



ELITE CONSTRUCCIONES S.L.

PUNTA EUROPA, MALABO, GUINEA ECUATORIAL

TEL. NO: (+240) 555 696 400

TEL. NO: (+44) 330 043 1528

EMAIL: elite@eliteconstruccion.com

WEB: www.elite-equatorialguinea.com

GIFT, ENTERTAINMENT, TRAVEL APPROVAL FORM

Date of Request: _____

Approval request for Gift, Event, Travel:
Full detail of request:
Date of the Request:
How did the request originate (e.g., internally by Employees or externally with a Third Party)?
Name (organization or group):
Contact Information (name, title, phone number) of provider of gift, event, travel:
Describe the nature and purpose of the provider organization or group.
Has the provider / receiver received gift, event, travel in the last 3 months? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please give details:
Will any Government Official or Government and Politically-Affiliated Entity benefit from the Sponsorship, directly or indirectly? <input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please provide full details.



ELITE CONSTRUCCIONES S.L.

PUNTA EUROPA, MALABO, GUINEA ECUATORIAL

TEL. NO: (+240) 555 696 400

TEL. NO: (+44) 330 043 1528

EMAIL: elite@eliteconstruccion.com

WEB: www.elite-equatorialguinea.com

Does the Recipient or the Receiver Employer have any business or business-related decision pending (e.g., a contract, application, tender, approval, license, permit, etc.) with the Company? Yes No

If yes, please provide full details regarding the pending business.

Requestor name and signature:

-----This portion is to be filled in by Company-----

Checked and validated by:

Review & Approval

Compliance	Name:	Signature	Date
General Manager	Name:	Signature	Date
CEO/Director	Name:	Signature	Date