



## Appendix C: Gift & Invitation Authorisation Form

<b>Gift &amp; Invitation Authorisation Form</b>		
<p><b>This form must be completed by the Employee who has received the Gift or Invitation. Upon completion, the form must be given to their direct Manager for their signatures and approval. The form must then be forwarded to the local HR representative.</b></p> <p><b>Incidents where it can be proven that receipt of gifts/invitations was not reported or reported more than 5 days from receipt of the gift/invitation can lead to disciplinary action including and up to termination.</b></p>		
Employee Name:		
Date of Entry:		
Date Gift/Invitation received:		
Department & Site:		
Description of Gift/Invitation:		
Estimated Value:		
Reason for Gift/Invitation:		
Name of Giver:		
<b>Approval:</b>		
Manager Signature:		Date:
Dealer Principal Signature:		Date:
<b>Administration:</b>		
Received by Senior Accountant Controlling & Reporting	Yes	No
Disclosure of Conflict of interest form completed:	Yes	No
Approval: Chief Financial Officer:		
Notes:		