



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 item and value (approximately)**
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- b. Date of Receipt :
- c. Reason for Giving the Gift :
- d. Relation to Asian Supply Base Sdn. Bhd. :

****Please attach a picture of the gift you received together with this form.**

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:

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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