

# Ordnance Survey register of gifts and hospitality

Chair  CO  Director  DG  FIN & CS  GeoPlace  IS  NED  OPS  OSI  OSL  P&I  SMD

Month **October**

Year **2016**

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
	Director	5418	Nil	£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			

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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



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Chair  Director  DG  NED  Corp Office  FIN & CS  GeoPlace  IS  OPS  OSI  OSL  P&I   
 SMD  Marketing/Communications  Commercial  HR

Month

Year

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24/10/2016	Andrew Loveless	6911	Dinner - Business Development in India	£30	Cyient	Accepted	
25/10/2016	Andrew Loveless	6911	Dinner - Business Development in India	£30	ICC	Accepted	
26/10/2016	Andrew loveless	6911	Dinner - Business Development in India	£30	ADCC	Accepted	
				£			
				£			
				£			
				£			
				£			

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				£			
				£			
				£			
				£			
				£			
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31/10/2016	Clive Mosey	1511	nil	£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			

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				£			
				£			
				£			
				£			
				£			
				£			

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17/11/2016	David Henderson		NIL RETURN	£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			

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				£			
				£			
				£			
				£			
				£			
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	Nick Giles	2201	Nil Return	£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			

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				£			
				£			
				£			
				£			
				£			
				£			

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17/11/2016	Will Davies	3416	Nil return	£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			

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03/11/2016	Nigel Clifford	2211	nil	£			
				£			
				£			
				£			
				£			
				£			
				£			
				£			

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