**Report on Advantages Received**

[*The school may consider specifying the timeframe for reporting acceptance of advantages (e.g. within \_\_ working days after such acceptance).]*

**Part A** – **To be completed by recipient**

To: (Management Committee/Incorporated Management Committee (IMC) (for Principal)/ Supervisor/Principal (for staff)\*)

|  |  |
| --- | --- |
| Description of Offeror *:*  *Name & Title :*  *Company :*  *Relationship (Business/Personal) :* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Occasion on which the Advantage  was/is to be received : |  |
| Description & (assessed) value of the Advantage : |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Suggested Method of Disposal :** | | | **Remark** |
| ( ) | To be Retained by the Recipient | |  |
| ( ) | To be Retained for Use/Display in the Office | |  |
| ( ) | To be Shared among Staff and Students | |  |
| ( ) | To be Reserved as Lucky Draw Prize at School/Staff Functions | |  |
| ( ) | To be Returned to Offeror | |  |
| ( ) | Others (please specify) : |  | |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of Recipient)

(Date)

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**Part B – To be completed by Management Committee/IMC/Supervisor/Principal**\*

To : (Name of Recipient)

The recommended method of disposal is ***approved / not approved***\*. The advantage concerned should be disposed of by way of : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Chairperson (or the Management Committee/IMC)/ Supervisor/Principal\*)

(Date)

\* Please delete as appropriate.