



• Passion With Perfection • Engineers With Dreams •

Gift and Entertainment Declaration Form	Form No.	ABAC-F-02	Effective	01-May-2021
	Rev No.	R00	Total Page(s)	1 of 2

GIFT AND ENTERTAINMENT DECLARATION FORM

Name:		Position:	
Relevant Project Code:		Report Date:	

No	Item	Description
1.	Date Offered	
2.	Offered to (Name, Position, Department)	
3.	Offered By	<input type="checkbox"/> Organization <input type="checkbox"/> Individual
4.	Person providing the gift/ entertainment (Name, Position, Department, Company)	
5.	Type of Organization	<input type="checkbox"/> Supplier <input type="checkbox"/> Prospective Tenderer <input type="checkbox"/> Industry Stakeholder <input type="checkbox"/> Not-for-profit Stakeholder <input type="checkbox"/> Others: _____
6.	Description of gift/ entertainment	
7.	Reason gift/ entertainment was offered	
8.	Estimated value of gift/ entertainment	RM
9.	Estimated cumulative value of gift/ entertainment offered by this source (individual or organization) in the last 12 months	<input type="checkbox"/> First time offer <input type="checkbox"/> Previous offer(s) received from this source (individual or organization) in the last 12 months
10.	The gift/ entertainment was	<input type="checkbox"/> Declined <input type="checkbox"/> Accepted without prior approval <input type="checkbox"/> Accepted with prior approval

Signature of employee:

I confirm that the information I have provided is true and correct.

Name:
Position:

Date:

Signature of Senior Management:

I have noted the contents of the above declaration.

Name:
Position:

Date:



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For Senior Management use:

- a) Remedial Action: Any remedial action to be taken.
- b) Accepted Gifts: If the gift was accepted.
- c) How Senior Management will use or dispose of the gift in accordance with the policy and supporting procedures;
 - i. If the gift (or its proceeds) is being donated, details of the organization receiving the donation.
 - ii. Signature (dated) of the person(s) authorising these decisions, including their name and title/position no.

No	Item	Description
Remedial Action:		
1	Remedial action undertaken (list details):	
Accepted Gifts:		
1	List how the Management will use or dispose of the gift in accordance with the policy and supporting procedures.	
2	If the gift (or its proceeds) is being donated, details of the organization receiving the donation.	

Signature of Senior Management:

I have authorized these decisions.

 Name:
 Position:

Date: