



ICAC

Guidelines
on
Gifts and Gratifications
for
Public Officials

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Chapter 1: Introduction

The enactment of the Prevention of Corruption Act (PoCA) 2002 is a major landmark in the fight against corruption in Mauritius. The Act consolidates and strengthens the law against corruption. It gives the Independent Commission Against Corruption (ICAC) extensive responsibilities and the powers to forge a change of attitude and a mindset that will render the practice of corruption more difficult.

One area in which a change of mindset is urgently required concerns the practice of offering gifts to public officials. Gifts, benefits or hospitality may be offered to public officials in different circumstances and for a variety of reasons. However, this has always raised the delicate issue of propriety in relation to what is permissible and what is not.

The major role of public officials is to serve the public. To do this efficiently and effectively, they must gain and maintain the trust of the public. Their conduct must clearly demonstrate that they are motivated by public interest at all times and not by private gain. The pitfall to be avoided at all costs by public officials is the loss of impartiality, real or perceived, which the acceptance of gifts may bring about.

There is a general prohibition on the acceptance or offer of gifts and hospitality. However, the complete and absolute ban on gifts altogether under any circumstances, even the most innocuous, may be contrary to common sense but there can be serious consequences for the organisation if the management of gifts, benefits and hospitality is not appropriate. Loss of public trust, financial loss and possible legal action may occur subsequently. Therefore, managing such situations is crucial to avoid unprofessional and unethical conduct, or the perception of any behaviour that undermines integrity.

The objective of these guidelines is to provide clear and detailed guidance to public officials regarding gifts and hospitality and highlight their obligations in situations where they are offered such gift or hospitality.

Chapter 2: Legal Principles

An understanding of the provisions of the Prevention of Corruption Act 2002, as amended, is of prime importance in order to better understand the far-reaching effects of the Act.

Section 15 “Receiving gift for a corrupt purpose” makes it an offence for any public official to solicit, accept or obtain a **gift** for a corrupt purpose. However, in the explanatory note, the term **gratification** is used. Thus, *any public official who solicits, accepts or obtains a gratification for himself or for any other person -*

- (a) *from a person, whom he knows to have been, to be, or to be likely to be, concerned in any proceeding or business transacted or about to be transacted by him, or having any connection with his functions or those of any public official to whom he is subordinate or of whom he is the superior; or*
- (b) *from a person whom he knows to be interested in or related to the person so concerned,*

shall commit an offence and shall, on conviction, be liable to penal servitude for a term not exceeding 10 years.

It is necessary to pay particular attention to two specific aspects of the legislation: the definition of terms and the intent behind an action or activity.

2.1 Definition of terms

The definition of the terms “*public official*” and “*gratification*” is reproduced in full at *Appendix I*.

It is not only the *civil servant*, in its traditional connotation, who comes under the law. Everybody with an “official” function in a public body (which includes a government company) falls under the ambit of the Act as a “*public official*”.

On the other hand, in the interpretation of the law, the word gratification includes a gift. In fact, the definition of “*gratification*” is so wide that everything and anything apart from “lawful remuneration” is subject to prohibition.

Due attention needs to be given to the full legal meaning of these two terms “*public official*” and ‘*gratification*’ wherever they appear in this booklet.

2.2 Considering the intent behind an action or activity

While some gifts, benefits and hospitality are intended as a token of appreciation, sometimes they may be offered to influence the decision a public official is, or will be making. In such a situation, the intent of the giver is to advance his/her interest either present or future. Thus, when considering gifts or gratification, the intent behind the action or activity is a key consideration. *Is the gift or gratification intended to influence the recipient's objectivity in decision-making to favour the giver?*

The law generally prohibits anyone from giving, offering or promising a public official either directly or indirectly anything of value with the intent to influence any public official act or omission on the part of that public official. To find the required intent, there must be an expectation of a favourable official act in return for the gift or favour. Hence, the corrupt intent should be determined from the facts and circumstances under which there is a gift or gratification.

Much stress is laid under the Act to the *past, present and future* conduct of public officials including their omission as well as their acts. Thus, even a gift given in appreciation for the efficient/courteous manner in which a public official had discharged his/her duties and accepted by the latter, may be punishable as corruption offences under sections 5 and 15 of the Act.

