

**GIFTS AND HOSPITALITY DISCLOSURE FORM**

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| **Recipient Details: -** |
| Employee Name |  |
| **Gifts/Hospitality Provider Details: -** |
| Provider Name or Organisation |  |
| Contact Name |  |
| Address |  |
| Email Address & phone number |  |
| Relationship to Recipient |  |
| **Details of Gifts/Hospitality: -**  |
| Brief description of Gifts/Hospitality |
| Reason |
| Date received  | Estimated value | Location where provided |
| Action taken when Gifts/Hospitality received |
| **Audit and Approval: -** |
| Gift/Hospitality approved | YES | NO |
| Name of Approver |
| Position of Approver | Date |