

# Related Party Transaction Disclosure

---

## 1. Basic Information

**Reporting Entity:** [Company Name]

**Reporting Period:** [Start Date] to [End Date]

**Date of Disclosure:** [Disclosure Date]

## 2. Nature of Relationship

**Related Party Name:** [Related Party Name]

**Nature of Relationship:** [e.g., Subsidiary, Associate, Key Management]

**Description:** [Brief description of relationship]

## 3. Details of Transaction(s)

**Type of Transaction:** [e.g., Sale, Purchase, Loan]

**Transaction Amount:** [Amount]

**Terms and Conditions:** [Summary of significant terms]

**Outstanding Balances:** [Amounts due to/from related party]

**Settlement:** [Cash/Non-cash/Other]

## 4. Approval & Compliance

**Approval Obtained From:** [e.g., Board of Directors, Audit Committee]

**Compliance Reference:** [Relevant regulations/standards]

---

### Important Notes:

- Ensure all related party transactions are conducted at arm's length and in accordance with applicable laws and policies.
- Complete disclosures are required to maintain transparency & avoid potential conflicts of interest.
- Supporting documentation should be maintained for audit and regulatory review.
- Regularly review and update disclosures to reflect any changes in relationships or transactions.