



## Request for Approval of Receiving Gifts

### A Personal Particulars

Name :

Staff Number :

Designation :

Department :

Email :

### B Description of Gifts

Type of gift :

Estimated Value :

Date Received :

Received From :

Relationship :

Reason for Receiving 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. The employee is permitted to keep the gift(s).
- Approved. The gift(s) shall be kept by the department or company.
- Not approved. The gift(s) shall be returned back.

Comment by the approver:

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