

Please complete each field below. Fields with an asterisk (*) are mandatory.

ABOUT YOU	
*Date (dd/mm/yyyy)	
*Are you submitting this form on behalf of someone else? (Yes/No) If yes, please provide your name and contact details in the space provided.	
*Name State the full name of the person providing/receiving the entertainment/meal.	
*Job title Provide the title of the person providing/receiving the entertainment/meal.	
*Job function/responsibilities Describe in detail the job responsibilities of the person providing/receiving the entertainment/meal.	
*Unit/Asset Provide the Unit (Mubadala corporate) or Asset of the person providing/receiving the entertainment/meal.	
*Telephone number Provide the telephone number of the person providing/receiving the entertainment/meal.	
*Email address Provide the email address of the person providing/receiving the entertainment/meal.	
ABOUT THE OTHER PARTY	
*Is the other party a government official/entity/organization? (Yes/No)	
*Select the type of party from the list below and write it in the space provided. <ul style="list-style-type: none"> • Government • Agent • Contractor • Consultant/advisor • Customer • Distributor • Partner • Intermediary • Supplier/vendor • Other (describe the relationship in detail) 	

<p>*Identify the party who is ultimately giving or receiving the entertainment/meal. State the name(s), title(s), organization(s), and location(s) of ALL non-Mubadala Group individuals offering or receiving.</p>	
CONFLICT CHECK AND APPROVAL	
<p>*Describe the business purpose for the entertainment/meal.</p>	
<p>*Do you have a personal relationship with the other party? (Yes/No) If yes, please describe the relationship in the space provided.</p>	
<p>*To your knowledge, has your Unit/Asset provided or received entertainment/meal to/from this party within the past 12 months? (Yes/No) If yes, provide details (including dates, locations, attendees) in the space provided.</p>	
<p>*To your knowledge, is there a current bid/tender in which this party(s) is involved? (Yes, No) If yes, please provide details in the space provided.</p>	
<p>State the names of other Mubadala Group personnel participating in the entertainment/meal (if known).</p>	
<p>*Have you obtained approval from your business leader for this Entertainment & Meals? (Yes/No) Include a copy of the approval with the submission of this form.</p>	

ABOUT THE ENTERTAINMENT/MEAL	
*Are you offering or receiving the entertainment/meal? (Offer/Receive)	
*Describe in detail the entertainment/meal.	
*State the value of the entertainment/meal in AED. If you do not know the exact value, please estimate.	
*Where will the entertainment/meal take place? Provide venue, city, and country where the entertainment/meal will take place.	
*Are you directly receiving/offering the entertainment/meal from/to the other party? (Yes/No) If you are not directly receiving/offering the entertainment/meal, explain in detail why not and clearly specify who else will be involved in the exchange.	
If the entertainment/meal happened in the past, please provide justification for not obtaining prior approval.	
ADDITIONAL INFORMATION	
Include any additional information you have about the entertainment/meal (e.g., invitation, advertisement, etc.) with the submission of this form.	

Please submit this form by email to: Ethics@mubadala.ae