



Gift, Entertainment & Hospitality Declaration Form

If you have received or wish to declare gift, entertainment & hospitality, please complete the form. All staff should conduct themselves with integrity, impartiality and honesty at all times and should maintain high standards of propriety and professionalism in completing the form.

DETAILS OF EMPLOYEE RECEIVING GIFT / ENTERTAINMENT / HOSPITALITY

Name		Staff No	
Designation / Department		Date of Declaration	
DESCRIPTION			
Description of Gift / Entertainment/ Hospitality		No. of Person	
Date of Gift / Entertainment / Hospitality Received		Estimated value	RM
Purpose of the offer			
Person / Organisation providing the Gift / Entertainment			
Relationship (or future relationship)			
Signature		Has this person made other offer(s) previously	Yes / No

ACTION TAKEN

Integrity & Governance Department	<input type="checkbox"/> Nominated to charity <input type="checkbox"/> Surrendered to related authority Comment (if any): Head of Integrity & Governance Date:
Group President / Chief Executive Officer	<input type="checkbox"/> Acknowledgement Comment (if any): Group President / Chief Executive Officer Date: