



Division of Cemeteries

New York State
Department of State
DIVISION OF CEMETERIES
One Commerce Plaza
99 Washington Avenue
Albany, NY 12231-0001
Telephone: (518) 474-6226
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SCHEDULE C: RELATED PARTY TRANSACTIONS

Provide the name(s) of the related party or related parties involved in any aspect of this application:
First Name and Last Name or Company Name

Describe how these people are "related parties" (for example, if the contractor providing the cement work is the cemetery's President's sister, explain that):

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Attach:

- a. The cemetery's conflict of interest policy, *and*
- b. The most recent conflict of interest disclosures each officer, director, and key person has filed.
- c. Board minutes of the discussions and approvals of the related party transaction. These minutes must show:
 - i. the related parties did not participate in the discussion of the transaction;
 - ii. the board considered alternatives to using the related party;
 - iii. an explanation of why the transaction was approved (in other words, why did the cemetery decide to do business with the related party); and
 - iv. the related party did not participate in debate or vote.

The Not-for-Profit Corporation Law provides some exceptions for the rules on related party transactions. For purposes of this application, if any of the cemetery's officers, directors, or key person would be related parties, but you believe one of the exceptions applies, provide a written explanation of why there is an exception.