**GIFTS LOG FORM**

**RECEIPT OF GIFT/HAMPER FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Date of Receipt** | **Name & Address of Sender** | **Name & Department of Receiver** | **Signature of Receiver** | **Remarks** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |
| 6. |  |  |  |  |  |

Note: Hampers and Gifts that remain uncollected are to be returned to the sender or be sent to a welfare centre.

**GIFTS LOG FORM**

**RECEIPT OF GIFT/HAMPER FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Date of Receipt** | **Name & Address of Sender** | **Name & Department of Receiver** | **Signature of Receiver** | **Remarks** |
| 7. |  |  |  |  |  |
| 8. |  |  |  |  |  |
| 9. |  |  |  |  |  |
| 10. |  |  |  |  |  |
| 11. |  |  |  |  |  |
| 12. |  |  |  |  |  |

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**GIFTS LOG FORM**

**RECEIPT OF GIFT/HAMPER FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Date of Receipt** | **Name & Address of Sender** | **Name & Department of Receiver** | **Signature of Receiver** | **Remarks** |
| 13. |  |  |  |  |  |
| 14. |  |  |  |  |  |
| 15. |  |  |  |  |  |
| 16. |  |  |  |  |  |
| 17. |  |  |  |  |  |
| 18. |  |  |  |  |  |

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**GIFTS LOG FORM**

**RECEIPT OF GIFT/HAMPER FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Date of Receipt** | **Name & Address of Sender** | **Name & Department of Receiver** | **Signature of Receiver** | **Remarks** |
| 19. |  |  |  |  |  |
| 20. |  |  |  |  |  |
| 21. |  |  |  |  |  |
| 22. |  |  |  |  |  |
| 23. |  |  |  |  |  |
| 24. |  |  |  |  |  |

Note: Hampers and Gifts that remain uncollected are to be returned to the sender or be sent to a welfare centre.

**GIFTS LOG FORM**

**RECEIPT OF GIFT/HAMPER FORM**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Date of Receipt** | **Name & Address of Sender** | **Name & Department of Receiver** | **Signature of Receiver** | **Remarks** |
| 25. |  |  |  |  |  |
| 26. |  |  |  |  |  |
| 27. |  |  |  |  |  |
| 28. |  |  |  |  |  |
| 29. |  |  |  |  |  |
| 30. |  |  |  |  |  |

Note: Hampers and Gifts that remain uncollected are to be returned to the sender or be sent to a welfare centre.

**CONTROL LOG FOR UNCOLLECTED GIFTS/HAMPERS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Date of Receipt at TNB Location** | **Date of Collection by Charitable Organisation** | **Name of Collecting Charitable Organisation Representative** | **Signature of Collecting Charitable Organisation Representative** |
| 1. |  |  |  |  |
| 2. |  |  |  |  |
| 3. |  |  |  |  |
| 4. |  |  |  |  |
| 5. |  |  |  |  |
| 6. |  |  |  |  |
| 7. |  |  |  |  |
| 8. |  |  |  |  |
| 9. |  |  |  |  |
| 10. |  |  |  |  |
| 11. |  |  |  |  |
| 12. |  |  |  |  |

**CONTROL LOG FOR UNCOLLECTED GIFTS/HAMPERS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Date of Receipt at TNB Location** | **Date of Collection by Charitable Organisation** | **Name of Collecting Charitable Organisation Representative** | **Signature of Collecting Charitable Organisation Representative** |
| 13. |  |  |  |  |
| 14. |  |  |  |  |
| 15. |  |  |  |  |
| 16. |  |  |  |  |
| 17. |  |  |  |  |
| 18. |  |  |  |  |
| 19. |  |  |  |  |
| 20. |  |  |  |  |
| 21. |  |  |  |  |
| 22. |  |  |  |  |
| 23. |  |  |  |  |
| 24. |  |  |  |  |

**CONTROL LOG FOR UNCOLLECTED GIFTS/HAMPERS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Date of Receipt at TNB Location** | **Date of Collection by Charitable Organisation** | **Name of Collecting Charitable Organisation Representative** | **Signature of Collecting Charitable Organisation Representative** |
| 25. |  |  |  |  |
| 26. |  |  |  |  |
| 27. |  |  |  |  |
| 28. |  |  |  |  |
| 29. |  |  |  |  |
| 30. |  |  |  |  |
| 31. |  |  |  |  |
| 32. |  |  |  |  |
| 33. |  |  |  |  |
| 34. |  |  |  |  |
| 35. |  |  |  |  |
| 36. |  |  |  |  |

**FORM LETTER FOR GIFT SENDERS**

To: Gift Sender

**Re: ILSAS’s Policy on Gifts**

First of all, I, on behalf of ILSAS would like to express my thanks and gratitude to you for your gift/hamper received on date ------------------- regarding \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (amend as appropriate).

However, ILSAS’s Anti-Bribery Policy clearly states that ILSAS employees are not able to accept/send personal gifts in any shape or form, to/from any external party that may have business interests or who have any relation to formal ILSAS duties.

Therefore, ILSAS requests your co-operation to avoid sending gifts/hampers in any shape or form in the future.

Moreover, please be informed that any gifts/hampers that are received by ILSAS will be returned to you, or be given to any welfare organisations who need it more, such as old folks’ homes, orphanages, disabled persons, and other suitable parties.

We appreciate your co-operation in supporting ILSAS’s efforts to further empower good governance through practicing a culture of integrity in our business ethics and everyday operations.

Thank you.

***“BETTER LEARNING. BRIGHTER SOLUTIONS.”***

***“ILSAS PRACTICES A NO GIFT POLICY”***

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**The Recipient**

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