



HR40 Form for Registering Gifts and Benefits

(HR.VI.0 - 7.05.18)

PERSONAL INFORMATION	
Date:	Your position:
Your name:	Your School/Department:
Your contact details:	Your Supervisor's name:
DETAILS OF GIFT OR BENEFIT	
Describe the gift or benefit you have received:	
Estimate the value of the gift or benefit (AU\$):	
When did you receive the gift or benefit?	
From whom did you receive the gift or benefit? (Provide name of person or entity)	
What is the relationship of the giver to the recipient?	
Is there any actual or potentially perceived conflict of interest? YES NO If yes, how has this been managed?	
Have you received any gifts or benefits from that person/entity previously? YES NO If yes, please provide details:	
What do you propose to do with the gift or benefit?	

Supervisor's assessment:

Employee Disclosure:

I have not withheld any relevant information and declare the following:

1. I have read and understood the UNSW Gifts & Benefits Procedure
2. The information provided in this disclosure form is, to the best of my knowledge, true at the time of disclosure

EMPLOYEE SIGNATURE

Print name: _____

Date: _____

Head of School / Work Unit Approval

Print name: _____

Date: _____

Please forward this form to Human Resources

By internal mail: Level 1, The Chancellery

Or by email: hvice-president@unsw.edu.au

This information will be recorded on the University's *Gifts and Benefits Register*. A copy of this form will also be placed on your personnel file.

For HR Use Only	
Entered in <i>Register of Gifts and Benefits</i> By: Date:	Placed on personnel file By: Date: