



**GIFT, HOSPITALITY,
ENTERTAINMENT & TRAVEL
("GHET")
DECLARATION FORM**

Form B

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QSB/IGU/03/03/02-B

Ver. 1

***For GHET value RM1,000 and above.**

Please complete the details below to the best of your knowledge:

Details of Gift, Hospitality, Entertainment & Travel ("GHET") Offered				
Date of Offer	DD / MM / YYYY		Estimated/Actual Value	RM
Name of Offeror				
Designation			Organisation	
Relationship with QSB				
Type of GHET	<input type="checkbox"/> Gift	<input type="checkbox"/> Hospitality	<input type="checkbox"/> Entertainment	<input type="checkbox"/> Travel (incl. Accommodation)
Description of GHET				
Reason for Offer				
Additional information on GHET				
Cumulative offer(s) from the same individual and/or organisation	<input type="checkbox"/> First time offer			
	<input type="checkbox"/> Previous offers to same Recipient in the current fiscal year. No. of offers accepted: _____ Total estimated cumulative value of offers: RM _____			
	<input type="checkbox"/> Previous offers to others in QSB in the current fiscal year. No. of offers accepted: _____ Total estimated cumulative value of offers: RM _____			
The context and/or circumstance where the GHET was offered.	<input type="checkbox"/> Public	<input type="checkbox"/> Private		
The GHET was unsolicited.	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
The GHET is related to a recognised personal/professional occasion.	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
The GHET is of a personal nature, tailored specifically to Recipient's preference.	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
The GHET Offerer is currently undergoing procurement process with QSB.	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
The GHET Offeror is currently in a contractual relationship with QSB.	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
The GHET Offerer has a personal relationship with the Recipient and/or with Recipient's immediate family.	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
The GHET Offerer has not been involved in any controversial, unethical, or illegal activities that could harm QSB's reputation.	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
There is no explicit expectation of reciprocity from the GHET Offeror.	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
The Recipient has previously declined GHET from the same GHET Offeror.	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Acceptance of GHET will create any actual or perceived conflict of interest.	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Acceptance of GHET will bring Recipient, QSB and/or Board into disrepute.	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Acceptance of GHET will not inadvertently disclose any confidential or sensitive information to external parties.	<input type="checkbox"/> Yes	<input type="checkbox"/> No		
Decision on GHET by Recipient				
<input type="checkbox"/> Declined by Recipient.	<input type="checkbox"/> Accepted by Recipient.			
<input type="checkbox"/> Transferred to Company. Please provide details of transfer:				



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Declaration by Recipient

I hereby confirm that the information I have provided above are true and correct.

Signature		Date	
Full name			
NRIC		Staff ID	
Designation		Department	

For Integrity & Governance Unit use

Registry of GHET		Acknowledgement by IGU	
Comments		Signature	
		Name	
		Designation	
Reference	QSB/IGU/03/03/02-B/ YY-XXX	Date	

Recommendation from IGU

<input type="checkbox"/> To be returned to Offeror.		<input type="checkbox"/> To be returned to Recipient.	
Date		Date	
Details		Details	
<input type="checkbox"/> For Company use or exhibit.		<input type="checkbox"/> For equitable distribution among staff.	
Date		Date	
Department		Details	
Asset ID		Department	
<input type="checkbox"/> For charitable donation.		<input type="checkbox"/> Others.	
Date		Date	
Details		Details	

For Approval Authority use

GHET Value: Between RM1,000 – RM5,000:
Approval Authority DGCEO/GCEO Above RM5,000:
BIGC

Action for GHET transferred to Company	Approval by	
<input type="checkbox"/> To be returned to Offeror.	Comments	
<input type="checkbox"/> To be returned to Recipient.		
<input type="checkbox"/> For Company use or exhibit.		
<input type="checkbox"/> For equitable distribution among staff.	Signature	
<input type="checkbox"/> For charitable donation. Charity name:		
<input type="checkbox"/> Other. Please state:	Designation	
	Date	