



INTEGRITY COMMISSION
45-47 BARBADOS AVENUE, 2ND FLOOR
KINGSTON 5
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**INSTRUCTIONS FOR FILING STATUTORY DECLARATION OF ASSETS,
LIABILITIES AND INCOME**

Section 39(1) of the Integrity Act, 2017 requires Parliamentarians and certain public servants to file a statutory declaration with the Integrity Commission disclosing their assets, liabilities and income.

A PERSON WHO:

- (1) Fails without reasonable cause to file a statutory declaration, commits an offence punishable by imprisonment for not more than six months or by a fine not to exceed five hundred thousand dollars (\$500,000.00).
- (2) Knowingly makes a false statement on a statutory declaration commits an offence punishable by a fine not exceeding two million dollars or a term of imprisonment not exceeding two years.

WHO SHOULD FILE?

- (a) All parliamentarians; (b) all public servants whose total emoluments are Three Million, Five Hundred Thousand Dollars (\$3.5M) or above, or those whose posts are listed in the Regulations to file statutory declarations.
Also, any public servant or category of public servants, which the Commission requests in writing, or by notice published in the gazette.

WHEN TO FILE?

In the case of a person elected or appointed as a parliamentarian, a declaration must be filed as at the date of such election or appointment.

- i) Where the election or appointment was at anytime after June 30th in any year, the next declaration will be as at December 31st in the following year.
- ii) Where the election or appointment was on or before June 30th in a given year, the next declaration must be filed as at December 31st of the said year.
- iii) All subsequent declarations should cover the year ending 31st December and must be filed by the 31st March of the following year.
- iv) Whenever someone ceases to be a parliamentarian, a final declaration is due twelve months from the date on which he/she demits office.

Public Officers

In the case of a person who is appointed a public officer and earns salary of \$3.5M per annum and over, a statutory declaration should be filed at the date of appointment, or at any point in time when his/her salary reaches \$3.5M.

In the event that a person ceases to be a public officer, a final statutory declaration should be submitted twelve months after the date on which he/she demitted office. This can be presented within three months after the due date.

WHERE TO FILE?

Declarations should be delivered to the Office of the Integrity Commission during normal office hours.

Mondays to Thursdays 8:30am to 5:00pm

Fridays 8:30am to 4:00pm

Declarations may also be submitted by registered mail, post dated before the final filing date to the Office of the Integrity Commission
45 – 47 Barbados Avenue (2nd Floor)
Kingston 5

WHAT TO FILE?

The statutory declarations should include information on all assets, liabilities and income of the declarant, his/her spouse and children if they lived with the declarant at any time during the period of declaration and should include all assets whether held **locally or abroad.**

The declaration should include in section 14, information in relation to any gift received in excess of one hundred thousand dollars or such other amount as prescribed by the Minister.

However personal gifts received from relatives need not be included on the declaration.

GENERAL INSTRUCTIONS

To ensure that you complete this form fully and accurately, it is necessary that you carefully read all instructions. You are responsible for providing all information required and for complying with all instructions.

You must answer each question completely, in block capitals, typed or in ink. If a question does not apply to you, please write “none” across the response area provided.

If you need more space to answer any question, a separate sheet of paper may be added and signed by the declarant.

Each section must be signed by the declarant and the page as signified, must be signed in the presence of a Justice of the Peace.

DEFINITIONS

“Spouse” includes

- a) in relation to a single man, a single woman who, for a period of not less than five years, has cohabited with the single man as if she were in law his wife; and
- (b) in relation to a single woman, a single man who, for a period of not less than five years, has cohabited with the single woman as if he were in law her husband;

“Child” means a person under the age of eighteen years.

INDEX OF QUESTIONS

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Declaration Date :

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SECTIONS

Particulars of Children:

- Section 1 - Particulars of assets held by declarant, spouse and children – Bank Accounts.
- Section 2 - Cash in excess of five hundred thousand dollars held other than in bank by declarant, spouse and children.
- Section 3 - Bonds, stocks, shares and similar investments including any such property over which a right of disposition resides in the declarant, spouse and children.
- Section 4 - Immovable property (e.g. house, land and farm buildings) held by declarant, spouse and children.
- Section 5 - Monies invested in mortgages or business ventures (including crops and livestock) by declarant, spouse and children.
- Section 6 - Particulars of motor vehicles owned by, or on hire for any period to, or on loan for a period in excess of two months to the declarant, spouse or children.

- Section 7 - Values held in safety deposit boxes by declarant, spouse and children.
- Section 8 - Insurance policies held by declarant, spouse and children.
- Section 9 - Any other property owned by declarant, spouse and children.
- Section 10 - Other property owned by declarant, spouse and children, being held by a person other than owner, whether in trust or otherwise.
- Section 11 - Particulars of income from all sources, of declarant, spouse and children (including perquisites such as house, entertainment, allowances, rentals, etc.)
- Section 12 - Particulars of liabilities (including guarantees) of declarant, spouse and children.
- Section 13 - Particulars of any property acquired or disposed of by declarant, spouse and children (during period of 12 months or other period where appropriate) ending on the date of the declaration.
- Section 14 - Particulars of any Gift.
- Section 15 - Particulars of Debt Forgiveness

INSTRUCTIONS FOR COVER PAGE

DECLARATION DATE

In the case of a parliamentarian, declaration date is as at the date of election or appointment and afterwards as at December 31, of the same or subsequent years.

