

**Appendix A**

**PRE APPROVAL FOR PROVISION OF GIFTS**

If you intend to provide a gift to a client, customer, contractor or any third party connected to the CYL, you will be required to seek the prior approval of the Executive Director/Managing Director and submit this form.

Please refer to CYL's Anti-Corruption and Bribery Policy for further details.

Name..... Position.....

- **Gift to be provided (Provide brief details)**

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- **Reason for the gift**

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**Signed**..... **Dated**.....

This completed form should be sent to the Executive Director/Managing Director for prior approval. A signed copy will be returned to you.

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**For Office Use Only** : The details above will be recorded in the CYL's Record of gifts and will be annually.

**Approved**.....  
(Executive/Managing Director)

**Dated**.....