**Gifts Register template**

**[Name of governing or advisory body]**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Date | Party bestowing gift | Party receiving gift | Description and assessed value of gift | Method of assessing value of gift | Present location and use of gift | Details and conditions regarding use of gift | Proportion of gift retained by recipient (if applicable) |
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