

**Form A: Annual Disclosure Statement and Undertaking for  
Directors, Officers, and Senior Employees of the Corporation**

(collectively, sometimes referred to in this Form A as “Employee”)

To: The Victoria Airport Authority and \_\_\_\_\_ (Nominating  
Body if applicable).

I, \_\_\_\_\_, being an officer, senior employee  
or member of the board of the Victoria Airport Authority (the “Corporation”), state  
and declare:

1. I have read, and understand the Code of Conduct of the Corporation, a copy of  
which is attached to this Form A, and I hereby declare to continue to undertake  
to conform to, and be bound by, such code.
2. If I am a member of the Board of Directors of the Corporation, I have also read  
and continue to understand my responsibilities as a member of the Board as  
outlined in Policy #103 – Director’s Responsibilities, a copy of which is attached  
to this Form A, and I hereby declare I continue to undertake to conform to, and  
be bound by, such responsibilities.
3. A direct and indirect conflict with my duty as an Employee of the Corporation  
may arise because:
  - a) I hold the following offices (appointed or elected):
  - b) I or a trustee or nominee on my behalf, own or possess, directly or indirectly,  
the following interests, including employment and professional interests,  
whereby directly or indirectly, a duty or interest might be created in conflict  
with my duty or interest as an Employee of the Corporation:
4. The nature of any conflicting office, duty or interest referred to in clause 3 is:

5. In addition to any company referred to or listed in clause 3, following is a list of every company in which I, or a trustee or nominee on my behalf, directly or indirectly, hold 10% or more of the ownership interest, including without limitation, issued shares of a corporation.
6. Name of Company and nature of business carried on:
7. Following are brief particulars as to my present employment and my primary sources of income (*do not disclose amounts*):
8. Following is a list of each affiliate (as defined in the *Canada Business Corporations Act*) known to me of a company listed in clauses 3(b), 5 and 6 of this Statement:

Name of company, name of affiliate, and nature of affiliate's business.

9. In addition to the offices listed above, following is a list of every company of which I am an officer or director:

Name of company and positions held:

I hereby state that all of the foregoing statements are true and correct to the best of my knowledge as of \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed:

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Witness