

For office use only
 Ref:
 (i.e. LEG 1/2013)

Gifts and Hospitality Declaration.

GIFT/HOSPITALITY REGISTER	
Name and Extension number of the recipient:	Department:
Date of Offer	
Description of gift or hospitality and approximate value	
Donor of the gift or hospitality	
Accepted or Refused	
Reason for Acceptance or Refusal and the benefit to the Authority where accepted.	
For Acceptance of Gift or Hospitality, Authorisation Signature.	

Please complete the above form and get the relevant Authorising Officer to sign the document if the gift or hospitality is being accepted. Once signed (or if being refused – without the signature) please scan the form and email to the Legal Support Officer – Rebecca Rowley.

Please forward THIS original form to the Legal Support Officer also.