The declaration date is usually 31st December of each year; however, the declarant is allowed a period of 3 months in which to file the declaration. The declaration should include all assets and liabilities as at 31st December of the said year and income should cover the period of 12 months prior to that date.

Where a public servant is appointed to a post which emoluments are equal to or greater than three million five hundred thousand dollars, or where the emoluments reach or are more than three million five hundred thousand dollars, the declaration date is the date of the appointment to the post or when the emoluments reached the threshold. The income filed should cover the twelve months period prior to that date.

For all subsequent declarations the declaration date must be December 31st of each year and income filed covering the period January to December of that year.

The declaration filed at the end of the year of an initial declaration, should include the income earned from the declaration date of the initial declaration to December 31st of that year.

PERSONAL DATA

Under “**Name of Declarant**” and “**Name of Declarant’s Spouse**” the full name of these persons should be included.

Under “**Declarant’s Employer**” in the event of employers with multiple branches/divisions the name and address of the present location of the declarant should be included.

INSTRUCTIONS FOR THE FOLLOWING SECTIONS

PARTICULARS OF DECLARANT’S CHILDREN

The declarant should list the names, dates of birth and addresses of all his/her children, even if they are not currently living with him/her.

1. Include balances on all accounts held in banks, building societies and credit unions (locally and abroad).

Bank statements or letter from the banks, building societies and credit unions confirming the balances of the declarant his/her spouse and children must be submitted with the completed declarations.

The balances should include balances held in foreign exchange, fixed/time/certificate of deposits or any other accounts held in a bank or financial institution by the declarant, his/her spouse and children.

2. Include cash in excess of \$500,000.00 held other than in banks, credit unions or building societies. This includes cash administered by others on behalf of declarant, his/her spouse and children, or cash held at home etc.

Under column “**where Held**”, include the name and address of the institution or person.

3. Include all bonds, stocks, shares and similar investments including any such property over which a right of disposition resides in the declarant, spouse and children.

Under “**No. and Description**” if the investment is in shares, state the number held and type; ordinary or preference shares. If the investment is in bonds or stocks, under description state, ‘bonds’ or ‘stocks’.

Under “**Cost of Acquisition Where Known or Market Value**” state whether the amount included is cost (c) or market value (mv).

4. Include immovable property (e.g. house, land and farm buildings) held by declarant, spouse and children.

Under “**Description/General**” state whether the property is land, dwelling house, farm building, commercial property or any other suitable description.

5. Include Monies invested in mortgages or business ventures (including crops and livestock) by declarant, spouse and children.

Under “**Type of Investment**” state whether investment is in mortgage, business venture, crops or livestock.

Under “**Term**” in the case of investment in mortgages state the period of the mortgage in years.

6. Include particulars of motor vehicles owned by, or on hire for any period to, or on loan for a period in excess of two months to the declarant, spouse or children.

Under “**description**” state the make, model and type of vehicle, example ‘Toyota Corolla – Car’ or ‘Ford Explorer – Truck.’

Under “**Terms of Hireage**” state the period of hireage and the type of hire; whether rental or lease.

7. Include values held in safety deposit boxes by declarant, spouse and children.

Under “**Contents**” give a brief description of each item, for example 18k Rolex Watch, Diamond Brooch, any other jewellery etc.

8. Include insurance policies held by declarant, spouse and children.

Under “**Type of Policy**” state whether the policy is whole life or investment.

9. Include any other property owned by declarant, spouse and children.

Under “**Description**” give a brief description of the property, for example if the property is a boat/yacht or aircraft state the make; Yamaha – Boat, Cessna – Aircraft.

10. Include other property owned by declarant, spouse and children, being held by a person other than owner, whether in trust or otherwise.

Under “**Description**” give a brief description of the property, for example for shares held in trust, state the number of shares and the company; 5000 shares - Cable & Wireless.

Under “**In What Capacity Being Held**” state whether trustee or otherwise.

11. Include particulars of income from all sources, of declarant, spouse and children (including perquisites such as house, entertainment, allowances, rentals, winnings etc.)

Under “**Type of Income**” state whether the source of income is salary, rental, lease, business etc.

Under “**Source**” state whether income is from employment or investment.

12. Include particulars of liabilities (including guarantees) of declarant, spouse and children.

Certificate from creditor or party to which guarantee given, should be provided.

Under “**Nature of Liability**” state whether mortgage, motor car loan, motorcar lease, education loan, credit card amounts owing etc.

13. Include particulars of any property acquired or disposed of by declarant, spouse and children (during period of 12 months or other period where appropriate) ending on the date of the declaration.

Under “**Description of Property**” in the event of motor vehicles state the year, make, model and type of vehicle, for example 1999 Toyota Corolla – motor car. State the cost of acquisition and the price received on disposal. In the event of the property being a house or land, under description state the address, volume and folio numbers, the cost of acquisition and the price received on disposal.

14. This includes gifts to a value of in excess of one hundred thousand dollars received by a parliamentarian or public official. This does not include personal gift that is received from a relative.

15. This should include any debt whether in the form of cash, property etc. that has been written off.

Please Note: The declarant’s signature is also required at the end of sections 14 and 15.