

Republic of Latvia

Cabinet

Regulation No. 478

Adopted 22 October 2002

**Procedure for Completion, Submission, Registration and Keeping of
Declarations of Public Officials and for Drawing up and Submission of
Lists of Persons Holding the Office of a Public Official**

*Issued pursuant to
Section 20, Paragraph five and
Section 24, Paragraph three of the
Law On Prevention of Conflict of Interest
in Activities of Public Officials*

1. These Regulations prescribe the procedures for completion, submission, registration and keeping of declarations of public officials (hereinafter – declaration) specified in the Law On Prevention of Conflict of Interest in Activities of Public Officials, the reporting period for which the declaration should be submitted, as well as the procedures, by which the head of a State or local government authority draws up lists of persons holding the office of a public official and submits them to the State Revenue Service.

[8 July 2003]

2. A public official – the submitter of a declaration (hereinafter – submitter of a declaration) shall specify the type of the declaration (Annex 1) and complete the publishable and non-publishable part of the declaration.

3. In completing the publishable part of a declaration, the submitter of the declaration:

3.1. shall indicate his or her given name, surname, as well as the full name of the place of employment and the office of the public official;

3.2. upon indicating information regarding other offices, which he or she occupies in addition to the office of a public person, as well as regarding work-performance contracts or authorisations, liabilities specified by which he or she fulfils, shall provide information regarding identification data of such legal persons, in which the submitter of the declaration holds offices, or regarding natural persons (indicating the given name and surname) or identification data of the legal persons, which are the employers or authorisers of the

submitter of the declaration. Information regarding offices of the submitter of the declaration in associations, foundations, political and religious organisations and trade unions shall also be provided;

3.3. upon indicating information regarding the immovable property in his or her ownership, possession or usage (also regarding the properties, which he or she rents from other persons and which are in possession thereof due to guardianship or trusteeship), shall provide information regarding types and locations thereof (state, town/populated area);

3.4. upon indicating information regarding whether the submitter of the declaration is an individual merchant, regarding commercial companies in which he or she is a participant, shareholder or member, as well as regarding capital shares, stocks and securities belonging to him or her, shall provide information regarding identification data thereof, as well as regarding identification data of such legal persons, capital shares of which belong to the submitter of the declaration (specifying the number and amount of capital shares), the securities belonging to the submitter of the declaration in division according to the types thereof (specifying the type, number thereof, the amount in nominal value and the name of the legal person – issuer of the securities). Only the total number shall be indicated in relation to privatisation and compensation certificates;

3.5. upon indicating information regarding vehicles to be registered in his or her ownership, as well as regarding such vehicles which are in his or her possession or usage or which he or she has purchased on the basis of a lease, shall provide information regarding the type, make, year of construction and registration of the vehicle;

3.6. upon indicating information regarding cash and non-cash savings if their amount exceeds the 20 minimum monthly wages specified by Cabinet, shall provide information regarding the name and identification data of each holder of non-cash savings or issuer of an accounting card. If cash or non-cash savings are accrued in a foreign currency, they shall be indicated in the units of the respective currency. Amounts of cash savings shall also be indicated in words;

3.7. upon indicating information regarding all types of income earned in the reporting period, shall provide information regarding the place of earning (source) thereof, indicating the identification data of legal persons and the given name and surname of natural persons and the amount (individually for each type of income in the respective currency). For income, to which taxes are applied in accordance with regulatory enactments, the calculated amounts before the payment of taxes shall be indicated;

3.8. upon indicating information regarding performed transactions if their amount exceeds 20 minimum monthly wages specified by Cabinet, shall provide information regarding the type and amount of each transaction in monetary terms in the respective currency;

3.9. upon indicating information regarding his or her debt commitments, the amount of which exceeds 20 minimum monthly wages specified by Cabinet, shall provide information only regarding the amount of each debt in monetary terms in the respective currency. The amount shall also be indicated in words;

3.10. upon indicating information regarding loans issued by him or her if the sum of the loans exceeds 20 minimum monthly wages specified by Cabinet, shall provide information only regarding the amount of each loan in monetary terms in the respective currency. The amount shall also be indicated in words;

3.11. upon indicating other information, shall provide information regarding other facts which, according to the submitter of the declaration, concern his or her financial state and changes thereof in the period of declaration and are not indicated in other sections of the declaration; and

3.12. shall indicate the given name, surname and kinship of the spouse, parents, brothers, sisters and children of the submitter of the declaration.

[8 July 2003; 9 May 2006]

4. In completing the non-publishable part of a declaration, the submitter of the declaration shall:

4.1. indicate the given name, surname, personal identity number, address of the place of residence and telephone number of the submitter of the declaration, a full name of the place of employment and office of the public official, as well as the telephone number of the place of employment;

4.2. provide information regarding the offices, jobs, work-performance contracts and authorisations if the employer, other contracting party or authoriser is a natural person, as well as indicate the income earned in the preceding year from natural persons (indicating the identification data of the natural person);

4.3. provide information regarding the immovable property in his or her ownership (joint ownership), possession or usage (also regarding the properties, which are rented from other persons and which are in his or her possession due to guardianship or trusteeship) specifying the address of the property;