The combined effect of the above provisions of the Act results in an apparent prohibition on public officials accepting any *gratification* at all. Given the custom and tradition prevailing in the country with regard to the offering of gifts, this may appear to be rather incongruous.

A close scrutiny of the spirit as well as the letter of the law reveals that genuine tokens may be permissible. However, one essential condition must be strictly observed, namely the tokens given and the circumstances in which they are offered must be such as to make it absolutely clear that the public official cannot thereby be influenced in any way whatsoever. This may be termed the “**Zero Influence Test**”.

The “**Zero Influence Test**” is further discussed at **para 3.4** in this guide.

A useful question that a public official should ask is “*Is the soliciting or accepting the gift legitimate and how will it look, if these details appear on the front page of a newspaper?*”

Chapter 3: The Guidelines

A public official holds a position of trust. As such, the public official shall not accept any *gratification* at all on account of his/her position or function.

Public officials are sometimes presented with gifts/tokens on ceremonial occasions, and also in circumstances indicating that the intended end recipient is the Country, Ministry or Organisation represented by the public official.

In the light of the legal considerations discussed earlier, some practical guidelines for public officials, in relation to gifts offered in different situations, are set out below.

3.1 Understanding the risk

Public officials should understand that there are real risks associated with accepting gifts, benefits and hospitality in the course of their work. Such offers may undermine their integrity and influence their behaviour or give the perception that they are being influenced in their decisions. Even gifts of moderate value may create an inappropriate relationship where the employee feels an obligation or loyalty to the giver.

Public officials should be alert to the fact that an offer of gift or gratification can cause them to act partially towards the provider, rather than impartially in accordance with public duty.

3.2 Key principles

The key principle is that there is a general prohibition on the acceptance or offer of gifts and hospitality by public officials. The acceptance of a gift, benefit or hospitality can create a sense of obligation that may compromise impartial and honest decision making, and may be perceived as a gratification to further personal or business interests. Public Officials must *a priori* refuse any gift or benefit that can be construed as a gratification.

A public official shall not accept a gift of any value if it constitutes a conflict with the proper discharge of his/her duties, or creates the appearance of conflict. Thus, on account of his/her public function or in relation to the past, present or future performance of his/her public duties, a public official cannot accept (for himself or for anyone else) any gratification at all, of whatever nature, in whatever form and by whatever name it is called.

Similarly, a public official shall not give, or solicit a contribution for, a gift to his/her superior or subordinate if this is likely to have an influence on any of the official duties of the employee.

The acceptance of gifts of money or gift vouchers is strictly prohibited. Likewise, any gifts and benefits (including token value) associated with procurement is strictly prohibited. This also includes lunch offered by a contractor to public officials involved in monitoring of contracts and dinners to “seal the deal” or the signing of a contract.

Token gifts such as pens, stationery and among others which have logos and other branding must also be avoided as this may be seen to be endorsing or promoting the donor’s product. One should exercise caution particularly if the donor is regulated by or has official dealings with the government.

Hotel accommodation/air tickets/tours offered by a private company making its publicity or promotion campaign of a product where the public body is invited to be represented by its official/s must not be accepted.

A decision flowchart has been provided at *Appendix II* to assist in decision making when offered a gift.

3.3 Gifts from prohibited sources

In line with the key principle mentioned earlier, a public official must not solicit or accept a gift because of his/her official position or from a prohibited source. A prohibited source may be defined as an individual or organisation that:

- is or may be regulated by government
- is or may be affected by government programmes or policies
- has, has had or may have official dealings with government
- has an interest that may be substantially affected by the public official’s performance.

3.4 Exceptions

The basic rule is that a public official is prohibited from accepting a gift given to the latter in relation to the performance of his/her duties. This applies to gifts given either directly or indirectly. In any case, in addition to the intent and purpose of the gift, a public official must always consider whether it is morally, ethically and legally appropriate to accept a gift regardless of its final disposition.

While public officials should stand guided by the key principle highlighted above, there may be exceptions for acceptance of gifts. These include diplomatic missions, workshops, seminars, conferences and other functions which a public official attends in his/her official capacity or when participating in social and cultural events.

However, due care must be exercised by the public official before accepting any gift or hospitality. He/she must make sure that the item offered clearly satisfies the “**Zero Influence Test**”. Thus, if the gift or hospitality is offered by someone who is likely to

have further dealings with the public official in the future, it must be refused and the matter reported to the Supervising Officer. This will avoid the risk, real or perceived, that the public official's judgment and impartiality is influenced by the gift or gratification offered.

