

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