



# ASSETS DECLARATION FORM

**NOTE:**

Please read the notes on the next page carefully before completing this form.

# GUIDELINES FOR COMPLETION OF THE ASSETS DECLARATION FORM

## PLEASE READ THE INSTRUCTIONS BELOW CAREFULLY BEFORE COMPLETION

*(All available information should be included)*

The responsibility to collect, fill and return the form rests solely with the declarant; therefore, submission of completed forms by the declarant through his/her respective Head of Department or offices does not in any way exonerate the declarant from being liable.

In accordance to Section 119 of the Anti-Corruption Act, 2008, a person holding public office shall declare his/her income, assets and liabilities and that of his/her spouse(s) and children/dependants in the form. Such person must declare **ONLY** those assets he/she **ACTUALLY** owns or liabilities already incurred at the material time of filling the form. These include any assets/liabilities he/she holds on behalf of or in trust for third parties and any assets/liabilities held by or incurred by third parties on his/her behalf. Such person **MUST NOT** declare any asset he/she is **ANTICIPATING**.

All assets acquired outside Sierra Leone **MUST** be stated clearly with the value of the said asset in the currency of the country where the asset is situated.

The declaration shall be submitted within three months of the person becoming a public officer, and thereafter not later than 31<sup>st</sup> March in each succeeding year, and when the officer is leaving office.

In accordance with Section 119 (3) of the Act, the declaration shall be secret and confidential.

In accordance with Sections 120 and 121 of the Act, the Commission may verify the accuracy of the declaration of assets submitted by a public officer including his spouse(s) and children/dependants. This **VERIFICATION** may be made by officers of the Commission authorized on that behalf.

Do not fill “**NOT APPLICABLE**”, “**DASH,**” “**NIL**” or leave any column blank. Rather where you have no assets to fill in the relevant column, please make a brief comment or remark indicating that you do not own such property(ies).

After completion of the form, the declarant must personally hand over the form to the Commission and demand an acknowledgement of receipt.

In accordance with Section 122 of the Act, any declarant who willfully or without reasonable cause makes a false declaration or a false statement in relation to this asset declaration form shall be guilty of an offence and shall be liable on conviction to a fine not less than twenty million leones or to imprisonment for a term not less than one year or to both such fine and imprisonment.

**THIS FORM IS PROVIDED FREE OF CHARGE**

**CONFIDENTIAL**

**ASSETS DECLARATION AND PERSONAL INFORMATION FORM**

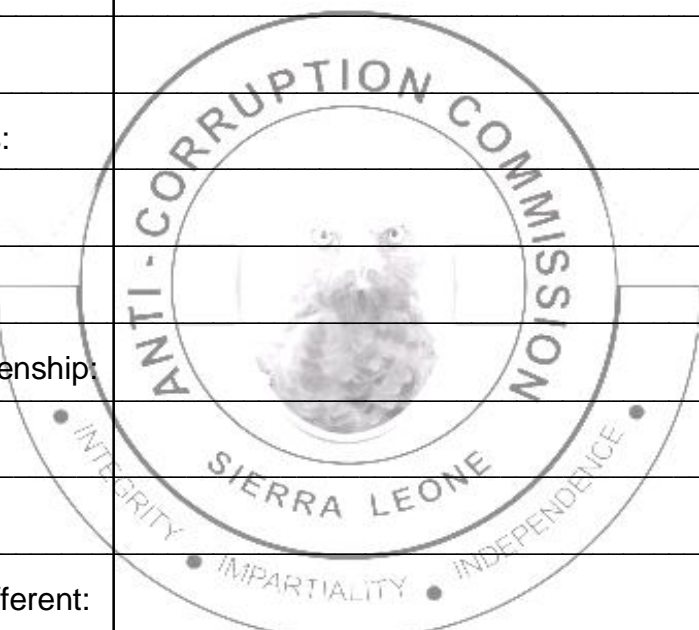
I..... on the..... day of .....

