



Request for Approval of Offering Gifts

A Personal Particulars

Name :

Staff Number :

Designation :

Department :

Email :

B Description of Gifts

Type of gift :

Estimated Value :

Date to Offer :

Offering To :

Relationship :

Reason for Offering Gift :

Other Details (if any) :



C **DECLARATION**

I declare that all information given above are true.

Signature	:	_____
Name	:	_____
Staff Number	:	_____
Date	:	_____

D **Decision by HOD/HOG/CEO/BOD Chairman**

Approved.

Not approved.

Comment by the approver:

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Signature	:	_____
Name	:	_____
Designation	:	_____
Date	:	_____