 **FORM FOR REGISTERING**

**GIFTS AND BENEFITS**

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| **PERSONAL INFORMATION** |  |
| **Date:** | **Your position:** |
| **Your name:** | **Your School/Department:** |
| **Your contact details:** | **Your supervisor’s name:** |
| **DETAILS OF GIFT OR BENEFIT** | |
| **Describe the Gift or Benefit you have been offered or have received** | |
| **Estimate the value of the Gift or Benefit (AUS$)** | |
| **Date you were offered or received the Gift or Benefit:**  **Was the offer / presentation accepted? YES / NO** | |
| **Name the person or entity or organization who made the offer / presentation of the Gift or Benefits?** | |
| **Have you been offered or received any Gifts or Benefits from that person/entity previously?** YES/NO  **If yes, please provide details:** | |
| **Was the Gift or Benefit offered / presented to (a) University (b) Recipient (c) Other – please identify.** | |
| **Any other relevant information** | |
| **EMPLOYEE SIGNATURE SUPERVISOR SIGNATURE**  Print name: Print name:  Date: Date: | |

**Please forward this form to the Chief Financial Officer**

By internal mail: **Room 115 E11A**

Or by facsimile: **(02) 9850 9629**

**This information will be recorded on the University’s Gifts and Benefits Register.**

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| **F For HR Use Only** |
| Entered in Register of Gifts and Benefits By:  Date:  By:  Date: |