The “**Zero Influence Test**” is an important condition to be upheld by the public official in accepting any gift or hospitality. All gifts or hospitality accepted should satisfy the “**Zero Influence Test**”.

In deciding whether the items offered satisfy the “**Zero Influence Test**”, public officials should ensure that the following two conditions are met:

- the offeror giving the gift or hospitality has no intent to influence a decision or start a “sweetening process” with the ultimate aim of influencing a decision-making process. The gift should be solely offered out of mere appreciation; and
- the gift or hospitality offered should be available to others such as other public officials or members of the public. The more widely it is available to others, the safer it is.

If the above two conditions are not met, the “**Zero Influence Test**” will not be satisfied.

The golden rule of wisdom is: “when in doubt, abstain”. In any event, the public official **must always report to his/her immediate Supervisor or Senior Officers, any offer of gratification whether accepted or not.**

Furthermore, the receiving of gifts in the circumstances described below should always be subject to a written declaration by the public official made to his/her Supervising Officer in a specific register/file kept to that effect and more fully described in the Annexes to these guidelines.

3.4.1 Conferences and other events

The offer and acceptance of gifts during conferences and other official events may be permissible as long as the:

- (a) participation in the event is considered as a customary and necessary part of the public official's duties; and
- (b) gifts offered/received are not meant to have any bearing or influence on the decision-making process regarding any dealing or future dealings with the organisation(s).

A public official participating in a conference or other official event, for which he/she has been officially nominated, may accept an offer of free attendance including materials, meals or refreshments paid by the organisation or organising country/institution. It

should be clearly understood that they should preserve their impartiality and their participation in the events should not have any bearing on any of their current or potential decisions where the organising institution has an interest.

Gifts are often presented to a public official representing his/her organisation in a public forum. These gifts are often presented in appreciation of the work, assistance or participation of the public official. Refusal to accept gifts in these circumstances may cause embarrassment and when presented by representatives of another country or international agency, may have adverse diplomatic implications. These gifts may, therefore, be accepted subject to appropriate disposal.

Similarly, a public official may on behalf of his/her organisation, offer gifts during public forum to his/her counterparts for the organisation they represent. The offer of such gifts should be subject to the laws of the country of the recipient(s).

3.4.2 Discounts, rebates and other gifts

Gratifications to public officials can take other forms such as discount, rebate, hotel accommodation, among others and which often raise probity issues.

❖ Discounts and rebates

A discount or rebate offered to a public official or a group of public officials without regard to the official status and which is provided in the normal course of business and offered to the general public is not considered a gratification.

On the other hand, if a discount or rebate, which is not available to the general public, is offered to the public official on account of his/her position or office and accepted, both the giver and the public official may commit an offence under the Act.

❖ Hotel accommodation

In the context of promotion campaigns, hotels may offer accommodation and services at discounted rates to customers. Such discounts may be accepted by public officials if made available to the general public or bona-fide targeted groups of customers including a group of public officials. However, if offered to a public official only because of the latter's official position or on account of the exercise of his/her function, then it is a gratification and is therefore prohibited.

A fortiori, free accommodation and services can constitute an offence.

❖ Gifts between/to employees

A public official may accept, give, or contribute towards major life events such as birth or adoption of a child, wedding, funeral, retirement of an official superior or subordinate provided this is not likely to have an influence on any of the official duties of the public official.

❖ Gifts from friends and family members

A public official may accept gifts from friends and family members in the normal gift-giving situations (e.g. birthdays, anniversaries). However, if a gift is received outside the normal gift-giving pattern of one's relationship, one should consider whether external factors such as any associated obligation may be at play before accepting the gift.

3.5 Frequent flyer and other loyalty schemes

Some airlines encourage customers to join programmes that award free flights and other benefits to frequent flyers. These schemes, in effect, may lead to public officials receiving private benefits through expenditure of public funds. For instance, when a public official benefits from frequent flyer points on account of his/her official missions abroad funded by his/her Ministry, Organisation or agency.

