

**DECLARATION OF GIFTS VALUED AT NOT MORE THAN R500,00****Purpose**

<b>Financial Year 20.../...(1)</b> <b>Ref no:</b>
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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 Public Service and Educator Officials of the Western Cape Education Department, 2024.

**Employee's details**

<b>Name</b>	
<b>PERSAL number</b>	
<b>Identity number</b>	
<b>Designation</b>	
<b>Directorate</b>	
<b>Sub directorate</b>	
<b>Component</b>	

**Details of donor and gift**

<b>Date received</b>	
<b>Name of donor, or contact person in case of a company</b>	
<b>Contact details (address and telephone number)</b>	
<b>Nature of gift received</b>	
<b>Estimated value</b>	
<b>Relationship between the donor and the recipient</b>	

**I hereby declare that the requirements of the Policy on the Acceptance of Gifts by Office-based Public Service and Educator Officials of the Western Cape Education Department, 2024 have been met.**

Employee's signature: \_\_\_\_\_

Name in print: \_\_\_\_\_

Date: \_\_\_\_\_

**Designated official:**

**Receipt of gift is noted in accordance with the Policy on the Acceptance of Gifts by Office-based Public Service and Educator Officials of the Western Cape Education Department, 2024.**

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.***