


	<b>GIFT, HOSPITALITY, ENTERTAINMENT &amp; TRAVEL ("GHET") DECLARATION FORM</b>	<b>Form B</b>	Page 1 of 2
		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)	<input type="checkbox"/> Others: _____
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	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 Department	
Asset ID			
<input type="checkbox"/> For charitable donation.		<input type="checkbox"/> Others.	
Date		Date	
Details		Details	

For Approval Authority use			
GHET Value: Approval Authority	<input type="checkbox"/> Between RM1,000 – RM5,000: DGCEO/GCEO	<input type="checkbox"/> 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:		Name	
<input type="checkbox"/> Other. Please state:		Designation	
		Date	