do hereby declare my assets as follows:

**Part A – General Information**

**1. Details of the declarant**

Surname :		
First Name:		
Middle Names:		
Previous Name / Aliases:		
Date of Birth:		
Present Citizenship:		
Details of any other Citizenship:		
Marital Status:		
Present Address:		
Permanent Address if different:		
Occupation/Present Profession:		



**2. Employment Record**

Name of Employer :		
Date of Employment	From	To
Salary(Le) per annum:		
Details of Employment (permanent, contract, temporary etc):		
Details of previous employment:		

(Please use additional sheets if necessary)

<b>3. <u>Details of Spouse(s)</u></b>	1st	2nd	3rd
Surname :			
First Name:			
Middle Names:			
Previous Name / Aliases:			
Date of Birth:			
Present Citizenship:			
Details of any other Citizenship:			
Present Address:			
Permanent Address if different:			
Occupation/Present Profession:			

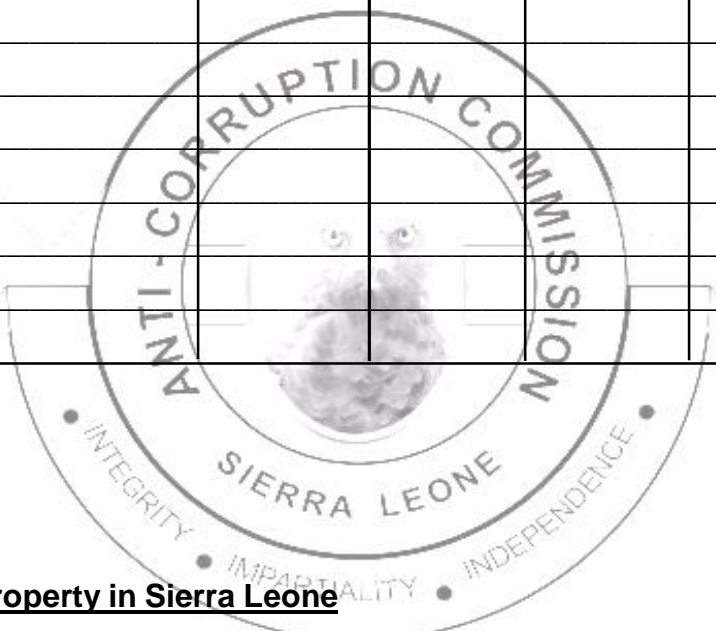
<b>4. <u>Details of children if under 18</u></b>	1st	2nd	3rd
Surname :			
First Name:			
Middle Names:			
Previous Name / Aliases:			
Date of Birth:			
Relationship:			
Present Citizenship:			
Details of any other Citizenship:			
Marital Status:			
Present Address:			
Permanent Address if different:			
Occupation/Present Profession:			

(If declarant has more than 3 children please use an additional sheet)



**Table 3: - Immovable Property Outside Sierra Leone**

Name of registered owner:	Type of Property (Buildings, farms, vacant land, factories, other properties)	Registration Number	Location.	Purchase price or Estimated Market Value	Acquisition	
					Mode and when acquired	Source of finance if purchased



**Table 4: - Movable Property in Sierra Leone**

Name of registered owner:	Type of vehicle or machinery	Model and Year of Manufacture	Registration Number	Purchase price or Estimated Market Value	Acquisition	
					Mode and when acquired	Source of finance if purchased

(Please use additional sheets if necessary)

**Table 5: - Movable Property Outside Sierra Leone**

Name of registered owner:	Type of vehicle or machinery	Model and Year of Manufacture	Registration Number	Purchase price or Estimated Market Value	Acquisition	
					Mode and when acquired	Source of finance if purchased



