

Appendix 4B

Report of Gifts/Souvenirs Received

Part A – To be completed by Receiving Athlete

To: \* [Secretary of Board of Directors/Department Head]

Part B – To be completed by \*the Secretary of Board of Directors/Department Head

The recommended method of disposal is \*approved/not approved.

\*The gift/souvenir(s) concerned should be disposed of by way of:

\* Secretary of Board of Directors/Department Head

Full Name: \_\_\_\_\_

Date: \_\_\_\_\_

\* Please delete as appropriate

Description of Offeror:

Name and title of Offeror:

Company:

Relationship (business/personal):

Occasion on which the gift was/is to be received:

Description of the gift:

Estimated value of the gift:  below HK\$[x]  HK\$[x] – [x]  over HK\$[x]

Suggested Method of Disposal: Remark

- Retain by the Recipient
- Retain for Display as a Souvenir in the Office
- Share among the Office
- Reserve as Lucky Draw Prize at a Staff Function
- Donate to another Charitable Organization
- Return to Offeror
- Others (please specify) :

Name of Receiving Athlete:

Title:

Date: