

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 giving/receiving the gift.	
*Job title Provide the title of the person giving/receiving the gift.	
*Job function/responsibilities Describe in detail the job responsibilities of the person giving/receiving the gift.	
*Unit/Asset Provide the Unit (Mubadala corporate) or Asset of the person giving/receiving the gift.	
*Telephone number Provide the telephone number of the person giving/receiving the gift.	
*Email address Provide the email address of the person giving/receiving the gift.	
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 gift. State the name(s), title(s), organization(s), and location(s) of ALL non-Mubadala Group individuals offering or receiving.</p>	
ABOUT THE GIFT	
<p>*Are you offering or receiving the gift? (Offer/Receive)</p>	
<p>*Describe the gift. Include a photograph or representative image, if possible.</p>	
<p>*What is the value of the gift in AED. If you do not know the exact value, please estimate.</p>	
<p>*On what date will the gift be exchanged (or did the exchange occur)? (dd/mm/yyyy)</p>	
<p>If the exchanged occurred in the past, provide justification for not obtaining prior approval.</p>	
<p>*Where will the gift exchange happen (or did it happen)? Provide venue, city, and country.</p>	
<p>*Is the gift being exchanged directly with the other party? (Yes/No) If the gift is not being directly exchanged, explain in detail why not and clearly specify who else will be involved in the exchange.</p>	
CONFLICT CHECK AND APPROVAL	
<p>*Describe the business purpose for the gift.</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 a gift to or received a gift from this party in 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 who will be (or were) present at the gift exchange (if known).</p>	
<p>*Have you obtained approval from your business leader for this gift? (Yes/No) Include a copy of the approval with the submission of this form.</p>	
<p>*Have you obtained approval from your communications representative for this gift? (Yes/No/NA) Applies only to gifts given; NA otherwise. Include a copy of the approval with the submission of this form.</p>	
<p>*Is this gift being given to an Abu Dhabi Government entity, administration, agency, ministry, etc., or an official of one? (Yes/No/NA) Applies only to gifts given. NA otherwise.</p>	
<p>ADDITIONAL INFORMATION</p>	
<p>Include any additional information you have about the gift with the submission of this form.</p>	

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