

Appendix B

RECORD OF GIFT RECEIVED BY A MEMBER OF STAFF

You should complete this form if you have received a gift in connection with your duties and responsibilities at CYL which is of significant value (over RM500).

The completed form should be returned to the Executive Director/Managing Director. The details will be recorded on a schedule and will be reviewed annually by the Executive Director and Managing Director.

Employees should refer to CYL's Anti-corruption and Bribery Policy for further details.

Name Position

- **Gift received (Provide brief details)**

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- **Value/ Anticipated Value**
- **Reason for the gift**

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Signed **Dated**

For Office Use Only : The details above will be recorded in CYL's Record of gifts and reviewed by the Executive/Managing Director annually.

Signed **Dated**
(Executive/Managing Director)