



dcstm

Department:
Community Safety and Transport Management
North West Provincial Government
REPUBLIC OF SOUTH AFRICA



DEPARTMENT OF COMMUNITY SAFETY AND TRANSPORT MANAGEMENT

GIFTS AND DONATION POLICY 2025/2026

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1. GLOSSARY OF TERMS

#	TERMS	DEFINITIONS
1	Accepting a Gift	To claim the gift as property by taking ownership of it.(take it home)
2	Corruption	Any conduct or behavior where a person accepts agrees or offers any gratification for him/herself or for another person where the purpose is to act dishonestly or illegally with the intention for personal gain.
3	Department	North West Department of Community Safety and Transport Management
4	Departmental Management Committee (DMC)	Refers to all executive and senior management of the Department, including any other official which the Accounting Officer may appoint or nominate to serve in this committee.
5	Ethics	Is broadly defined as well based standards of right and wrong that prescribe our rights, obligations and benefits to society. Ethics is about how we ought to live, treat others, run or manage our lives and organizations
6	Ethics Officer	Official who aligns the practices of a workplace with the stated ethics and beliefs of that workplace
7	Employee	means a person who has been appointed permanently or on fixed contract, notwithstanding that such appointment may be on probation, to a post contemplated in section 8(1)(a)of the Public Service Act, and includes a person contemplated in section(8)(b) or 8 (3)(c)of that act. Has been appointed on contract in terms of section 8(1) (c) (ii) of the Public Service Act.
8	Fraud	"the unlawful and intentional making of a misrepresentation which causes actual and or potential prejudice to another". The use of the term is in its widest

		possible meaning and is intended to include all aspects of economic crime and acts of dishonesty.
9	Gift	A thing given willingly to someone without payment; a present
10	Gratification	Pleasure, especially when gained from the satisfaction of a desire.
11	Receive a Gift	The employee acknowledge the appreciation of the one presenting the gift, by taking it.
12	Risk Management:	A systematic, proactive process to identify, evaluate and address risks on a continuous basis before such risks can have a negative impact on service delivery.
13	Risk	Any threat or event that is currently occurring or has a reasonable chance of occurring in the future, which could undermine the achievement of goals and objectives.
14	Risk Assessment	Process of risk analysis and risk evaluation.

Abbreviations	
HOD	Head of Department
MEC	Member of Executive Council
CFO	Chief Financial Officer
CSTM	Community Safety and Transport Management

2. PURPOSE OF THE POLICY

The policy intends to reduce corrupt activities relating to receiving or offering of unauthorized gratification. It provides guidance on granting of gifts, donations and sponsorships by the department (state) and receipt and acceptance of gifts, donations and sponsorships to the state.

3. POLICY OBJECTIVES

3.1 This policy will be applicable to all employees within the Department of Community Safety and Transport Management.

The aim of this policy is to:

- Give direction and directive to all employees of the Department on matters relating to acceptance and granting of gifts, donations and sponsorships to the state;
- Provide guidance on the behaviours expected in accordance with the Public Service Commission values;
- Promote transparency and avoid conflict of interest;
- Ensure fairness in the interests of employees and the Department;
- Comply with the requirements of the law relating to the prevention of corruption;
- To ensure proper disclosure of all gifts, donations and sponsorships granted and accepted by the department.

3.2 By ensuring the above is implemented, the Department will be able to:

- Allow employees, where appropriate, to accept and receive gifts provided that these gifts do not interfere with or have the potential to interfere with their responsibilities to the department, improperly influence the judgments expected of them when acting on behalf of the Department, or amount to corruption in anyway.
- Protect employees from misplaced charges of conflict of interest or corruption by providing a mechanism for the acceptance and of gifts by employees

4. SCOPE OF POLICY

This policy applies to all employees of the Department, including interns, learners, contract employees and third parties directly or indirectly having dealings with the department.

