

Appendix 2 - Gifts & Entertainment Declaration Form

The purpose of the Gifts & Entertainment Declaration Form is to facilitate employees to declare any gifts or entertainment accepted (or declined) from any existing or prospective supplier and/or business partner. It applies to both gifts and entertainment RECEIVED or GIVEN. This is to protect employees against potential allegations of bribery and to demonstrate transparency.

All Gifts and Entertainment received or given above the limits of S\$100 per gift or S\$150 per person per event should be declared and approved by the employee's direct line manager. Direct line managers may approve the offer and receipt of gifts and entertainment up to S\$500. All gifts and entertainment that exceed S\$500 will need to be approved by a member of the OpCo/the CEO of a subsidiary.

Please email the completed form to your line manager for approval and send the (i) completed form and (ii) line manager's email approval to the Financial Crime Compliance team (Singlife and NISL - financial_crime@singlife.com, PIAS – pias.compliance@singlife.com and SFA - FCL@singlife.com)

Section One – Your Details	
Name of Employee	
Department	
Line Manager's Name/ Designation	
Section Two – Details of Gifts or Entertainment	
Is the declaration for a Gift or Entertainment?	Gift/ Entertainment
Name of Supplier / External Party involved	
Description of the gift/ entertainment and purpose	
Estimated value of gift / entertainment	Gift: S\$ Entertainment: S\$ (total), S\$ (per person)
Date of activity / gift received or given	
Names of employees and related parties involved	Entertainment: (List all attendees at an event)
Was the gift / entertainment accepted or declined?	Accepted/ Declined
Please provide any additional comments you feel are relevant	