

**(Model) Application for Approval of Accepting/Providing Gift,
Entertainment and Hospitality**

Applicant

Title, Name, Surname	
Company / Organizational Unit Name <i>(further details)</i>	
Contact Details <i>(telephone, e-mail)</i>	
Description of Gift/Entertainment (Event) and Description of Provider (name of event, who is the organizer – name and registered office)	
Date and Place of the Event	
Anticipated/Expected Value of Gift/Entertainment	
Justification (brief explanation of circumstances of the acceptance/provision of gift or entertainment, description of personal relationship with the provider (third party), and specification of circumstances justifying the acceptance or provision of gift or entertainment)	
Date and Signature of Applicant	

Costs

Type of Costs	Details (amount in EUR, number of days, etc.)	Gift/Entertainment Paid by Provider	Gift/Entertainment Paid by Employer
Registration Fee		yes – no – partially	yes – no – partially
Accommodation (number of days and limit per night)		yes – no	yes – no
Transport (used means of transport)		yes – no	yes – no

Catering (specify breakfast, lunch, dinner, number of days)		yes – no	yes – no
Other Costs/Expenses			

Statement

Person Giving Statement	Statement	Date and Signature
Chief Executive Officer of the Company / Department Director / Member of Statutory Body (or another authorized person)	<i>I agree – I disagree</i>	<i>(name and position)</i>
Statutory Body <i>(unless a Compliance Officer was designated; reference to minutes of a statutory body meeting can be made) /</i> respective Compliance Officer / Compliance Officer of TTC HOLDING, a.s.	<i>agreed – disagreed</i>	<i>(name and position)</i>