



**GIFTS DECLARATION FORM**  
**APPLICATION FOR AUTHORIZATION**  
**ACCEPTANCES OF GIFTS UNDER KPRJ CODE OF ETHICS**

**ATTENTION: This form must be completed in 2 copies. It must be submitted for approval together with the gifts**

**A. PERSONAL DETAILS**

Name (Receiver) : .....

I/C No. : .....

Position : .....

Department / Business Unit : .....

Place of Duty : .....

.....

.....

*(Notes: Attach a list of official duties or Job Descriptions).*

**B. INFORMATION ON GIFTS, HOSPITALITY, DONATIONS AND SIMILAR BENEFITS**

Type : .....

.....

Value (Estimated) : .....

Date received : .....

Giver and address : .....

.....

.....

Relationship with giver : .....

.....

Purpose of gifts : .....

.....

Other information, if any : .....

(Such as employee views about the gift, whether employees wish for such gifts or the like)

**C. DECLARATION**

I, .....declare that the particulars given above are true.

Date: .....

(Signature)

**D. REVIEW OF HEAD OF DEPARTMENT / BUSINESS UNIT, IF NECESSARY:**

.....  
.....  
.....

Date : .....

(Signature)

Name : .....

Position : .....

**E. CONFIRMATION (HEAD OF DEPARTMENT / BUSINESS UNIT)**

I, as Head of the Department / Business Unit, after considering the acceptance of the above gifts, made the following decisions: -

- Allow receiver to receive the gift for himself / herself.
- Return gift to the giver by Head of Department.
- Gift will be kept in the Department.
- Others, please state.....

[Please tick for any suitable action]

Date: .....

(Signature)

Name : .....

Position : .....

\*HOD means Head of Department / Business Unit or Other higher Authority as per LDAT