

Template for gift/hospitality registers

1. Declaration submitted by (name/role, department or section):
2. Date of declaration:
3. Gift/hospitality offered by – name and organisation:
4. Proposed recipient(s) – name and organisation:
5. Date of gift/hospitality:
6. Description (including estimated value):
7. Circumstances/purpose, including relationship/future relationship between the parties involved:
8. For gifts/hospitality offered to those employed by or appointed to act on behalf of the University: *Accepted/declined* (note brief reasons for the latter)
9. For gifts/hospitality to foreign government officials, politicians or political parties: *I confirm that the Registrar & Secretary / Director of Finance has been notified.*
- 10: Location of gifts retained by the University: