



**MPHHI
CORPORATE GOVERNANCE POLICIES**

MPHHI-CG04

Revision No : 00

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Division: Legal and Compliance Department

Effectivity Date: July 21, 2021

Subject: **GIFT AND HOSPITALITY POLICY**

ANNEX A: GIFT REGISTRY REPORT FORM

GIFT REGISTRY REPORT				
Note: Recipient and/or Giver of Gift and/or Hospitality must provide all relevant information. This must be accomplished and submitted to the Legal and Compliance Department within three (3) days from receipt of Gift/Hospitality.				
PERSONAL INFORMATION (Regarding Recipient or Giver of Gift or Hospitality)				
Name:			Please check in which capacity you are reporting: Recipient Giver	
Signature:			Email Address:	Date of Report:
Office/Department:		Designation:		
Phone No:		Email Address:		
INFORMATION CONCERNING THE GIFT / HOSPITALITY				
Type of Gift/Hospitality	Date Received or Given	Name of Recipient or Giver	Amount	Remarks from Legal and Compliance Department
FURTHER APPROVAL				
Approving Authority:		Final Disposition:		
Remarks:				
SIGNATORIES				
Received by:	Reviewed by:	Approved by:		
Name: _____	Name: _____	Name: _____		
Designation: _____	Designation: _____	Designation: _____		
Date: _____	Date: _____	Date: _____		

Approved by:	
 Augusto P. Palisoc Jr. MPHHI President and CEO Date: July 21, 2021	 Atty. Jane Catherine Rojo Tiu MPHHI Chief Compliance Officer Date: July 21, 2021