Here as well, the general principle is that any benefit obtained as a result of the performance of official functions must accrue to the organisation and not to the individual. However, till now there has not been any policy on frequent flyer benefits. No information has been collected regarding the total frequent flyer points earned by public officials who travelled on funding from a Ministry or Organisation.

To adopt a clear and consistent approach, points earned on the frequent flyer and similar loyalty schemes through government funded travel should accrue to Government and should be used to fund further official travel. The same principle should also apply to Government Companies, Para-statal bodies and other public bodies.

In this spirit, the Government should come up with a clear policy on managing such benefits. The policy should be properly disseminated to all stakeholders including the airlines companies. If the frequent flyer rules and regulations, as laid down by the airline company in question do not allow for such accrual to the organisation then the frequent flyer programme should be renounced.

3.6 Disposal of gifts

The general principle is that gifts obtained during the performance of an official duty are the property of the organisation to which the recipient belongs. The recipient, therefore, **must**, as soon as practicable, and preferably within a defined timeframe report and hand over the gift to the organisation for appropriate disposal. Appropriate records of all gifts together with the names of the donors must be kept (see models at *Appendices II and III*). Gifts presented to public officials also include gifts to their spouses who sometimes accompany delegations during official functions and missions.

These should be treated in the same manner.

Examples of the ways in which gifts obtained in the above circumstances may be disposed of are:

- If the gift is of a perishable nature e.g food or drink and among others, it may be shared among the staff of the office or section where the recipient works.
- If the gift is a non-perishable item, it may be sent to the Organisation's resource/information centre, donated to schools, libraries.
- If the gift is suitable for display (e.g. a painting, vase, and among others) or suitable for retention as a souvenir in the office, it may be displayed in the organisation.

Such items when retained should be included in the organisation's inventory record.

3.7 Practical measures for managing the receipt, acceptance and offer of gifts

- The supervising officers of public bodies should ensure that compliance with these guidelines remain a top priority. A gift policy must be introduced which must be disseminated to all stakeholders.
- Organisations have the duty to take appropriate measures to implement the recommendations concerning the reception/safekeeping and disposal of gifts. To this end, they should arrange for proper records such as Gift Disclosure Forms and Gift Registers to be kept. These must be open to audit.
- Members of the public must always be reminded not to offer *gratifications* to public officials. This will help to sensitise the public on the legal requirements and to protect staff from being tempted by illegal advantages. Organisations can also make use of their website to communicate their gift policy to the public.
- Public campaigns will help to increase awareness of the provisions of the Act on *gratification* and the need to follow the present guidelines.
- Similarly, consideration may be given to the possibility of sensitising overseas partners or organisations on the stringent requirements of our legislation with regards to gifts and gratifications.

They may, furthermore, designate appropriate officers to assist them in these tasks (Please see *Appendix III and Appendix IV*).

3.7.1 Illustrative examples

Example 1

Mr X, a Senior Public Official is on friendly term with his neighbours and they usually exchange token gifts every New Year. However, this year his neighbour presented him with a sofa set worth several thousand rupees.

Questions to be asked by Mr X:

- Why has my neighbour offered me such an expensive gift?
- Is this a departure from the gift-giving norm?
- Is the gift being given simply out of generosity or does my neighbour have any current or potential official dealings with the government?
- Is there any possible intent to influence me in my official duties?
- Is he giving the same gift widely to other public officials?
- Should I accept the gift?

Comment: Since this is a departure from the gift-giving norm established between the neighbours, and it is most probable that the neighbour may have a current or potential official dealing with the government, such as a licence application, Mr X should decline the gift as it could appear that it has been given with the intent to influence the latter in some way.

Example 2

Your spouse's parents are spending their holidays in Dubai and have invited you and your family to join them. They have offered to pay for all of your travel expenses. They are retired and do not have any current or potential official dealings with the government.

Question: Should you accept the gift/hospitality?

Comment: You may accept the gift/hospitality since it is not connected in any way to your official duties.

Example 3

The Executive Committee of a private club offers a public official free membership for access and use of all its facilities.

Questions:

- Does the private club have any official dealings with the organisation where the public official works such as, inspection, control, etc.?
- What is the intent of the Executive Committee of the private club when offering the free membership?
- Is it being offered to the general public or only to the public official?

Example 3 (continued)

Comment: As it is likely that the use of the amenities will place the public official under an obligation and that the latter may be regulated by the public official's organisation the offer should be declined.

