**Gifts Declaration Form**

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| **Declaration made by recipient of a reportable gift offer** |
| 1. **Date offered**: |
| Offered to: [insert name and position title] |
| 1. **Offered by:** Organisation or Individual Stakeholder |
| Name and title of person making offer: |
| Type of organisation: (e.g. supplier, prospective tenderer, industry stakeholder with commercial interest, not-for-profit stakeholder, etc.) |
| Reason gift was offered: |
| 1. **Description of gift**: |
| 1. **Estimated value of gift: $** |
| **First time offer** OR **previous offer(s)** received from this source (individual or organisation) in the last 12 months |
| Estimated cumulative value of gifts offered by this source (individual or organisation) in the last 12 months: $ …….. |
| Do you believe that the gift may be of cultural, historic or other significance? Yes No |
| The gift offer was: **declined** OR **accepted on behalf of the Authority** |
| 1. **Prohibited?** **Accepted or declined?**   The gift offer was: declined OR accepted **on behalf of the Authority** |
| **Comments (if any):** |
| If the gift was accepted, are you applying for **transfer** of ownership to yourself in the public interest? Yes No |
| **Signature of board member or employee**:  I confirm that the information l have provided is true and correct.  Name:  Title  Signature: Date: |

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| **Noted by ‘responsible person’ (as authorised delegate):**  **Noted** I have noted the contents of the above declaration.  Name:  Title  Signature: Date: |

*Office use:*

**A. Gifts register**:confirmation that the register has been updated.

**B. Remedial action**:any remedial action to be taken (e.g. letter to frequent offer or about policy requirements).

**C. Accepted gifts**: if the gift was accepted:

(i) how the Authority will use or dispose of the gift in accordance with the policy and supporting procedures;

(ii) if the gift (or its proceeds) are being donated, details of the organisation receiving the donation; and

(iii) signature (dated) of the person(s) authorising these decisions, including their name and title/position no.

**D. Assets register**: confirmation that, if applicable, the assets register has been updated

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| **Gifts Register updated**: |
| Updated |
| Signature: |
| Name: |
| Role: |
| Date: |

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| **Remedial action**: |
| Remedial action undertaken (list details): |
| Signature: |
| Name: |
| Role: |
| Date: |

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| **Accepted Gifts**: |
| 1. List how the Authority will use or dispose of the gift in accordance with the policy and supporting procedures below: |
| 1. if the gift (or its proceeds) are being donated, details of the organisation receiving the donation; and |
| 1. signature (dated) of the person(s) authorising these decisions, including their name and title/position no |
| Signature: |
| Name: |
| Role: |
| Date: |

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| **Assets Register updated (if applicable):** |
| **Not applicable** OR **Updated** |
| Signature: |
| Name: |
| Role: |
| Date: |