Chair ☐ CEO ☐ CDO ☐ CSO ☐ MD Consumer ☐ MD OSGB ☐ MD Ventures ☐ CFO ☐ HRD ☐ NEDS ☐ Month Director Engineering ☐ Director Production ☐	August	Year	2018					
Corp Office  OSGB OS Ventures  OS Consumer  HR Data Office  Strategy Office								
Engineering  Production								

Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value			Line manager's approval
7/82018	Neil Ackroyd	2211	River Boat Cruise on the Thames	£50.00	The Chief of the International NGA Support Team to Europe & Canada	Accepted	,
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Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by/considered	Was gift/hospitality retained or declined by recipient? If not retained, please give explanation	Line manager's approval
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#### NOTES:

- 1 Authoriser should be asked to initial this form monthly.
- 2 Authorisation from line management must be obtained before any gifts or hospitality is accepted, offered or considered (or immediately upon return to the workplace).
- 3 Gifts/hospitality may attract tax liability if worth more than £250 per annum from the same donor. More details are contained in the Staff handbook.
- 4 Items less than £30 do not need to be recorded, unless aggregate amounts from the same donor exceed £30 over a three month period.

Authoriser's initials



Chair ☐ CEO ☐ COO ☐ CDO ☐ CSO ☒ MD Consumer ☐ MD OSGB ☐ MD Ventures ☐ CFO ☐ HRD ☐ NEDS ☐ Director Engineering ☐ Director Production ☐	Month	August	Year	2018
Corp Office ☐ Corp Services ☐ OSGB ☐ OS Ventures ☐ OS Consumer ☐ HR ☐ Data Office ☐ Strategy Office ☒ Engineering ☐ Production ☐			40	
		H=	J.	

Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by	Was gift hospitality retained/accepted/declined by recipient	Line manager's approval
	Chief Strategy & Marketing	4331	Nil Return	£		5	1
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Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by/considered Was gift/hospitality retained or declined by recipient? If not retained, please give explanation		Line manager's approval
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  Items less than £30 do not need to be recorded, upless accregate amounts from the same donor.

ms less than £30 do not	need to be recorded,	uniess aggregate	amounts from th	e same donor excee	ed £30 over a three	month period
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Chair CEO COO CDO CSO MD Consumer MD OSGB MD Ventures CFO HRD NEDS Director Engineering Director Production	Month	August	Year	2018	
Corp Office					
		Was gift hosni	tality	Line	1

Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by	Was gift hospitality retained/accepted/declined by recipient	Line manager's approval
	Nick Giles	1306	Nil return	£			
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				£	e.		



Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by/considered	Was gift/hospitality retained or declined by recipient? If not retained, please give explanation	Line manager's approval
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Corp Office ☐ Corp Services ☐ OSGB ☒ OS Ventures ☐ OS Consumer ☐ HR ☐ Data Office ☐ Strategy Office ☐ Engineering ☐ Production ☐			

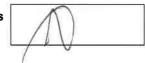
Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by	Was gift hospitality retained/accepted/declined by recipient	Line manager's approval
26/09/2018	MD OSGB	1004	Nil Return	£			
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Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by/considered  Was gift/hospitality retained of declined by recipient? If not retained of the please give explanation		Line manager's approval
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Chair CEO COO CDO CSO MD Consumer MD OSGB MD Ventures CFO HRD NEDS Month August Yes								
	Corp Services ☐ C☐ Production ☐							
		Paginiant's	Description	Fatiment	"	Was gift hospi	tality	Line

Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by	Was gift hospitality retained/accepted/declined by recipient	Line manager's approval
03/09/2018	Paul Bragg	1511	Nil	£			
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		M N	8 B B B B	£	8		
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Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by/considered	Was gift/hospitality retained or declined by recipient? If not retained, please give explanation	Line manager's approval
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Corp Office	SGB ☐ OS Venture	es 🗍 OS Consumer 🗍 HR	↑ Data Office	Strategy Office	8	Was gift hospit	Pality	Line	
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Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by	Was gift hospitality retained/accepted/declined by recipient	Line manager's approval
15/10/2018	Hazel Hendley	3416	Nil	£			
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Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by/considered	Was gift/hospitality retained or declined by recipient? If not retained, please give explanation	
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Corp Office			
Engineering   Production	Y == = = = = = = = = = = = = = = = = =		

Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by	Was gift hospitality retained/accepted/declined by recipient	Line manager's approval
	Caroline Bellamy	1301	nil return	£			
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	11			£			
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Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by/considered	Was gift/hospitality retained or declined by recipient? If not retained, please give explanation	Line manager's approval
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	☐ Corp Services ☐ OSG ☐ Production ☐	B □ OS Vent	ures 🗌 OS Consumer 🔲 HR	☐ Data Office ☐ Strategy Office ☐				i e
	n		Description	[ ]	Ĩ	Was gift hospi	tality	Line

Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by	Was gift hospitality retained/accepted/declined by recipient	Line manager's approval
05/09/2018	Dan Dukes	5751	Nil	£			
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Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by/considered	Was gift/hospitality retained or declined by recipient? If not retained, please give explanation	Line manager's approval
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Corp Office ☐ Corp Services ☐ OSGB ☐ OS Ventures ☐ OS Consumer ☐ HR ☐ Data Office ☐ Strategy Office ☐			
Engineering    Production			

Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by	Was gift hospitality retained/accepted/declined by recipient	Line manager's approval
27/09/2018	Jo Shannon	4331	nil return	£	- 10 · · · · · · · ·		
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Date	Recipient	Recipient's MU	Description of gift/hospitality	Estimated value	Received from/offered by/considered	Was gift/hospitality retained or declined by recipient? If not retained, please give explanation	Line manager's approval
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