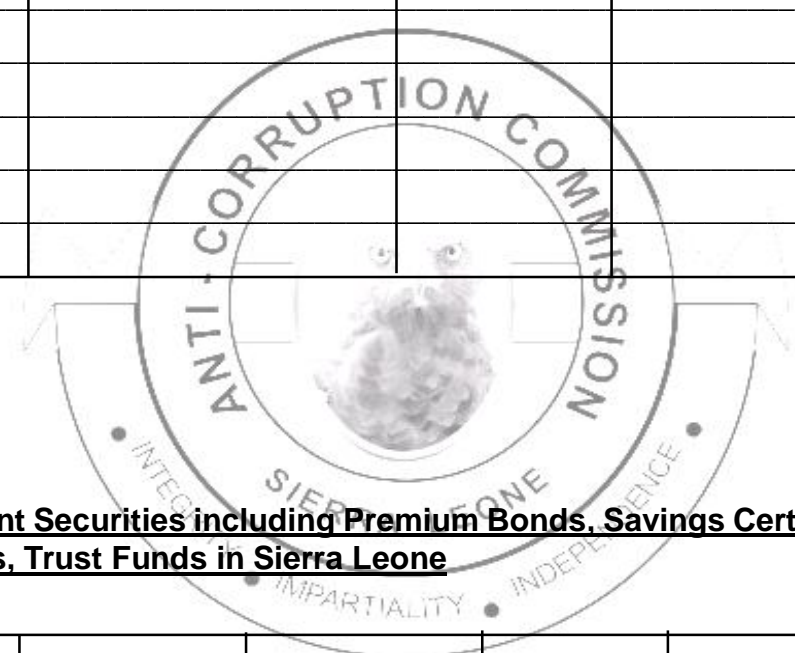
**Table 6: - Convertible Assets such as: Furniture, Jewellery, Gold and Other Objects in Sierra Leone**

Name of owner:	Description of the Item	Estimated Market Value	Acquisition	
			Mode and when acquired	Source of finance if purchased

(Please use additional sheets if necessary)

**Table 7- Convertible Assets such as: Furniture, Jewellery, Gold and Other Objects Outside Sierra Leone**

Name of owner:	Description of the Item	Estimated Market Value	Acquisition	
			Mode and when acquired	Source of finance if purchased



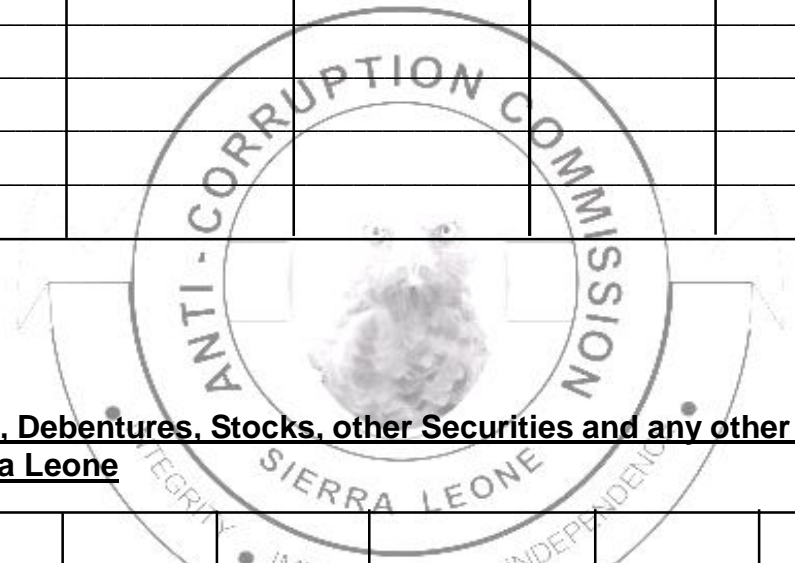
**Table 8 – Government Securities including Premium Bonds, Savings Certificates, Life Insurance, Pensions, Trust Funds in Sierra Leone**

Name of owner:	Certificate Number	Name of Company, Business or Bank	Estimated Market Value	Acquisition	
				Mode and when acquired	Source of finance if purchased

(Please use additional sheets if necessary)