5. SOURCE OF AUTHORITY/LEGISLATIVE FRAMEWORK

5.1 Public Service Regulations, 2016

Chapter 2, (Part 1: Code of Conduct)

Ethical Conduct

Regulation 13 (h) An employee shall - not receive or accept any gift in the course and scope of his or her employment, to the cumulative value exceeding R 500 per year, unless approval is obtained from the relevant executive authority;

Regulation 13 (a) An employee shall— not receive, solicit or accept any gratification, as defined in section 1 of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No. 12 of 2004), in return for performing or not performing his or her official duties;

5.2 Prevention and Combating of Corrupt Activities Act, Act no. 12 of 2004

Section 3 of the Act contains the formulation of the **general crime of corruption**. The section reads as follows:

Any person who, directly or indirectly –

1. Accepts or agrees or offers to accept any gratification from any other person, whether for the benefit of himself or herself or for the benefit of another person; or gives or agrees or offers to give to any other person any gratification, whether for the benefit of that other person or for the benefit of another person, in order to act, personally or by influencing another person so to act, in a manner –

(i) That amounts to the:

- a. illegal, dishonest, unauthorized, incomplete, or biased; or
- b. misuse or selling of information or material acquired in the course of the exercise, carrying out of performance of any powers, duties or functions arising out of a constitutional, statutory, contractual or any other legal obligation;

(ii) That amounts to –

- a. the abuse of a position of authority;
- b. a breach of trust; or
- c. the violation of a legal duty or a set of rules,

(iii) designed to achieve an unjustified result; or

(iv) that amounts to any other unauthorized or improper inducement to do or not to do anything, – is guilty of corruption.

In terms of this Act, **“gratification” includes:**

“(a) money, whether in cash or otherwise;

(b) any donation, gift, loan, fee, reward, valuable security, property or interest in property of any description, whether movable or immovable, or any other similar advantage;

- (c) the avoidance of a loss, liability, penalty, forfeiture, punishment or other disadvantage;
- (d) any office, status, honour, employment, contract of employment or services, any agreement to give employment or render services in any capacity and residential or holiday accommodation;
- (e) any payment, release, discharge or liquidation of any loan, obligation or other liability, whether in whole or in part;
- (f) any forbearance to demand any money or money's worth or valuable thing;
- (g) any other service or favour or advantage of any description, including protection from any penalty or disability incurred or apprehended or from any action or proceedings of a disciplinary, civil or criminal nature, whether or not already instituted, and includes the exercise or the forbearance from the exercise of any right or any official power or duty;
- (h) any right or privilege;
- (i) any real or pretended aid, vote, consent, influence or abstention from voting; or
- (j) any valuable consideration or benefit of any kind, including any discount, commission, rebate, bonus, deduction or percentage;"

Part 3 section 10 outlines the offences in respect of corrupt activities relating to receiving or offering of **unauthorized gratification**.

5.3 Service Charter - Public Service Co-ordinating Bargaining Council Resolution 1 of 2013

Article 7: Commitment by employees in the public service:

"7.30. Not use official position to obtain private gifts or benefits during the performance of official duties nor accept any gifts, donations, rewards in kind or cash, or benefits when offered as these may be construed as bribes;"

5.4. Treasury Regulations (Section 21)

- 21.1 Granting of gifts, donations and sponsorships by the state;
- 21.2 Acceptance of gifts, donations and sponsorships to the state
- 21.3 Gifts or donations of immovable property by or to the state
- 21.4 Identity of donors and sponsors

6. RATIONAL OF POLICY

The Departmental Gift and Donations Policy is developed in line with the Public Sector Integrity Management Framework and relevant acts of the South African Government, and any acceptance of an offer of a bribe or a commission must however be viewed as illegal and may result in criminal action.

Employees must take great care not to be placed in a situation where their actions might be construed to be improper, may indicate bias towards an organization or person, or indicate favoritism towards any organization or person.

7. CLARIFICATION OF REGULATION 13(H)

Regulation 13(h) of the Public Service Regulations, 2016 (PSR, 2016) is meant to regulate the management of gifts in the public service. It states, "**An employee** shall not **receive** or **accept** any **gift** from any person in the **course and scope** of his or her employment to the **cumulative value of R500** per year, unless approval is obtained from the relevant executive authority".

7.1 Interpretation of the regulation;

- a. An **employee** – Refers to any person employed in terms of section 8 of the Public Service Act, Act 103 of 1994.
- b. To **receive** a gift does not mean an employee is accepting it. Receive means the employee acknowledge the appreciation of the one presenting the gift, by taking it.
- c. **Accept** means to claim the gift as property by taking ownership of it. For example, taking a gift home.
- d. **Course and scope** means an activity that has to do with, and originates in: the work, business, trade, or profession of the employer, or at least, is directly connected to it. For example, attending a session, course, a seminar, a work shop, a lecture or a function related to the department of employment.
- e. **To the cumulative value of R500 per year** means to the total value of R500 in a given financial year. This means that the total value of ALL gifts (cumulative) in a given financial year should not exceed R500, whether it is from a single source or multiple sources.
- f. **Approval** is required from the executive authority or delegated authority when an employee in the public service is to **receive and accept** a gift which is valued more than R500. This means approval must be **obtained before attending** a function, conference, etc. where a gift may be presented. For gifts with a value of less than R500, no prior approval is needed.

