

Gift Declaration Form

(For Gifts Exceeding Legal Limit)

The **gift declaration form** sample provides a standardized template for reporting gifts that exceed the legal limit, ensuring compliance with regulatory requirements. It helps individuals and organizations transparently disclose the nature and value of significant gifts to relevant authorities. Using this form minimizes the risk of legal complications and maintains ethical standards in gift transactions.

Note: Please complete all sections of the form. Incomplete forms may not be accepted. This declaration is required for all gifts whose value exceeds the applicable legal threshold.

Recipient's Details	
Name:	_____
Position/Title:	_____
Department/Organization:	_____
Contact Information:	_____

Donor's Details	
Name/Organization:	_____
Relationship to Recipient:	_____
Contact Information:	_____

Gift Details	
Description of Gift:	_____
Date Received:	_____
Estimated Value (in USD):	_____
Reason for Gift:	_____
Has the gift been used or transferred?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Declaration:

I hereby declare that the above information is accurate and complete. I understand that failure to disclose gifts exceeding the legal limit may result in disciplinary or legal action.

Recipient's Signature:	_____	Date:	_____
Authorized Officer (if applicable):	_____	Date:	_____

Please submit the completed form to the Compliance or Ethics Office within five (5) business days of receiving the gift.