



# GIFT REGISTER FORM

STATUS (PLEASE TICK ONE):  PROVIDING  RECEIVING

**PROVIDER'S DETAILS**

NAME:	CONTACT DETAILS
ADDRESS:	DATE & SIGNATURE:

**RECIPIENT'S DETAILS**

NAME:	CONTACT DETAILS
ADDRESS:	DATE & SIGNATURE:

**FOR INTERNAL USE**

**GIFT DETAILS (PLEASE TICK ONE)**

ACCEPTED  REJECTED

TYPE OF GIFT & VALUE (RM)	RELATION TO SOGDC SDN BHD
BENEFIT TO SOGDC WHEN PROVIDING/ACCEPTING GIFT?	REASON TO ACCEPT/REJECT

Attended by,

Vetted by,

Approved / Not approved

.....  
Name:  
Date:

.....  
Executive, Events  
Date:

.....  
CEO/HOD  
Date: