

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:	<input type="text"/>
Position/Title:	<input type="text"/>
Department/Organization:	<input type="text"/>
Contact Information:	<input type="text"/>

Donor's Details	
Name/Organization:	<input type="text"/>
Relationship to Recipient:	<input type="text"/>
Contact Information:	<input type="text"/>

Gift Details	
Description of Gift:	<input type="text"/>
Date Received:	<input type="text"/>
Estimated Value (in USD):	<input type="text"/>
Reason for Gift:	<input type="text"/>
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:	<input type="text"/>	Date:	<input type="text"/>
Authorized Officer (if applicable):	<input type="text"/>	Date:	<input type="text"/>

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