

Gift and hospitality registration form

A gift, hospitality or benefit under this policy is something that has a monetary value or worth, or other advantage or privilege derived as a result of a business-related relationship connected with the University.

Staff member details

Given name(s)

Family name

Department

Details of the declaration of gift

Type of Gift(s) received: (e.g Items, Sporting or cultural event ticket(s), Conference, Summit or Symposium ticket(s), Travel (Domestic or International), Accommodation)

Provide the name of the individual and/or company that provided the gift(s):

Note the details and nature of the relationship between the University and the individual and/or company providing the gift, the circumstances surrounding the provision of the gift (where will the event be held and/or how the gift will be utilised)

Value (or estimated value) of gift(s)

Detailed description of gift(s)

Is there a known, perceived or potential Declaration of interest in accepting the gift(s)?

Staff Member's Declaration (required)

Any employee or associate who intends to accept a gift valued at IDR 1M or greater must complete this form and seek appropriate approval (as outlined in the gifts and hospitality policy) I declare that the information contained on this form is true and correct and that I have disclosed all relevant information to the best of my knowledge.

Staff member's signature

Date

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This registration is not valid unless it is signed and dated by the staff member.

Please sign the registration form and it will be recorded in a Gift Register maintained by the University

Contact the DLI Office of the Rector for more information

The information collected on this form will be used by Deakin Lancaster University Indonesia for the primary purpose of registering your gift

The University's privacy policy may be viewed at <https://www.dli.ac.id/policies-procedures/>