**Table 9 – Government Securities including Premium Bonds, Savings Certificates, Life Insurance, Pensions, Trust Funds Outside Sierra Leone**

Name of owner:	Certificate Number	Name of Company, Business or Bank	Estimated Market Value	Acquisition	
				Mode and when acquired	Source of finance if purchased



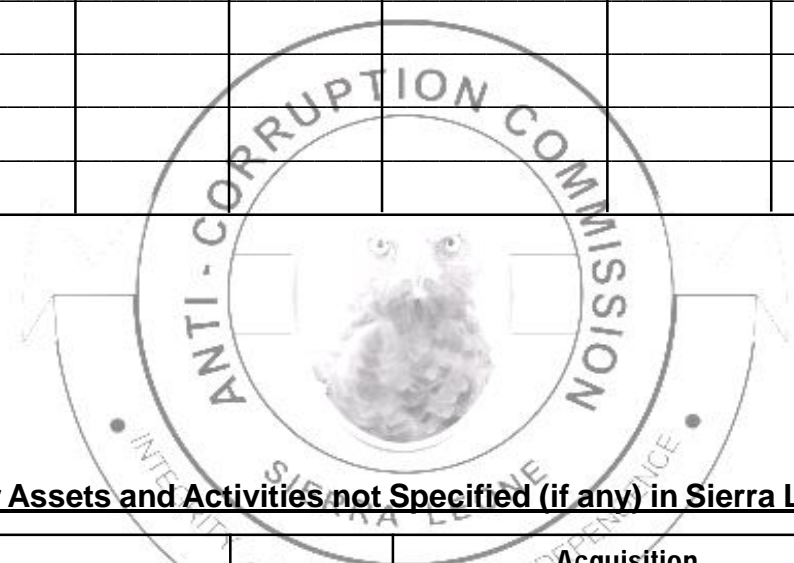
**Table 10– Shares, Debentures, Stocks, other Securities and any other interests in any business in Sierra Leone**

Name of owner:	Certificate Number	Number of Shares, Debentures, Stocks etc.	Name of Company, Business, Bank etc.	Estimated Market Value	Acquisition	
					Mode and when acquired	Source of finance if purchased

(Please use additional sheets if necessary)

**Table 11– Shares, Debentures, Stocks, other Securities and any other interests in any business outside Sierra Leone**

Name of owner:	Certificate Number	Number of Shares , Debentures, Stocks etc.	Name of Company, Business, Bank etc.	Estimated Market Value	Acquisition	
					Mode and when acquired	Source of finance if purchased



**Table 12– Other Assets and Activities not Specified (if any) in Sierra Leone**

Name of owner:	Type of Activity	Estimated Market Value	Acquisition		Remarks (If any)
			Mode and when acquired	Source of finance if purchased	

(Please use additional sheets if necessary)

**Part C – Income statement**

Please indicate your gross income from the following sources for the previous one year.  
**It must be in figures.**

Types of Income	Declarant	Spouse(s)		Children under 18			
		1	2	1	2	3	
<b>Total</b>							
Income from employment (Le)							
Income from consultancy (Le)							
Rental income from land & buildings (Le)							
Interest income from deposits & securities (Le)							
Income from shareholdings (Le)							
Income from hire of vehicles/ machineries or any other property except land & building (Le)							
Any other incomes not specified above (Le)							
<b>Grand Total Le</b>							

