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To: Deputy Directors-General, Chief Directors, Directors, Deputy Directors, and Chief Education Specialists

Short summary: *This circular introduces the Policy on the Acceptance of Gifts by Office-based Officials of the Western Cape Education Department.*

Subject: Policy on the Acceptance of Gifts by Office-based Officials of the Western Cape Education Department

1. The Policy on the Acceptance of Gifts by Office-based Officials of the Western Cape Education Department applies to all office-based officials of the Western Cape Education Department.
2. A copy of the policy is attached, together with the following annexures:
 - 2.1 Frequently Asked Questions (attached hereto as Annexure A);
 - 2.2 Gift Register (attached hereto as Annexure B);
 - 2.3 Form for the Declaration of Gifts valued at no more than R350,00 (attached hereto as Annexure C1);
 - 2.4 Form for the Declaration of Gifts valued at more than R350,00 (attached hereto as Annexure C2);
 - 2.5 Record of Declaration of Gift Forms (attached hereto as Annexure D).
3. Directors are kindly requested to bring the content of this circular and the attached policy to the attention of all office-based officials.

SIGNED: B WALTERS
HEAD: EDUCATION
DATE: 2022-11-23