

POSTAL CORPORATION OF KENYA



GIFT DECLARATION FORM

To:

**INTEGRITY OFFICE,
POSTA HEADQUATERS
8TH FLOOR**

Part I (To be completed by staff)

Description of Offeror:

Name: Title:.....
Company.....
P. O. Box.....Tel:.....
Relationship (Business/ personal):.....
Description of gift.....
Assessed Value (Shs).....
Reason for gifting

Description of receiver

Name:Rank:.....PF.....
OfficeRegion
Relationship with offeror (Business/ personal):.....
Description of gift
Assessed Value (Kshs).....
Occasion on which the gift was received.....

.....
Suggest disposal method e.g Retain gift, share with staff members, donate to Corporation, donate to charity organization, return to offeror, donate to other staff, others

.....
Signature

.....
Date

Part II – Integrity Office

Recorded in Gift Declaration Register Ref. No...../..... (Year)s

Gift chain of custody: Staff / Controlling officer/ Regional manager/integrity office

Officer retaining gift name.....Rank.....PF.....

Date gift/form is forwarded to Secretary of HQ CPC or SUB CPC (Region)

Date..... Released by Signature

RankSignature

Part III – CPC Secretary

Date received by Secretary of HQ CPC or SUB CPC (region)

Deliberations.

This is to confirm that the gift/form as presented and deliberated by the Committee in their meeting held on and it was resolved that the same be disposed of in the following manner.....

Date.....

Secretary.....

Part III – Chairman

To (Receiving staff)

NameRankPF.....

The recommended method of disposal is Approved/ Not Approved.

The gift(s) concerned should be disposed of by way of.....

Date.....

Chairman

Part IV - SECRETARY CPC /SUB CPC

Forward a copy this form to HQ - Integrity Unit | Posta House – 8th Floor for recording of disposal decision and filling.