Example 4

A public official and his family have been offered free accommodation at a five star hotel whilst the organisation in which the public official is working is currently undertaking an investigation in the hotel.

Questions:

- What is the intent of the owner of the hotel when offering the free accommodation?
- Is it being offered to the general public or only to the public official?
- Does the hotel has any official dealings with the organisation where the public official works such as, inspection, investigation, etc.?

Comment: The public official has the obligation to decline the offer as it may be seen as a way to exercise influence.

Example 5

A public official is in the process of reviewing *bids for works* received during a tender exercise. A contractor, who has submitted his bid, provides the public official with a voucher of a significant amount for his personal use.

Questions:

Should the public official accept the voucher?

Is the voucher being offered to other public officials?

Comment: In this situation the official should decline the offer as it can be seen as an attempt to influence the decision of the public official. More so, it is clearly regulated that all staff working in the procurement section should not accept any gift, benefit or hospitality from any supplier, bidder or contractor.

Example 6

A public official working as Education Officer is offered very handsome gifts/benefits by one of his students as compared to other students who offer token gifts only at the end of the academic year.

Questions:

- Should the Education Officer accept the gift?
- Is the gift given outside the gift giving pattern?
- Is the gift being offered as an inducement to act in a certain way?

Comment: In this situation the gift should not be accepted as it can be seen as an inducement or attempt to influence the public official in the exercise of his duties. It will also place the public official under an obligation towards the student.

Definitions and Summary of Offences

SECTION: INTERPRETATION

“act of corruption”-

- (a) means an act which constitutes a corruption offence; and
- (b) includes -
 - (i) any conduct whereby, in return for a gratification, a person does or neglects from doing an act in contravention of his public duties;
 - (ii) the offer, promise, soliciting or receipt of a gratification as an inducement or reward to a person to do or not to do any act, with a corrupt intention;
 - (iii) the abuse of a public or private office for private gain;
 - (iv) an agreement between 2 or more persons to act or refrain from acting in violation of a person’s duties in the private or public sector for profit or gain;
 - (v) any conduct whereby a person accepts or obtains, or agrees to accept or attempts to obtain, from any person, for himself or for any other person, any gratification for inducing a public official, by corrupt or illegal means, or by the exercise of personal influence, to do or abstain from doing an act in the exercise of his duties to show favour or disfavour to any person;

“public body”-

- (a) means a Ministry or Government department, a Commission set up under the constitution or under the authority of any other law, a local authority, or a statutory corporation; and
- (b) includes a Government company;

“public official”-

- (a) means a Minister, a member of the National Assembly, a public officer, a local government officer, an employee or member of a local authority, a member of a Commission set up under the Constitution, an employee or member of a statutory corporation, or an employee or director of any Government company; and
- (b) includes a Judge, an arbitrator, an assessor or a member of a jury;

“gratification”-

- (a) means a gift, reward, discount, premium or other advantage, other than lawful remuneration; and
- (b) includes -
 - (i) a loan, fee or commission consisting of money or any valuable security or of other property or interest in property of any description;
 - (ii) the offer of an office, employment or other contract;
 - (iii) the payment, release or discharge of a loan, obligation or other liability; and
 - (iv) the payment of inadequate consideration for goods or services;
- (c) the offer or promise, whether conditional or unconditional, of a gratification;

“relative”, in relation to a person, means -

- (a) a spouse or conjugal partner of that person;
- (b) a brother or sister of that person;
- (c) a brother or sister of the spouse of that person; or
- (d) any lineal ascendant or descendant of that person;

SUMMARY OF OFFENCES

SECTION 4: BRIBERY BY PUBLIC OFFICIAL

Section 4 creates an offence if a public official solicits, accepts or obtains a gratification¹ for:

- (i) ‘doing or not doing’¹ an act in the performance of his public functions or duties
- (ii) causing or having caused another public official to do or not to do an act in the execution of the latter’s public functions or duties.
- (iii) helping, favouring, hindering or delaying any person in a transaction with a public body.

SECTION 5: BRIBERY OF PUBLIC OFFICIAL

Section 5 is the counterpart to section 4 and it creates an offence for any person who gives, agrees to give or offers a ‘gratification’ to a public official for:

¹Which may include doing it more quickly than usual, or more slowly, or holding it up or preventing it happening at all.

