Appendix A –

GIFTS & ENTERTAINMENT REGISTER									
Date	Name of Giver/Recipient	Company/ Organisation	Description of Gift or Hospitality	Estimated Value (£)	Reason/ Business Context	Given or Received	Approved By (Line Manager / Compliance Manager)	Recorded By	Date Logged

NOTE:

- All entries must be submitted to the Compliance Manager within 5 working days.
- Any gift or hospitality exceeding £100 requires written authorisation prior to acceptance.
- Records are retained for 5 years for compliance audit purposes.

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