

Guidelines and Forms for Income, Asset and Liability Declaration

1. In accordance with the Anti-Corruption Act of Bhutan, Section 140, a person holding a public position, shall declare his/her income, assets and liabilities in the Forms given as Part A, B, C and D, including that of his/her spouse(s) and dependants. *(If the space provided is inadequate, the same can be expanded or additional information may be provided as attachment).*
2. The declarations shall be submitted within three months upon taking office, updated annually thereafter and three months prior to vacation of office. Annual declaration shall be made from 1st of November to end of December.
3. In accordance to the Anti-Corruption Act, Section 140, the declarations of the public officials (Attachment) shall be submitted to the office of the Anti-Corruption Commission. The Secretariat of the Commission shall maintain the records.
4. The declaration of the Chairperson of the Anti-Corruption Commission shall be included in the annual report to be submitted to His Majesty, Parliament and the Prime Minister.
5. The declaration of the Anti-Corruption Commissioners shall be submitted to the Chairperson of the Anti-Corruption Commission.
6. The employees of the Civil Service, Autonomous Agencies, Corporations, Armed Forces, NGO's and any other agency operating on public resources shall submit their declarations to their respective authorities.
7. The declaration shall be confidential. However, in accordance to the Anti-Corruption Act, Section 140, upon application to the Commission and subject to its satisfaction that such information will not be used maliciously but for the interest of the general public, access to such declarations may be allowed.
8. As per the provision of the Anti-Corruption Act, Section 141, the Commission may verify the accuracy of declaration of income, assets and liabilities, including their spouse(s) and dependants.
9. In accordance to the Anti-corruption Act, Section 54, the Anti-Corruption Commission shall have access to the declaration of any public servant or persons using public resources.
10. Failure to submit the declaration will be guilty of an offence and liable for penalty as per the Anti-corruption Act, Section 128. Failure to enforce the penalty by the Head of Agency shall be liable for penalty as per the Anti-corruption Act, Section 129.

Part A – General information

I. Reason for Declaration (tick)

- i) Appointment
- ii) Annual declaration
- iii) Vacation of office
- iv) Any other reason

II. Details of declarant

Name	ID Card No.	Place of Birth	Date of Birth	Marital Status	Contact Address (Phone, e-mail)

III. Details of spouse(s)

Name	ID Card No.	Place of Birth	Date of Birth	Contact Address (Phone, e-mail)	If employed, name of the organization

IV. Details of dependants

Name	ID Card No.	Relationship	Date of Birth	Contact Address (Phone, e-mail)	If employed, name of the organization

Part B – Declaration of income, assets and liabilities

If you or your spouse(s) or your dependants own assets, please provide details under the relevant sections of Tables 1-7 given below:

Table 1: Immovable property

Name of the registered owner	Type of Property	Plot or Thram No.	Location	Estimated market value	Acquisition	
					Mode & when acquired	Source of finance, if purchased

Table 2: Shares and stocks

Name of the registered owner	Certificate Number	No. of Shares / stocks	Name of company or business	Estimated market value	Acquisition	
					Mode & when acquired	Source of finance, if purchased

Table 3: Vehicle/machineries

Name of the registered owner	Type of vehicle/ machineries	Model & year of manufacture	Registration No.	Estimated value	Acquisition	
					Mode & when acquired	Source of finance, if purchased

Table 4: Interest bearing deposits

Name of the owner	Types of deposits	Account No.	Bank/Financial Institutions/ Companies	Amount	Mode of acquisition

Table 5: Convertible assets such as the works of art, jewellery, gold, and other objects of value, exceeding a total value of Nu.100,000/=

Name of the owner	Description of the item	Estimated value	Acquisition	
			Mode & when acquired	Source of finance, if purchased

Table 6: Commercial activities and other property rights

Name of the registered owner	Type of activity	Estimated value	Acquisition	
			Mode & when acquired	Source of finance, if purchased

Table 7: Other assets and activities not specified (if any)

Name of the owner	Types of assets/activities	Estimated Value	Acquisition		Remarks if any
			Mode & when acquired	Source of finance, if purchased	

Note:

1. Immovable property means land, building, and house.
2. Name of the registered owner/owner means the declarant, declarant's spouse(s) or dependants.
3. Dependant means an individual including children entirely dependent on earnings of the declarant.
4. Mode of acquisition means how the assets were acquired i.e purchased, inherited, gifted, etc.

Part C - Income statement

Please indicate your gross income from the following sources for the year previous one year

Types of Income	Declarant	Spouse(s)		Dependants			Total
		1	2	1	2	3	
Income from employment							
Income from consultancy							
Rental income from land & building							
Interest income from deposits & securities							
Income from shareholdings							
Income from hire of vehicles/ machineries or any other property except land & building.							
Any other incomes not specified above							
Grand Total							

Part D – Liabilities

Loans, mortgages, etc.

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

Expenditure on childrens' education

Name of child	Name of Institute, place	Course	Annual Expenditure	Remarks if any

Other investments if any not covered above, please specify

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Declaration:

I hereby declare that the information given in this Form is true and correct to the best of my knowledge. In case any information is found incorrect, I assume full responsibility thereof and shall be liable for prosecution as per the Anti-Corruption Act, Section 128.

(Name and signature of the Declarant) _____ Date: _____

Countersigned by spouse(s)

1. (Name and signature) _____ Date: _____

2. (Name and signature) _____ Date: _____

List of public officials required to submit declaration of income, asset and liability to the office of the Anti-Corruption Commission:

- (a) Prime Minister;
- (b) Speaker and members of the National Assembly;
- (c) Chairperson and members of the National Council;
- (d) Chief Justice of Bhutan;
- (e) Ministers;
- (f) Constitutional office holder;
- (g) Secretary to the Government;
- (h) Ambassador and Consul;
- (i) Members of the constitutional office;
- (j) Head of autonomous agency;
- (k) Head of armed force;
- (l) Chief of police;
- (m) Chairperson of Dzongkhag Thsogdu, Gewog Tshogde and Thromde Tshogde
- (n) Chairperson and chief executive of corporation and financial institution; and
- (o) Any other public official that the Commission may prescribe from time to time