- (i) doing or not doing an act in the performance of his public functions or duties;
- (ii) causing or having caused another public official to do or not to do an act in the execution of the latter's public functions or duties;
- (iii) helping, favouring, hindering or delaying any person in a transaction with a public body.

SECTION 6: TAKING GRATIFICATION TO SCREEN OFFENDER FROM PUNISHMENT

Section 6 creates an offence if any person accepts/agrees to accept, obtains/attempts to obtain a 'gratification' in order to:

- (i) conceal an offence committed by any other person
- (ii) screen any other person from legal proceedings
- (iii) stop/abandon/withdraw the prosecution of an alleged offender
- (iv) obtain or to endeavour to obtain the withdrawal of a prosecution against any other person.

SECTION 7: PUBLIC OFFICIAL USING HIS OFFICE FOR GRATIFICATION

Section 7 makes it an offence for a public official to make use of his office or position for gratification. It also provides an underlying presumption that a public official has made use of his office or position for gratification where he has taken any decision/done any act in relation to which he or a relative or an associate of his has a direct or indirect interest.

SECTION 8: BRIBERY OF OR BY PUBLIC OFFICIAL TO INFLUENCE THE DECISION OF A PUBLIC BODY.

Section 8 creates an offence for any person to give, or to agree to give or to offer to a public official a 'gratification' to influence the decision of a public body. It is also an offence under this section for a public official to solicit or accept a 'gratification' to influence the decision of a public body.

SECTION 9: INFLUENCING PUBLIC OFFICIAL

Section 9 makes it an offence for any person who exercises any form of violence or threat upon a public official with a view to influence that public official to perform or not to perform any act in the execution of his functions or duties.

SECTION 10: TRAFIC D'INFLUENCE

Section 10 creates an offence for any person to give, or to agree to give or to offer a 'gratification' to:

- (i) any other person to cause a public official to use his influence, real or fictitious or
- (ii) any other person to use his influence, real or fictitious or
- (iii) a public official to use his influence, real or fictitious,

to obtain work, employment, contract or other benefits from a public body.

Section 10 also creates an offence for any other person or any public official to solicit, accept or obtain a gratification to make use of his influence, real or fictitious to obtain any work, employment, contract or other benefits from a public body.

SECTION 11: PUBLIC OFFICIAL TAKING GRATIFICATION

Section 11 makes it an offence for any public official to accept or to receive a gratification for doing or not doing an act which he alleges or induces any person to believe he is empowered to do by virtue of his functions or duties.

SECTION 12: BRIBERY FOR PROCURING CONTRACTS

Section 12 makes it an offence for any person to give or to offer a gratification to a public official in order to procure a contract from a public body. It also makes it an offence for a public official to solicit, accept or obtain from any other person a gratification to give assistance or to use his influence to help procure a contract from a public body.

SECTION 13: CONFLICT OF INTERESTS

Any public official who fails to disclose that he or a relative or an associate of his has a direct or indirect interest in a company, partnership or other undertaking with which the public body (which employs the public official) propose to deal, shall commit an offence.