7.2 What types of gifts can or cannot be received, accepted and/or recorded onto a gift register?

7.2.1 Types of gifts that may be received and accepted in the course and scope of one's employment

Gifts that may be considered acceptable are those that typically would not influence any decision to be taken by an employee in the public service, and would not influence the conduct of that employee,

because they are not offered in return for performing or not performing one's duty, but merely as an innocent token of appreciation.

Examples of these gifts are as follows:

- a) Where an employee attends an official function in own capacity or as a representative of the employer, where they are provided with gifts (including civilities).
- b) Where an employee attends a public service related function and a promotional item is handed to all attending (such as pens, water bottles, memory sticks, etc.).
- c) Where an employee forms part of a study tour and receives a scarf from one of the attendees/hosts as a token of appreciation.
- d) Where an employee attends an official conference and receives a bag, a T-shirt, a calendar, a notebook and pen set as part of the conference pack.
- e) Where an employee attends a gala function specific to their field of expertise hosted by civil society and receives a gift.
- f) Where an employee attends meetings with private sector organizations at their offices and is offered tea, coffee, lunch, etc. as a normal gesture of courtesy.

7.2.2 Types of gifts that may not be received and accepted in the course and scope of employment.

If the **context** and **intention** of a gift cannot be established, the receiving and accepting of the gift should not be approved.

For example, a flower arrangement, movie tickets, bottle of perfume, etc. left on an employee's desk, without any indication by whom it was sent.

7.2.3 Gifts received and accepted in the course and scope of one's employment.

The aim of a departmental gift register is to identify the entities and individuals who are providing gifts to employees, in order to determine trends and to identify possible conflict of interests.

Gifts presented by a department to its employees (a corporate gift) are **excluded** from being entered onto a departmental gift register, as there would be no need to assess for conflict of interests. Examples of these gifts are those offered by a department to employees to celebrate:

- Women's Days,
- Secretary Days,
- Employee Wellness Days,
- Men's Days, etc.

GIFTS OFFERED TO EMPLOYEES

8. DUTY TO DECLARE ALL GIFTS RECEIVED

All gifts have to be declared, be it less than R500 or more, except for those gifts excluded in the departmental policy as it does not pose a conflict of interest or a risk to the department based on the ethics risk assessment.

The following declaration and recording processes should be adhered to:

- a. Upon receiving a gift, an employee must fully complete a Gift Declaration Form (see Annexure A: Gift Declaration Form) and submit the form to the Ethics Officer.
- b. In cases where the gift exceeds R500 in value, the employee must complete the relevant section on the form and submit the gift to the Ethics Officer for safe keeping. Where the Ethics Officer is not the authorizing authority, he/she has to forward the request to the relevant executive authority for approval. The outcome of the request has to be recorded by the Ethics Officer on the Gift Declaration Form.
- c. The Ethics Officer uses the authorization Letter (see Annexure B) to inform the employee of the decision. The employee should keep a copy of the form.
- d. The Ethics Officer must record the gift on the departmental gift register, whether the gift is approved to be accepted or not.
- e. All Gift Declaration Forms must be filed by the Ethics Officer.
- f. The departmental gift register and Gift Declaration Forms should be audited by internal audit.
- g. All designated employees should disclose all gifts (less than or more than R500) when completing their financial disclosures online, as and when required in terms of the financial disclosure policy.
- h. If the gift(s) is valued R500 or more, the authorization of the HOD and Gift Declaration Forms must be attached and if the gift is less than R500, only the Gift Declaration Form has to be attached when submitting to the e-Disclosure system.

9. AUTHORISATION TO RECEIVE AND ACCEPT GIFTS WITH A VALUE OF MORE THAN R500

The process to obtain approval to receive or accept the gift(s) offered during the course and scope of employment, valued R500 and above (as a single gift or cumulatively) includes the following:

- a. Employees to receive gifts to the value of R500 and more should write a submission to the HoD to obtain permission prior to receiving and accepting a gift.



