



## Members' Declaration of Gifts and Hospitality

*Please read the rules and guidance accompanying this form before completion  
The form should be returned to CFOA HQ at 9-11 Pebble Close, Amington, Tamworth, B77 4RD*

**Name of Member** .....

Give details of the gift/hospitality .....

.....

What was its estimated value? .....

Was the gift or hospitality accepted or refused? .....

When was the gift or hospitality received/refused? .....

Who was the recipient of the gift/hospitality? If not yourself, what is their relationship to you?  
.....

Who made the offer? *[individual/company/organisation etc]*  
.....

What was the purpose of the offer? .....

Is the individual/company/organisation dealing with you or CFOA in relation to any procurement matters?  
If so, please give details  
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.....  
Are they asking to be added to CFOA's list of approved contractors?  
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Are they providing goods/services to CFOA or hoping to do so in future?  
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*I certify that I have read the rules and guidance overleaf and that to the best of my knowledge, I have complied with them*

**Signature of Member** .....

**Date of declaration** .....

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*For Office Use Only*

Date of Receipt by CFOA HQ .....

Note of any further action taken.....  
.....

Quarterly Review by Business Director .....

**Serial No:  
For HQ Use Only**