

**Procedures for Handling Gifts/Souvenirs
Given to Members of Town Planning Board in their Official Capacity¹**

Any gift/souvenir received by Members of the Town Planning Board (the Board) in their official capacity is to be disposed of in the following manner:

- (a) if the gift/souvenir is of perishable nature (e.g. food or drink, etc), it may be either be shared among Members on a suitable occasion or donated to a charitable organization as considered appropriate by the Board;
- (b) if the gift/souvenir is a useful item, it may be donated to a charitable organization as considered appropriate by the Board;
- (c) if the gift/souvenir is suitable for display (e.g. a painting, vase, etc), it may be displayed at an appropriate location of the Secretariat of the Board;
- (d) if the gift/souvenir is a personal item of value below HK\$400, such as a plaque or pen inscribed with the name of the recipient, it may be retained by the recipient;
- (e) if the gift/souvenir is a personal item of value above HK\$400 inscribed with the name of the recipient, it should be brought to the attention of the Board for a decision on its disposal; and
- (f) if the gift/souvenir is distributed to all participants in public activities, such as a ball pen, file folder or key clasp, etc, it may be retained by the recipient.

¹ The procedures are based on the “Sample Code of Conduct for Members of Public Councils” prepared by the Corruption Prevention Department of the Independent Commission Against Corruption