- b. The submission may include a list of all events still to be attended during the financial year.
- c. The HOD would not provide permission for acceptance of a gift valued R500 and more without knowing what it is, the employee has to hand the gift to the Ethics Officer for safe keeping, then request authorization to accept the gift by completing the Gift Declaration Form (see Annexure A) and submit it to the Ethics Officer (with proof of permission to receive a gift attached).
- d. The Ethics Officer will forward the request to the HOD for authorization, after providing advice/recommendations.
- e. If the Ethics Officer is the delegated official, he/she will consider approval of the gift.
- f. The relevant authority either approves acceptance or declines it, and uses the Authorization Letter (see Annexure B) to inform the employee on the decision. This must be done within a reasonable time. The gift is then captured by the Ethics Officer in the departmental gift register.
- g. If an employee attends a function, did not know a gift with a value of R500 and more would be offered, the employee can neither receive nor accept the gift when offered.
- h. The HOD or delegated official is the only authority who may approve the receiving and accepting of a gift with a value of R500 and more.
- i. In a case where the HOD is the one seeking authorization of receiving or accepting the gift; the MEC will be the one authorizing the process.
- j. The HOD or delegate must take the intention of the giver and the context in which the gift was given) into account, before approving the receiving and accepting of a gift.

10. GIFTS, DONATIONS AND SPONSORSHIPS OFFERED TO THE STATE

Acceptance of gifts, donations and sponsorships to the Department (state) as per Treasury regulations (Sec 21).

- a. The accounting officer may approve the acceptance of any gift, donation or sponsorship to the state, whether such gifts, donations or sponsorships are in cash or kind
- b. All cash gifts, donations or sponsorships must be paid into the relevant revenue fund, except those donations received in terms of paragraph 8.5.
- c. Where it is not apparent for what purpose a gift, donation or sponsorship should be applied, the relevant executive authority may decide how it must be utilized.
- d. All gifts, donations or sponsorships received during the course of the financial year must be disclosed as a note to the annual financial statements of the department.
- e. Donor funding received in terms of the Reconstruction and Development Fund Act (Act 7 of 1994, as amended by Act 79 of 1998), must be dealt with as determined by the National Treasury from time to time.

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11. GIFT, DONATION AND/OR SPONSORSHIP GRANTED BY THE STATE

- a. Prepare a submission to the Accounting Officer through the office of the CFO for approval of the gift, donation or sponsorship; the following information is critical:
 1. Motivate why the Department is interested in granting a gift, donation and/or sponsorship
 2. Details of the recipient of the gift, donation and/or sponsorship.
 3. The cost of the gift, donation and/or sponsorship
 4. The benefit to the Department, if any, and the link to its strategic plan.
 5. The availability of funds under applicable main and sub-division of the vote and the item to which such expenditure shall be debited.
 6. Any other relevant information that would enable the Accounting officer to decide whether or not such a gift, donation and/or sponsorship should be granted.
- b. Once approval has been granted by the Accounting Officer, payment of relevant gift, donation and/or sponsorship will be effected against the appropriate budgetary allocation.
- c. The CFO will maintain proper record of all payments for reporting purposes.

12. DUTIES AND RESPONSIBILITIES

12.1 Ethics Officer

- a. Ethics Officer to promote integrity and ethical behavior in a department
- b. Manage the process of declaring, authorizing and recording gifts onto the departmental gift register.
 - i. Ethics Officer for safe guard the gifts while awaiting authorization.
 - ii. Informs the employee of the decision taken about the gift.
 - iii. Establishes the value of the gift, if there is no value indicated and/or to verify the stated value (e.g. search on google)
- c. Assess the risks associated with the receiving of gifts that would assist in monitoring conflict of interests.
- d. Draft a monitoring report for the HOD once a year.

12.2 Other officials

- a. Declare all gifts; donations and/or sponsorships received.
- b. Seek authorization to accept gift with the value over R500
- c. All designated employees should disclose all gifts received when completing their financial disclosures online and attach a copy of the Gift Declaration Form

12.3 Supervisors/Management

Monitor implementation of the provision of the policy by;



- a. Authorizes the receipt of gifts with a value below R500.
- b. Ensuring proper recording of gifts received (declaration form)

12.4 Head of Department

- a. Authorizes the receiving and accepting of a gift with a value of R500 and more.
- b. Grant approval of payment and receipt of gift, donation and/or sponsorship.