SECTION 14: TREATING OF PUBLIC OFFICIAL

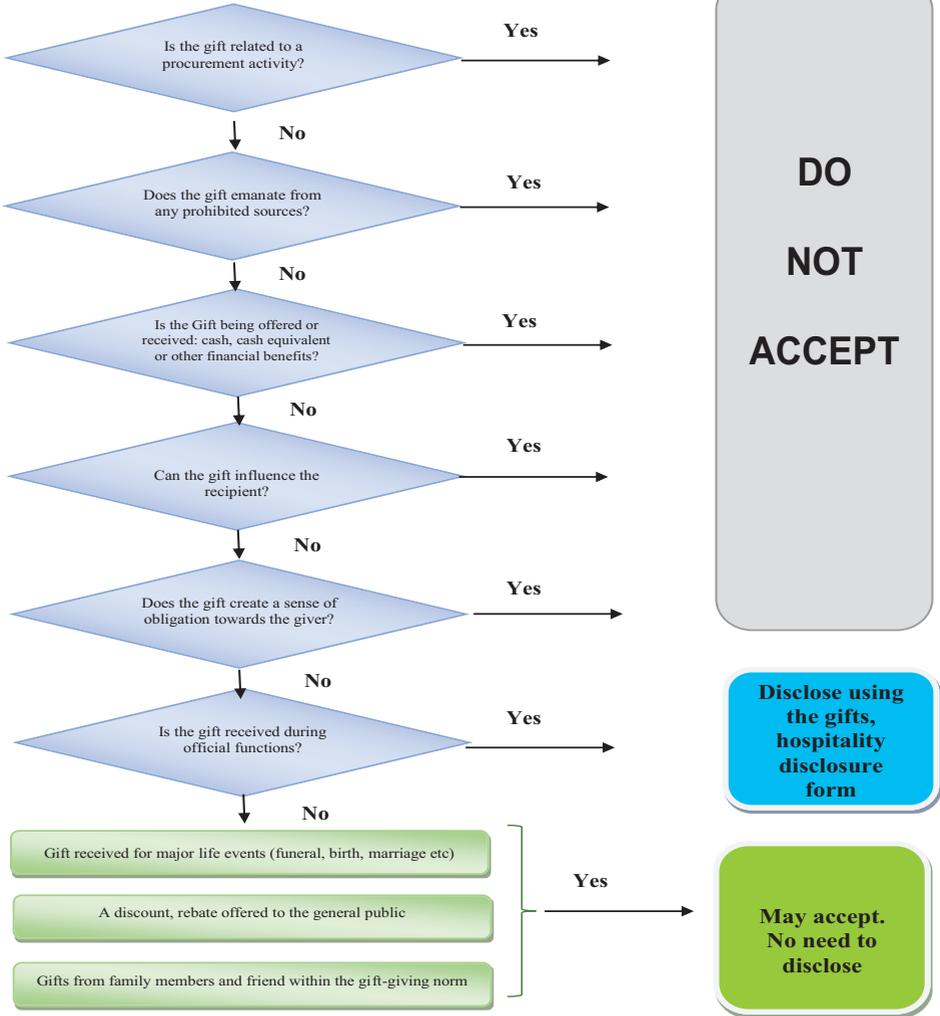
Section 14 makes it an offence for any person while dealing with a public body, to offer gratification to a member, director or employee of that public body.

SECTION 15: RECEIVING GIFT FOR A CORRUPT PURPOSE

Section 15 makes it an offence for any public official to solicit, accept or obtain a gratification for a corrupt purpose.

Decision Flowchart

Accepting and disclosing gifts



If unsure always decline

Gift Disclosure Form

Section 1: Public Official's Details

| |
|-------------------------|
| <i>Name:</i> |
| |
| <i>Position:</i> |
| |
| <i>Division/Branch:</i> |
| |

Section 2: Details of Gift/Hospitality Offered

| |
|---|
| <i>Description:</i> |
| |
| <i>Name of Donor:</i> |
| |
| <i>Relation of Donor to Recipient:</i> |
| |
| <i>Estimated Value:</i> |
| |
| <i>Date of Offer:</i> |
| |
| <i>Disposal: What was done with the Gift/Hospitality?</i> |
| |

Section 3: Recipient's Disclosure

| |
|--|
| <p>I have not withheld any relevant information and declare that the information provided in this disclosure form is, to the best of my knowledge, true at time of disclosure.</p> |
| <p><i>Signature of recipient:</i></p> |

Section 4: To be completed by the Senior Chief Executive, Director, Permanent Secretary, Supervising Officer, Officer-in-Charge or a designated representative

| | |
|--|--------------|
| <i>Please arrange for the proper registration of gift in the gift register and refer to relevant authority for decision:</i> | |
| <i>Any other comments:</i> | |
| <i>Name:</i> | |
| <i>Signature:</i> | <i>Date:</i> |

Section 5: Decision of the disposal of the Gift/Hospitality

| |
|---|
| To: Officer responsible for the Public Body or designated officer |
| I acknowledge having received the above item(s), which has/have been disposed on as per instructions of, file reference..... |
| The above gift(s) has/have been taken on charge, details of which are recorded in Gift Register Reference and Inventory Sheet Number of thesection. |
| Name: |
| Position: |
| Signature: |
| Date: |

Note: This form must be originated by the Public Official to whom a gratification is presented. A Gift Report file should be submitted to the Registry to complete the procedure.



INDEPENDENT COMMISSION AGAINST CORRUPTION

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