

# DECLARATION OF AN OFFICIAL GIFT EXCEEDING VALUATION LIMIT

TO: Assistant Secretary  
 Protocol and International Visits Branch  
 Department of the Prime Minister and Cabinet

The following gift was received in the course of official duties and its value exceeds the allowable limit of \$A750 from an official (government) source or \$A300 from a private or industry source.

Gift/s (item/s or service/s):

.....  
 .....

Received by:

..... (name)  
 ..... (title)

Presented by:

..... (name)  
 ..... (title)  
 ..... (country)

Occasion:

.....

Date:

.....

Value: \$A.....(wholesale value in country of origin or current market value in Australia, GST exclusive)

**PLEASE COMPLETE A OR B**

**A - RETAIN**

I wish to retain this gift. Attached are –

- the valuation certificate (or details of the valuation process)
- a cheque, payable to the Collector of Public Monies, for the amount of \$..... being the difference between the allowable limit and the value of the gift + GST, or
- request invoice to be raised to pay by EFT. Contact details:

Name .....

Contact Details:.....

Signed: .....

Gift recipient .....

Date: .... / .... / .....

**B - SURRENDER**

I wish to surrender this gift to the Department of the Prime Minister and Cabinet and relinquish any future claim to ownership.

My recommendation for the future location/disposal of this gift is –

- donate to charity or non-profit organisation
- donate to National Collections eg museum, library, gallery
- display in Commonwealth/Parliamentary office

Comments: .....

.....

Signed: .....

Gift recipient .....

Date: .... / .... / .....