



REPORT ON GIFTS/ADVANTAGES RECEIVED

Part A - To be completed by Receiving Staff

To : (Direct Manager/Approving Authority)

Person/Company Offering Gift/ Advantage:

Name & Title : _____

Company : _____

Relationship (Business / Personal) : _____

Occasion on which the Gift/ Advantage was/is to be received :

Description & (assessed) value of the Gift/ Advantage:

Suggested Method of Disposal :

Remark:

- Retain by the Receiving Staff _____
- Retain for Display / as a Souvenir in the Office _____
- Share among the Office _____
- Reserve as Lucky Draw Prize at Staff Function _____
- Donate to a Charitable Organization _____
- Return to Offeror _____
- Others (please specify) : _____

Name of Receiving Staff :

Title & Department :

Date :

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**Part B - To be completed by Direct Manager/Approving Authority**

To : (Name of Receiving Staff)

The recommended method of disposal is *\*approved / not approved*. \*The gift/advantage concerned should be disposed of by way of : \_\_\_\_\_

\_\_\_\_\_  
Name of Approving Authority :

Title & Department :

Date :

*\*Delete as appropriate*