

OFFICE OF THE INTEGRITY COMMISSION

INSTRUCTIONS FOR DECLARATION OF ASSETS, LIABILITIES AND INCOME FORM

Section 28 (1) (2) of the Integrity in Public Life Act Number 24 of 2013 requires persons in public life, listed in the First Schedule, to file declaration with the Integrity Commission disclosing their assets, liabilities and income and interest in relation to property.

GENERAL INSTRUCTIONS

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

You must answer each question completely, in block capitals, 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 a question, a separate sheet of paper may be added and signed and dated by the declarant. The separate sheet of paper should have the same headings as the section of the declaration form that it relates to.

Each page must be signed by the declarant and the last page signed in ink in the presence of a Magistrate/Registrar/Justice of the Peace/Notary Public/any other person empowered to take oaths in accordance with the laws of Grenada.

DEFINITIONS

“**Spouse**” in relation to a person in public life, means a person to whom the person in public life is –

- (a) married; or
- (b) co-habiting with for a continuous period of five years, during the period in which a declaration is required to be filed, but does not include a person with whom the person in public life has made a separation agreement, or whose support obligations and family property have been dealt with by an order of the Court.

“**Child**” has the meaning assigned to it under the Domestic Violence Act Cap 84, which reads –

“Child” means a person under the age of eighteen years who is:-

- (a) A child of both parties to a marriage;
- (b) A child, whether or not a child of either party to a marriage, who is or has been living in the household residence as a member of the family;
- (c) A child of a man and woman who, although not married to each other, are living or have lived together in the same household;
- (d) A child, whether or not a child of the man and woman referred to in paragraph (c) or either of them:-
 - (i) Who is or has been a member of their household
 - (ii) Who resides in the household on a regular basis, or
 - (iii) Of whom either the man or woman is a guardian;

INSTRUCTIONS FOR COVER PAGE

DECLARATION DATE

The declaration date is the “*as at ...*” period for which you are filing for, stated in the ‘Notice to file declaration letter’.

The Declaration should include all assets and liabilities as of that date and income should cover the period of **12 months for the period stated in your Notice to file Declaration.**

PERSONAL DATA

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

PARTICULARS OF DECLARANT’S CHILDREN

The declarant should state the name, date of birth and address of all children under the age of 18.

INSTRUCTIONS FOR QUESTION 1

Include balances on all accounts held in banks (locally and abroad).

Supporting Documents should be provided to confirm balances

Bank Activity Statement (*must cover the period stated in your Notice to File Declaration Letter*), confirming the balances of the declarant his/her spouse and children must be submitted with the completed declaration.

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

From amounts \$500 EC and below a ATM slip photocopied with the front of the bank card will be accepted.

INSTRUCTIONS FOR QUESTION 2

Supporting Documents should be provided to confirm balances

Include cash in excess of \$1,000 held other than in bank. This includes cash administered by others on behalf of declarant’s, his/her spouse and children.

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

INSTRUCTIONS FOR QUESTION 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 bond or stocks, under description state, ‘bonds or ‘stocks’.

INSTRUCTIONS FOR QUESTION 4

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

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

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INSTRUCTIONS FOR QUESTION 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 in mortgage, business venture, crop or livestock.

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

INSTRUCTIONS FOR QUESTION 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 – CR’ or Ford Explorer – Truck’.

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

INSTRUCTIONS FOR QUESTION 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 etc.

INSTRUCTIONS FOR QUESTION 8

Include Insurance Policies held by declarant, spouse and children.

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

INSTRUCTIONS FOR QUESTION 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, state the make; Yamaha – Boat.

List and describe any property of value.

INSTRUCTIONS FOR QUESTION 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 brief descriptions of the property, for example land, money held in bank, vehicles.

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

INSTRUCTIONS FOR QUESTION 11

Supporting Documents should be provided to confirm income

Include particulars of income from all sources, of declarant, spouse and children (including perquisites such as house, entertainment, allowance, rental, salary, wages etc.)

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

INSTRUCTIONS FOR QUESTION 12

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

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

Under “**Nature of Liability**” state whether mortgage, motor car loan, motor car lease, education loan etc.

INSTRUCTIONS FOR QUESTION 13

Include particulars of any property acquired or disposed of by declarant, spouse and children (during the 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 if vehicle, for example 1999 Toyota Corolla – motor car. In the event of the property being house and land, under description state the address, for example land, St. Paul’s, St. George’s.

INSTRUCTIONS FOR FINAL SIGNATURE

The witnessing by the Justice of the Peace has been amended to include – Magistrate/Registrar/Justice of the Peace/Notary Public/or any other person empowered to take oaths in accordance with the Laws of Grenada (SRO #45 of 2014).

Please note that the persons mentioned above only have responsibility for witnessing your signature and not the content of your declaration.

(Please have your declaration form signed off prior to your filing of declaration, if unable to so do, a Justice of the Peace would be available at the Commission’s Office

NB. If you require any further assistance or clarification please do not hesitate to contact the Office of the Integrity Commission at 1 (473) 439-9212