

GIFT DECLARATION FORM

REFERENCE NO.

To be filed and submitted to the Corporate Governance office within five business days after acceptance of the gift or item in value, pursuant to the Company Policy on Receiving Gifts Company/Division/Position: Date: Name: DESCRIPTION OF ITEM RECEIVED DISPOSITION OPTIONS (To be filled out by the Immediate Superior on the rightmost column below): The item received can be kept and accepted by the recipient. The item received should be returned to sender. (Please provide a Receiving Copy)

If the item received cannot be returned to the source, the item should be surrendered to the CG Office for safekeeping and will be raffled off for a Company event. Raffled off at (Event Name and Date): _ Name of Raffle Winner: Other: THIS COLUMN IS FOR THE Item Date/Time **Actual/Estimated Value** Item **Item Description and Sender IMMEDIATE SUPERIOR:** Qty Received and its Source Disposition / Action to be Taken SIGNING AND MANAGEMENT APPROVAL MY SIGNATURE: By signing this form I (1) certify that I have read and understand the policies and regulations referred to in this document; (2) certify that the information I have provided on this form is complete and accurate to the best of my knowledge; and (3) acknowledge my continuing obligation to complete and submit a new Declaration of Gifts Form at any time during the year when there is any actual item received. (4) I understand that any misstatement or omission in this disclosure may be a violation of applicable policies and regulations and may subject me to disciplinary action. MANAGEMENT REVIEW: This form should be reviewed and signed by the Employee's Immediate Superior. The Immediate Superior is given the responsibility to assess the disposition of the gift or item received and implement the policy as stated. Gift / Item Recipient: **Immediate Superior:** SIGNATURE OVER PRINTED NAME / DATE SIGNATURE OVER PRINTED NAME / DATE FOR CG USE ONLY - - - DO NOT FILL UP THE PORTION BELOW REMARKS: CG Officer: Controller Officer: (for Safekeeping) SIGNATURE OVER PRINTED NAME / DATE SIGNATURE OVER PRINTED NAME / DATE