



**From: Personnel Circular 4 of 2017  
Receiving Hospitality, Entertainment or Gifts**

**Hospitality Register**

This register records all hospitality, entertainment and gifts offered, received by **Needs Assessment Unit** between **1<sup>st</sup> February** and **29<sup>th</sup> February 2024** with notional or residual value of over \$100.

Name of Ministry/Portfolio/Department:				
Date	Name of person and organisation offering hospitality	Name of person and organisation receiving hospitality	Description of hospitality, entertainment or gift	VALUE(CI\$) (State whether actual or estimated)
			None	

Verified by: Director [Name] Tamara Hurlston [Signature *Tamara Hurlston*] [Date] October 9, 2024

Reviewed by: Chief Officer [Name] \_\_\_\_\_ [Signature \_\_\_\_\_] [Date] \_\_\_\_\_

This document must be retained for at least 5 years from the date of the last entry