



Appendix A

DECLARATION OF GIFTS, BENEFITS AND HOSPITALITY RECEIVED

Declaration by:

I received the following Gift on:

I received the gift from:

Gift Description:

Approximate gift value:

Official valuation (if obtained):

Other information (reason gift given):

Certification by Gift Recipient

I certify that the above properly records the receipt of the Gift in accordance with –

- The Office of the Information Commissioner’s Gifts, Benefits and Hospitality Policy; and
- The Office of the Information Commissioner’s Code of Conduct

Signed:

Date:

Certification by the Information Commissioner

I have considered the nature of the gift, its value and the potential for a conflict of interest and I have determined that the recipient:

- may keep the gift
- must return the gift
- must deliver the gift to the Executive Coordinator so that the gift can be registered as property of the Office of the Information Commissioner
- must take other action, namely

A copy of this declaration has been forwarded to COO@oic.qld.gov.au so that the gift may be appropriately accounted for on the Asset Register (where necessary) and Register of Gifts, Benefits and Hospitality (where necessary).

Signed:

Date: