



GIACC

Global Infrastructure Anti-Corruption Centre



**TRANSPARENCY
INTERNATIONAL
(UK)**

- PACS -

Project Anti-Corruption System

(Construction Projects)

Template 7

Benefits Register

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TEMPLATE 7

BENEFITS REGISTER

(Note to Project Owner: Complete the information indicated in italics in paragraph 1. of the Rules below, then delete the italic instructions in that paragraph, and then delete this note.)

(Note to company using this Benefits Register: Complete the information indicated in italics in paragraph 3. of the Rules below, then delete the italic instructions in that paragraph, and then delete this note.)

In completing the attached Benefits Register, officers, managers and employees are reminded of the following rules that apply to the Project (as set out in the Anti-Corruption Rules for Individuals):

GIFTS, HOSPITALITY AND DONATION RULES

1. **Do not** give or receive any of the following:
 - (1) Any **gift** above a value of *[Insert amount]* from or to any individual or organisation connected with the Project.
 - (2) Any **hospitality** (including a meal, sporting event or other entertainment) above a value, per person, of *[Insert amount]* from or to any individual or organisation connected with the Project.
 - (3) Any **donation** or other benefit above a value of *[Insert amount]* to any political party of the country where the Project is located.
2. **You must enter in the Benefits Register** details of all gifts, hospitality and donations given or received by you, to or from:
 - (1) any individual or organisation connected with the Project,
 - (2) any political party in the country where the Project is located.

These details must be entered in the Benefits Register **within seven days** of the gift, hospitality or donation being given or received.
3. **The Benefits Register is located** in *[state location]*.

