

Appendix 2

Form A

**The Baseball Association of Hong Kong, China
Report of Gifts Received by Employees**

Part A – To be completed by Receiving Staff

To : Approving Authority

Description of Offeror : _____
 Name & Title of Offeror : _____
 Company : _____
 Company : _____
 Relationship (Business / Personal) : _____
 Occasion on which the Gift
 Was / is to be Received : _____
 Description & (Assessed) Value of the Gift : _____

Suggested Method of Disposal :	Remark
() Retain by the Receiving Staff	_____
() Retain for Display / as a Souvenir in the Office	_____
() Share among the Office	_____
() Reserve as Lucky Draw Prize at a Staff Function	_____
() Donate to another Charitable Organisation	_____
() Return to Offeror	_____
() Others (please specify) : _____	_____

Date: _____

(Name of Receiving Staff)
(Title)

Part B – To be completed by Approving Authority

To : (Name of Receiving Staff) _____

The recommended method of disposal is *approved / not approved. *The gift(s) concerned should be disposed of by way of : _____

Date: _____

(Name of Approving Authority)
(Title)

* Please delete as appropriate