**Part D – Liabilities**

**Loans, mortgages, overdrafts and other debts in and outside Sierra Leone**

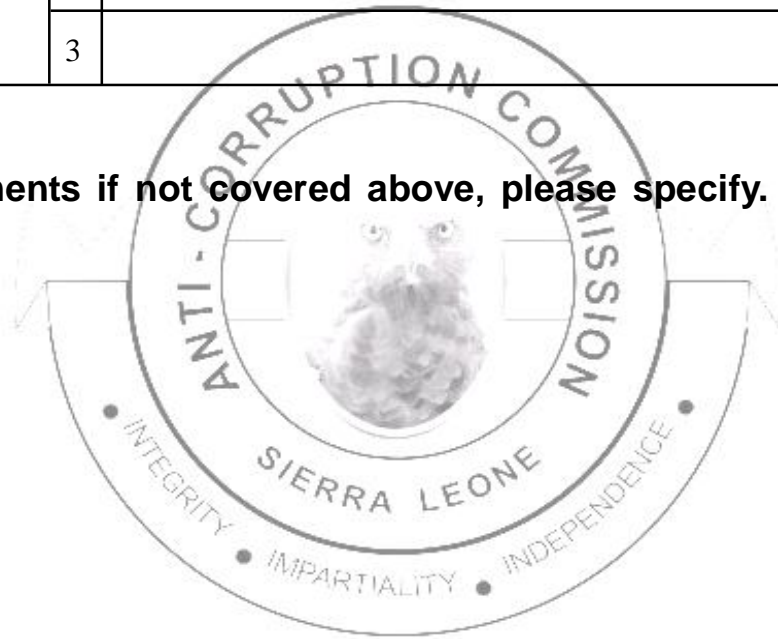
Name of Debtor	Creditor (Name of Financial Institution)	Loan Amount (Le)	Loan Outstanding (Le)	Remarks (If any)

(Please use additional sheets if necessary)

**Annual Expenditure**

		Type of Expenditure	Remarks (If any)
<b>Declarant</b>			
<b>Spouse(s)</b>	1		
	2		
<b>Dependants</b>	1		
	2		
	3		

**Other Investments if not covered above, please specify.**



**(Please use additional sheets if necessary)**

And I make this solemn declaration conscientiously believing the same to be true and correct by virtue of the Statutory Declaration Act, 1835, and pursuant to the Anti-Corruption Act 2008.

Solemnly declared at                      this                      day of 2008

BEFORE ME  
**A Commissioner of Oaths / Notary Public**

**ACKNOWLEDGEMENT SLIP**

Receipt No.....

Received from .....

of .....

.....Copies of Asset Declaration Form.....

Date :..... Signature:.....

Name.....

Designation .....

**(For official use)**

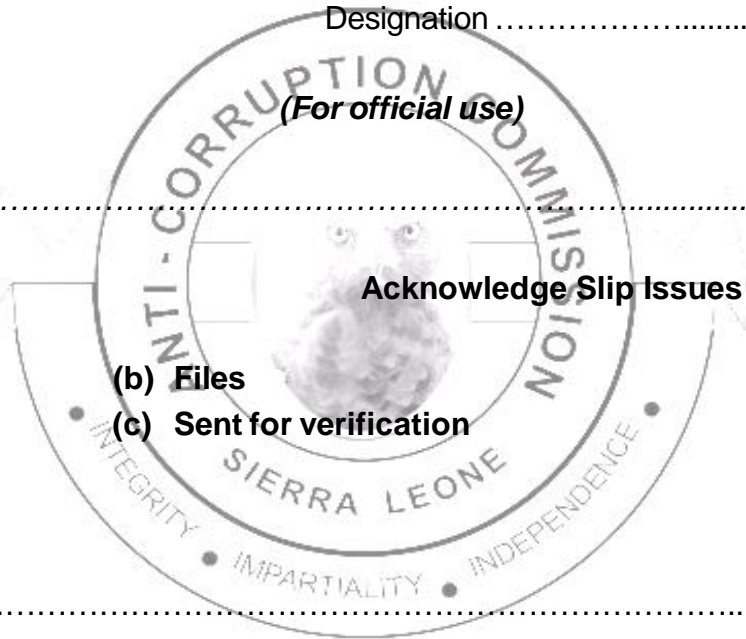
Date of Receipt from.....

Action taken: (a)

**Acknowledge Slip Issues**

**(b) Files**

**(c) Sent for verification**



Signature:.....

Name:.....

**Receiving Officer**