13. DISPOSAL PROCESS

- a. Amongst others; gifts that maybe disposable are:
 - i. Those that may pose a potential conflict of interest or;
 - ii. That may offend - such as ornaments made from rhino horn, etc.
- b. These types of gifts should be disposed of, using the following process:
 - i. The HOD, with the assistance of the Ethics Officer, shall examine each gift and the circumstances surrounding it, and assess whether any adverse effect may result from a return of the gift. This must be the first option, as the gift would be deemed accepted if not returned.
 - ii. If the returning of the gift is not deemed feasible, the Ethics Officer may be required to dispose of the gift. If the gift is not of an offensive nature, this may include:
 - a. The gift may be donated to a school, charitable organization, old age home, etc.
 - b. Perishables like food.

12. RECORDING AND PUBLICATION OF THE GIFTS.

- a. All gifts granted to employees during the course of duty should be recorded on the departmental gift register, whether the gift is approved to be accepted or not.
- b. Quarterly and annual written report will be made to the Head of Department of all gifts, Donations and/or sponsorships made and received in cash or in kind.
- c. All gifts, Donations and/or sponsorships made and received during the course of financial year should be disclosed as a note to the Annual Financial Statements of the Department.
- d. In line with good governance principles, this information can be published in a departments' annual report; including disposal of gifts which were not approved.

13. PROHIBITION ON ACCEPTANCE AND RECEIPTS OF GIFTS

- a. CSTM employees are required to use their best judgement to avoid situations of real or perceived conflict. Employees shall not accept, solicit or receive gifts, donations or any other benefits that may have an influence on their objectivity in carrying out their official duties or that may place them under obligation to the donor.
- b. The improper acceptance of gifts and hospitality will lead to accusations of bias and even corruption, potentially leading to investigations and possible corrective action and charges.
- c. It is not feasible that a comprehensive set of rules be drawn up to cover every situation. The situation context must be borne in mind, specifically the relationship between the CSTM, the organisation concerned and the role of the individual in that relationship. However, improper acceptance of a gift or hospitality will be viewed in a serious light and may, apart from any other consequences, lead to internal disciplinary action.

14. GENERAL PROHIBITION

- a. In accordance with an employee's obligation to act in the best interest of his/her employer, all employees are prohibited from soliciting, accepting or receiving, or from agreeing to solicit, accept or receive, any gifts directly or indirectly, other than in terms of the procedures prescribed in this policy.
- b. An employee's family is prohibited from soliciting, accepting or receiving any gifts directly or indirectly on behalf of the employee, where such gifts are obtained from suppliers, clients or third parties, and where the employee has a professional relationship with those suppliers, clients or third parties on behalf of the CSTM.
- c. In the event of uncertainty as to whether a disclosure should be made in terms of this policy, it is the duty of an employee to seek advice and to make a disclosure as per the appropriate procedures described below.

15. SPECIFICALLY PROHIBITED GIFTS

- a. All travel at the expense of suppliers, vendors, clients or third parties by employees or employee's family is specifically prohibited.
- b. The acceptance or receipt of cash (bank notes or equivalent) is specifically prohibited.

16. NON-COMPLIANCE TO THE PROVISION OF THIS POLICY

Contravention of provision of this policy is deemed misconduct and should be dealt with in accordance to the Disciplinary Code of the department.

17. REVIEW AND EFFECTIVE DATE OF THE POLICY

This policy shall be reviewed annually or as and when it is deemed necessary to reflect any changes that may occur in the Department.

This policy shall take effect immediately after the Head of Department has approved.

18. RECOMMENDATION AND APPROVAL

DISCUSSED AND ADOPTED DURING	MEETING HELD DATE
EXECUTIVE MANAGEMENT COMMITTEE	24/03/2025
RISK MANAGEMENT COMMITTEE	26/03/2025

RECOMMENDED



MS VT LETEANE
CHAIRPERSON

DATE: 28/03/2025

APPROVED



DR HANS KEKANA
HEAD OF DEPARTMENT

DATE: 31/03/2025

ANNEXURE A

Section A: Declaration of gift (Employee to complete)	
1. Declaration date	
2. Full Names	
3. Persal Number	
4. Position	
5. Unit (e.g. directorate)	
6. Contact details	
Details of the gift	
7. Date offered	
8. Description of the gift	
9. Estimated market value of the gift	
10. Description of the source of the gift (name of individual/organisation making the offer)	
<p>11. Description of the relationship between the giver and employee (Is the person or entity making the offer a client/contractor/supplier/potential supplier of the department (Y/N)?</p> <p>If yes, describe the relationship between the giver and the Department.</p> <p>If no, describe the relationship between you and the person or organization making the offer. (CONTEXT)</p>	
12. Indicate the reason for giving the gift (e.g. I attended a meeting hosted by the organisation) (INTENTION)	

