

Gifts and Benefits Declaration Form



For Gift(s) or Benefit(s) RECEIVED / PROVIDED by BOUSTEAD GROUP PERSONNEL

**Please tick the applicable box below:*

	Receiving gift(s)	Providing gift(s)
DETAILS OF GIFT(S) AND BENEFIT(S) RECEIPT		
Name		
Designation		
Department		
Company		
Contact	Telephone no.:	Email:
DETAILS OF DONOR / PROVIDER		
Name and position		
Name of organisation		
DETAILS OF GIFT(S) OR BENEFIT(S) RECEIVED / PROVIDED:		
Date received / provided:		
Description of the gift(s) or benefit(s)		
Nature and circumstance of gift(s) or benefit(s) received / provided		
Estimated value of gift(s) or benefit(s)		
Please tick 'Yes' or 'No':		
a) Was the gift(s) or benefit(s) offered during official duties?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
b) Was the gift(s) or benefit(s) offered related to tender, contracts or negotiations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
VERIFICATION BY GROUP INTEGRITY AND GOVERNANCE (GIG)		
Name		
Date received		
Designation		
Decision to allow, retain, reject or transfer gift(s) or benefit(s) received	<input type="checkbox"/> Accept / allow gift(s) or benefit(s) <input type="checkbox"/> Becomes company's property <input type="checkbox"/> Return gift(s) or benefit(s) <input type="checkbox"/> Donate	
Signature	Date:	
GIFT RETURN ACKNOWLEDGEMENT (IF APPLICABLE)		
Received by:	(Name)	
Signature:	Date:	

*PLEASE SUBMIT THE COMPLETED FORM AND A PHOTO OF THE GIFT OR BENEFIT RECEIVED/PROVIDED TO GIG AT BOUSTEAD.GIG@BOUSTEAD.COM.MY