

Form A

Serial No:

GIFT DECLARATION FORM

(To be submitted in duplicate. Attach relevant information or documentation relating to the gift)

PART I

Recipient's Name:

Recipient's designation:

National ID/Passport No:

Recipient's Employer:

Name of the donor institution:

Name and title of the presenter:

Description of the gift:

Estimated value of the gift:

Current location of the gift:

Date of receipt/issuance of the gift:

Date of declaration of the gift:

Date the gift was surrendered where applicable:

Function at which the gift was received/ issued:

Signature of declarant:

PART II – Recommendation of the Processing Officer

Retain /Surrender (strike as appropriate)

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Remarks of the Authorizing Officer

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Name and Designation of the Authorized officer

Signature and Date

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