ASIAN SUPPLY BASE SDN BHD
INTEGRITY AND GOVERNANCE UNIT (IGU)

GIFT REGISTER FORM

STAFF DETAILS

a. Name : .....

b. NRIC No. : .....

c. Designation / Grade : .....

d. Department : .....

e. Contact Number Office : ..... Mobile : .....

f. Email Address : .....

GIVER DETAILS (Recipient's Use)

a. Name : .....

b. Company Name : .....

c. Designation : .....

d. Department : .....

e. Contact Number : Office : ..... Mobile : .....

GIFT DETAILS (Recipient's Use)

a. Types of Gift ☐ Cash : RM .....

☐ Other item(s): Please specify value (approximately)

.....

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b. Date of Receipt : .....

c. Reason for Giving the Gift : .....

d. Relation to Asian Supply Base Sdn. Bhd. : .....

INTERNAL USE

Decision to be made:

Accepted with conditions :-

☐ Donate the gift to the charity
☐ Hold it for departmental display
☐ Share with other employees in the department
☐ Permit it to retained by the employee

Rejected ☐

Date: .....

.....
Head of Department / Chief of Division /
Chief Executive Officer

Note: Once this Declaration Form has been completed, kindly submit a copy to Integrity & Governance Unit for record purposes.