets or liabilities that would otherwise not have to be disclosed.

Do you have any of these private interests, assets, liabilities, and relationships?

- Yes
  No

If yes, please **provide a description** of private interest, assets, liabilities, and relationships:

## 2. Outside activities or employment

Do you participate in any paid or unpaid activities or employment outside of the CRA? This includes, but is not limited to, self-employment, part-time employment, volunteer positions, non-candidacy political activities, and seasonal work.

**Note:**

If you are considering participating in activities to support or oppose a candidate or political party at the federal, provincial, territorial or municipal level, make an informed decision by accessing the [Public Service of Canada website](#) and its [Political Activities Self-Assessment Tool](#).

Yes  No

If **yes**, please select your activities or employment from the list below and provide details under the description section below, including your **role/position title**, the **name of the organization**, and a **description of your responsibilities**. If applicable, you must specify if your role includes preparing, signing or filing any CRA documentation, or any other activities related to your duties.

To add more than one item, please click on the "Add" button below.

Type of activity:

Description of the outside activity and employment:

**Sections 3 and 4 apply to CRA employees only (Candidates: go to section 5 to complete the form).**

## 3. Gifts, hospitality, and other benefits

Here is a list of gifts, hospitality, and other benefits that must be disclosed:

- cash, gift cards, or gratuities in any amount;
- goods or services (or reduced prices for them) in exchange for favours;
- free or discounted tickets to entertainment or sporting events;
- alcohol, cannabis, cigarettes, or related goods;
- incidental gifts (value  $\geq$ \$25) such as mugs, pens, calendars, promotional materials, and perishable items like flowers or chocolates;
- a gift or hospitality for work related to CRA's business interests and objectives (value  $\geq$ \$25) (e.g. a meal, a leather folder given to a presenter/speaker as an honorarium, or a commemorative stamp from a foreign delegation visiting the CRA);
- frequent or recurring gift, hospitality, or benefit (even if the value of each occurrence is  $\leq$ \$25);
- honoraria;
- door prizes received at conferences and other events attended as part of your CRA duties;
- travel-related benefits; or
- anything prohibited by Canadian Law.

In the last 12 months, have you received or been offered in the course of your CRA duties any gifts, hospitality, or other benefits (that have not already been disclosed)?

Yes  No

If yes, please provide a description of the gift, including the following details:

- the date it was offered or received:
- the name of the person/organization who gave or offered it to you and your relationship with them:
- the circumstances under which it was offered/received:
- a general description and the estimated value:
- what you did (refused/returned, accepted and shared, accepted and kept):

Description of gift:

**4. Post-employment**

**All CRA employees:** If you are leaving the CRA, have you accepted employment outside of the CRA or the public service of Canada, including self-employment?

**Members of the Executives (EX) group only:** Have you **received** or **accepted** any firm offers of employment outside of the CRA or the public service of Canada, including self-employment?

Yes       No

If **yes**, please provide a description of your post-employment, including the **name and address of the organization**, the **role/position** that has been offered or accepted, and a **description of the duties/responsibilities**.

Description of post-employment:

**5. Declaration**

I, \_\_\_\_\_, declare that, to the best of my knowledge, this statement of private interests, outside activities/employment, reporting of gifts and post-employment is complete and accurate. I certify that I have read the Directive on Conflict of Interest and I am aware that compliance with this corporate policy instrument is a condition of employment.

Date \_\_\_\_\_ Signature \_\_\_\_\_

**Part D. Delegated Manager's decision****Decision**

No conflict appears to exist       Conflict mitigated/managed       Other

Rationale

\_\_\_\_\_  
Delegated Manager's name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

**Part E. Privacy Notice**

Personal information is collected under the authority of the Canada Revenue Agency Act, and will be used for making determinations on, and resolving situations of, real, apparent, or potential conflicts of interest. To the extent authorized by law, your information may also be used for the administration of human resources activities and may be shared with, or verified by, internal parties. Failure to disclose the information required by the Directive on Conflict of Interest may result in corrective measures, including administrative and disciplinary actions.

Refer to Standard Personal Information Bank PSE 915 at [canada.ca/cra-info-source](http://canada.ca/cra-info-source). Under the [Privacy Act](#), individuals have a right of protection, access to and correction or notation of their personal information and to file a complaint with the Privacy Commissioner of Canada regarding our handling of their information.