

(Company Name)

**REPORT ON GIFTS RECEIVED****Part A – To be completed by Receiving Staff**To : The Human Resources Manager

Description of Offeror :

*Name & Title of Offeror :* \_\_\_\_\_*Company :* \_\_\_\_\_*Relationship (Business / Personal) :* \_\_\_\_\_Occasion on which the Gift  
Was / is to be Received :

Description &amp; (Assessed) Value of the Gift :

**Suggested Method of Disposal :****Remark** Retained by the Receiving Staff Retained 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) : \_\_\_\_\_

(Date)

\_\_\_\_\_  
(Name of Receiving Staff)  
(Title)**Part B – To be completed by Approving Authority**To : (Name of Receiving Staff)The recommended method of disposal is *\*approved / not approved.* \*The gift(s) concerned should be disposed of by way of : \_\_\_\_\_

(Date)

\_\_\_\_\_  
The Human Resources Manager*\* Please delete as appropriate*

