GIVING / RECEIVE GIFT DECLARATION FORM

Employee of the Company or the Group ("Puncak Niaga" or "the Company") must declare all exchanges (including giving, offer, and receipt) of gifts using this declaration form. All exchanges must comply with Puncak Niaga Holdings Berhad's Code of Conduct and relevant policies. The completed form shall be sent to the Finance Division together with the gift (if applicable). Please attach any supporting documentation (if any). Please choose **Part A if you are the one who giving the gift(s)** and choose **Part B if you are the one who receive the gift(s)**.

Part A. Offered to (to be filled by the giver)	
Name:	
Designation:	
(Please cross out any that do not apply) PNHB/Subsidiary level: PNMSSB/Triplc/ PNCSB/ DSSB	
Gift(s) to: (Name, Designation, and Organization)	
Part B. Offered by (to be filled by the receiver)	
Name:	
Designation:	
(Please cross out any that do not apply) PNHB/Subsidiary level: PNMSSB/Triplc/ PNCSB/ DSSB	
Gift(s) received from: (Name, Designation, and Organization)	
The specifics of the offer: ☐ **Giving** ☐ **Receiving**	
Date of Exchanged:	
Reason for the Exchange:	
Description of the Gift(s):	
Estimated or actual value of the Gift(s):	
Signature of giver/recipient:	..... **Date:**
For Management Use Only	
Decision regarding gift:	Approve [ ] Deny [ ]
Signature of the Managing Director of PNHB/Executive Chairman of PNHB:	..... **Date**:

Remarks:

i. The amount in **giving the gift(s)** by an employee of the Company or the Group ("Puncak Niaga" or "the Company") that compulsory to be declared is **RM1,000** and above**.**

ii. The amount in **receiving the gift(s)** by an employee of the Company or the Group ("Puncak Niaga" or "the Company") that compulsory to be declared is **RM300.00** and above (such as festive hamper and perishable foods & goods).

BORANG AKUAN PEMBERIAN / PENERIMAAN HADIAH

Kakitangan mesti mengisytiharkan semua pertukaran (termasuk pemberian, tawaran dan penerimaan) hadiah menggunakan borang pengisytiharan ini. Semua pertukaran berikut mesti mematuhi Kod Tatakelakuan Puncak Niaga Holdings Berhad dan polisi berkaitan. Borang yang telah dilengkapkan hendaklah dihantar ke Bahagian Kewangan bersama-sama hadiah (jika berkenaan). Sila lampirkan sebarang dokumen sokongan (jika ada). Sila pilih **Bahagian A sekiranya anda adalah orang yang memberi hadiah** dan sila pilih **Bahagian B sekiranya anda adalah orang yang menerima hadiah**.

Bahagian A. Pemberian kepada (untuk diisi oleh Pemberi).	
Nama:	
Jawatan:	
(Sila potong mana yang tidak berkenaan) Peringkat PNHB/Subsidiary: PNMSSB/Triplc/ PNCSB/ DSSB	
Hadiah kepada: (Nama, Jawatan, and Organisasi)	
Bahagian B. Pemberian daripada (untuk diisi oleh Penerima)	
Nama:	
Jawatan:	
(Sila potong mana yang tidak berkenaan) Peringkat PNHB/Subsidiary: PNMSSB/Triplc/ PNCSB/ DSSB	
Hadiah diterima daripada: (Nama, Jawatan, and Organisasi)	
Maklumat mengenai hadiah: ☐ **Pemberian** ☐ **Penerimaan**	
Tarikh pertukaran:	
Sebab Pertukaran (Sila nyatakan)	
Penerangan mengenai hadiah:	
Nilai sebenar atau anggaran hadiah:	
Tandatangan Penerima/Pemberi:	..... **Tarikh**:
Untuk kegunaan pengurusan sahaja	
Keputusan mengenai hadiah:	Diluluskan [ ] Ditolak [ ]
Tandatangan Pengarah Urusan PNHB/ Pengerusi Eksekutif PNHB:	..... **Tarikh**:

Nota kaki:

i. Jumlah **pemberian hadiah** oleh pekerja Syarikat atau anak Syarikat ("Puncak Niaga" atau "Syarikat") **yang wajib diisytiharkan ialah RM1,000 dan ke atas.**

ii. Jumlah **penerimaan hadiah** oleh pekerja Syarikat atau anak Syarikat ("Puncak Niaga" atau "Syarikat") **yang wajib diisytiharkan ialah RM300.00 dan ke atas (seperti hamper perayaan dan makanan & barang yang mudah rosak).**