

DECLARATION OF GIFTS VALUED AT NOT MORE THAN R350,00**Purpose**

Financial Year 20.../...(1) Ref no:

The purpose of this disclosure form is to ensure that details of gifts received are recorded in the Gift Register, in accordance with the Policy on the Acceptance of Gifts by Office-based Officials and Office-based Educators, and that they are noted by the Provincial Minister responsible for Education or Head of Department or his or her delegated authority.

Employee's details

Name	
PERSAL number	
Identity number	
Designation	
Directorate	
Sub directorate	
Component	

Details of donor and gift

Date received	
Name of donor, or contact person in case of a company	
Contact details (address and telephone number)	
Nature of gift received	
Estimated value	

Relationship between the donor and the recipient	
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I hereby declare that the requirements of the Policy on the Acceptance of Gifts by Office-based Officials and Office-based Educators have been met.

Employee's signature: _____

Name in print: _____

Date: _____

Designated official

Receipt of gift noted in accordance with the Policy on the Acceptance of Gifts by Office-based Officials and Office-based Educators.

Signature: _____

Name in print: _____

Designation: _____

Date: _____

Note: Details of the gift must be recorded in the Gift Register. Both the declaration form and the gift register must be available for inspection and auditing purposes.