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13. I received the gift YES / NO (If the value is more than R500, attach authorization to receive the gift)	<i>Signature</i> <i>Date</i>
14. I request permission to accept a gift with a value of more than R500, or permission to accept another gift that would increase the value of gifts received by myself for this financial year above R350 (Proof of authorization to receive these gifts are herewith attached)	<i>Signature</i> <i>Date</i>
15. Supervisor: Name and Surname, as well as contact details	<i>Signature</i> <i>Date</i>
Section B: Request for authorization to accept a gift (Ethics Officer to complete)	
1. Name	
2. Position	
3. Contact details	
<i>Complete if individual accepted a gift with a value of less than R350</i>	
4. I have reviewed this declaration form and submitted it for inclusion on the departmental gift register.	Signature: Date:
<i>Complete if individual declined a gift with a value of less than R350</i>	
5. I have reviewed this declaration form and submitted it for inclusion on the departmental gift register.	Signature: Date:
<i>Complete if individual requests authorization to accept gift</i>	
6. If the Ethics Officer is the relevant executive authority to approve the acceptance of a gift, indicate the decision:	Signature: Date: Approved: _____ Date: _____

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	Not Approved: _____ Date: _____ Reason:
<p>7. If the ethics Officer is not delegated as relevant executive authority to approve the acceptance of a gift, indicate:</p> <p>Date sent to relevant authority to approve acceptance of gift</p> <p>Advice/Recommendation:</p> <p>Received by HoD</p> <p>Decision of HoD:</p>	<p>Date:</p> <p>Date:</p> <p>Signature:</p> <p>Date:</p> <p>Approved: _____ Date: _____</p> <p>Not Approved: _____ Date: _____</p> <p>Reason:</p>
<p>8. Confirmation that the gift was handed over to the Ethics Officer for safe keeping</p>	<p>Signature of employee:</p> <p>Date:</p> <p>Signature of Ethics Officer:</p>

	Date:
Section C: Approval granted to accept a gift (completed by employee and Ethics Officer)	
9. I herewith indicate that I accept the gift and acknowledge that the gift was handed over to me by the Ethics Officer, as well as a copy of the Authorizing Letter	Signature: Date:
<i>Complete if individual accepted a gift with a value of more than R500 which was approved by the relevant authority</i>	
10. I have reviewed this declaration form and submitted it for inclusion on the departmental gift register.	Signature: Date:
Section D: Approval not granted to accept a gift (completed by Ethics officer)	
11. Indicate detail decision regarding ownership of tangible offers (e.g. specify whether ownership was transferred to the department, the gift was returned to the giver; the gift was donated to charity etc.)	Indicate dates, receipt numbers, contact details, etc.
<i>Complete if individual was not authorized to accept a gift with a value of more than R500</i>	
12. I have reviewed this declaration form and submitted it for inclusion on the departmental gift register.	Signature: Date:
13. I herewith indicate that an Authorization Letter was addressed to the employee, indicating that approval was not granted for the employee to accept the gift.	Signature: Date:

19. ANNEXURE B: AUTHORISATION LETTER

Ref:

TO:

FROM:

DATE:

RE: REQUEST TO ACCEPT A GIFT WITH A VALUE OF OVER R500, OR A FURTHER GIFT WHICH INCREASES THE THRESHOLD TO OVER R500

You are herewith authorized to accept / not accept (give description of gift). (If not approved, provide reasons).

Please be reminded that you have to attach your Gift Declaration Form and this authorisation to the eDisclosure system, as and when required.

Kind regards,

AUTHORISING AUTHORITY

DATE: ____/____/____

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20. ANNEXURE C: DEPARTMENTAL GIFT REGISTER



20.../.../....

DEPARTMENTAL GIFT REGISTER

NAME OF DEPARTMENT

[illegible]

HEAD OF DEPARTMENT

[illegible]

AUTHORISING AUTHORITY

[illegible]

Tel:

Email:

[illegible]