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MANAGEMENT MANUAL Accepting gifts or hospitality

1

ACCC GIFTS AND HOSPITALITY DECLARATION FORM

DATE:	26 February 2013
EMPLOYEE'S NAME AND APS CLASSIFICATION:	EL1
NAME OF DONOR PERSON / ORGANISATION:	Hong Kong Customs and Excise Department
FULL DESCRIPTION OF GIFTS/ HOSPITALITY ACCEPTED	A ladies watch with the Hong Kong Customs and Excise Department logo on the face of the watch
ESTIMATED MONETARY VALUE	Not known.
1 \$	
2 not known	
3 minimal	
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REASONS GIFT/ HOSPITALITY NOT REFUSED	The watch was presented to me after a week of presentations to the Hong Kong Customs and Excise Department. It would have been inappropriate to not accept the gift at the time.
1 no conflict	
2 give offence	
3 minimal value	