

APPENDIX 1

Gift & Entertainment Declaration Form			
If you have received or wish to declare a gift or an entertainment, please complete the form. All staff should conduct themselves with integrity, impartially and honestly at all times and should maintain high standards of propriety and professionalism in completing the form.			
DETAILS OF EMPLOYEE RECEIVING GIFT / ENTERTAINMENT			
Name			
Designation/ Department		Date of Declaration	
DESCRIPTION			
Description of Gift / Entertainment		No. of Person	
Date of Gift / Entertainment Received		Estimated Value	RM
Purpose of the offer			
Person / Organisation providing the Gift / Entertainment			
Relationship for future relationship			
Signature		Has this person made other offer(s) previously	Yes/No
ACTION TAKEN			
<input type="checkbox"/> Nominated to charity <input type="checkbox"/> Surrendered to related authority Comment (if any): Chairman of Integrity Management Committee Date:			
<input type="checkbox"/> Acknowledgement Comment (if any): Chief Executive Officer			