

DECLARATION OF GIFT VALUED AT MORE THAN R500,00

Financial Year 20..../....(2)
Ref. No.:

Purpose

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

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	

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 supported 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.

Comments:

Signature: _____

Name in print: _____

Designation: _____

Date: _____

Designated official:

Receipt of gift is approved / not approved 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.

Comments:

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.