



ADVANCED PACKAGING TECHNOLOGY (M) BHD. (82982-K)

先進包裝工業(馬)有限公司

(Listed on Bursa Malaysia Securities Berhad)

GIFT & HOSPITALITY DECLARATION FORM

PROVISION OF GIFTS

This Declaration Form supports APT's Gifts & Hospitality Policy. Employees must declare all gifts and hospitality to be offered before such purchase is made as outlined in the policy and seek written approval from their Head of Department or Managing Director. Once purchase is made, the completed and signed form is to be submitted to the Integrity committee.

Please complete the details below to the best of your knowledge:

Name : **Staff ID** :

NRIC No. :

Position / Role :

Department :

Date of Declaration :

Details of the gift:

Description of gift to offer			
Estimated / actual value of gift *	RM		
Purpose / Occasion of Gift to be offered			
<u>Offered to:</u>			
Name of Person receiving gift			
Position & Company Name			
Relationship between Company and APT			
Is the gift prohibited by law or the recipient company's regulations?		Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
Would the gift bring discomfort or embarrassment to the recipient?		Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
Does the gift value create any obligation within the business relationship?		Yes	No
		<input type="checkbox"/>	<input type="checkbox"/>
Decision by Head of Department	Approve	<input type="checkbox"/>	Reject <input type="checkbox"/>
Decision made by Person receiving gift (to complete only after approval from HOD/MD)	Approved	<input type="checkbox"/>	Declined <input type="checkbox"/>
<u>BEFORE PROVISION OF GIFT</u> Signed by Recipient :	<u>BEFORE PROVISION OF GIFT</u> Approved by Head of Department / Managing Director	<u>AFTER PROVISION OF GIFT</u> Acknowledged by Audit & Integrity Committee / Authorised Personnel	
_____	_____	_____	
Name :	Name :	Name :	
Date :	Date :	Date :	

*Please attach original or photocopy of gift receipt, as per company claims policy once item is bought



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GIFT & HOSPITALITY DECLARATION FORM

RECEIPT OF GIFTS

This Declaration Form supports APT's Gifts & Hospitality Policy. Employees must declare all gifts and hospitality (whether declined, accepted, or transferred to APT's ownership for perusal as internal or charity activity) as outlined in the policy and seek written approval from their Head of Department or Managing Director and the completed form is to be submitted to the Group Internal Audit & Integrity committee.

Please complete the details below to the best of your knowledge:

Name : **Staff ID** :

NRIC No. :

Position / Role :

Department :

Date of Declaration :

Details of the gift:

Description of gift offered	
Date of which gift was offered	
Estimated / actual value of gift (approximate)	RM
Offered by:	
Name of Person	
Position and Company Name	
Relationship between Company and APT	
Reason for gift	
Would accepting the gift create any actual or perceived conflict of interest?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Would accepting the gift bring you, the Company or the Board into disrepute?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Decision to be made	Declined <input type="checkbox"/> Accepted <input type="checkbox"/> Transferred to APT <input type="checkbox"/>
Signed by Recipient : _____	
Approved by Head of Department / Managing Director _____	
Acknowledged by Audit & Integrity Committee / Authorised Personnel _____	
Name :	Name :
Date :	Date :