4.4. provide information regarding vehicles to be registered in his or her ownership, as well as regarding such vehicles, which are in his or her possession or usage or which he or she has purchased on the basis of a lease, specifying the State registration number of the vehicle;

4.5. upon indicating information regarding performed transactions if their amount exceeds 20 minimum monthly wages specified by Cabinet, provide information regarding the amount of each transaction in the respective currency and the identification data of the parties to transactions;

4.6. upon indicating information regarding his or her debt commitments, the amount of which exceeds 20 minimum monthly wages specified by Cabinet, provide information regarding the amount of each debt in the respective currency and the identification data of such persons who have issued loans to the submitter of the declaration; and

4.7. upon indicating information regarding loans issued by him or her if the amount of loans exceeds 20 minimum monthly wages specified by Cabinet, provide information regarding the amount of each loan in the respective currency and the identification data of such persons to whom the submitter of the declaration has issued loans.

[9 May 2006]

5. The submitter of a declaration shall approve the completeness and veracity of the information provided in the declaration by his or her signature and shall indicate the date of completion of the declaration.

[8 July 2003]

6. Personal identification data shall be the name, legal address and registration number of a legal person or the given name, surname and personal identity number of a natural person.

7. The name and registration number of such merchant and organisation shall be indicated in the declaration, which is registered in the Commercial Register or the Ministry of Justice. Such name and registration number shall be indicated for State and local government authorities, which is registered in the Register of Taxpayers.

8. Also, such property shall be indicated in the declaration which is in joint ownership of the submitter of the declaration and his or her spouse, as well as in joint ownership with another natural or legal person.

9. The declaration shall be filled in completely and in a clearly legible form. If the submitter of the declaration does not have any information to provide in any point of the declaration, the word “*nav*” [none] shall be entered instead of the requested information.

10. A declaration for the current year shall be completed and submitted by 1 April of the subsequent year, taking into account that the information requested in the declaration should be provided regarding the situation on 31 December of the preceding year, except the information referred to in Sub-paragraphs 3.2, 3.7, 3.8, 4.2 and 4.5 of these Regulations, which should be provided for the whole preceding calendar year. If a public official begins to fulfil the duties of office after the beginning of the calendar year, the information referred to in Sub-paragraphs 3.2, 3.7, 3.8, 4.2 and 4.5 of these Regulations shall be provided for the time period during which the duties of a public official are fulfilled.

[10 October 2006]

11. A declaration which is submitted upon assuming office, shall be completed and submitted within one month from the date when a decision regarding appointment, election or approval of the submitter of the declaration in the office of public official has been taken or pursuant to the law the term of office of a deputy of the *Saeima* [The Parliament of the Republic of Latvia] or a local government council (parish council) has begun, taking into account that the requested information should be provided regarding the situation on the day when the submitter of the declaration assumed the office of public official. In such case the information referred to in Sub-paragraphs 3.7, 3.8 and 4.5 of these Regulations need not be indicated.

[10 October 2006]

12. A declaration which is submitted upon termination of fulfilment of the duties of office, shall be completed and submitted within one month from the date when a public official has discontinued to fulfil the duties of office. Information regarding the situation on the last day of fulfilment of the duties of office shall be provided in the declaration, except the information referred to in Sub-paragraphs 3.2, 3.7, 3.8, 4.2 and 4.5 of these Regulations, which shall be provided for the time period from the beginning of the calendar year until the date when the public official discontinued the fulfilment of the duties of office. If the time of fulfilment of the duties of office does not coincide with the beginning or end of the calendar year, the information referred to in Sub-paragraphs 3.2, 3.7, 3.8, 4.2 and 4.5 of these Regulations shall be provided regarding the time period, during which the duties of public official were fulfilled.

[10 October 2006]

13. A declaration, which is submitted for a time period of 12 months after termination of the fulfilment of the duties of office, shall be completed and submitted by the last day of the 15th month, counting from the day when a public official discontinued the fulfilment of the duties of office. Information regarding the situation on the last day of the 12th month shall be provided in the declaration, counting from the day when the public official discontinued the fulfilment of the duties of office. In such case the information referred to in Sub-paragraph 3.7 of these Regulations need not be indicated.

14. A declaration, which is submitted for the second year after termination of the fulfilment of the duties of office, shall be completed and submitted by the last day of the 27th month, counting from the day when a public official discontinued the fulfilment of the duties of office. Information regarding the situation on the last day of the 24th month shall be provided in the declaration, counting from the day when the public official discontinued the fulfilment of the duties of office. In such case the information referred to in Sub-paragraph 3.7 of these Regulations need not be indicated.

15. The public officials referred to in Section 4, Paragraph one, Clauses 1, 2 and 3 of the Law On Prevention of Conflict of Interest in Activities of Public Officials shall submit a

declaration in electronic format or in writing to the headquarters of the State Revenue Service, other public officials – to territorial offices of the State Revenue Service according to the declared place of residence of the respective public official if it is not otherwise specified in the Law.

[9 May 2006]

16. [8 July 2003]

17. If the public officials referred to in Section 4, Paragraph one, Clauses 1, 2 and 3 of the Law On Prevention of Conflict of Interest in Activities of Public Officials, after termination of the fulfilment of their duties of a public official, begin to fulfil the duties of the public officials referred to in Section 4, Paragraph one, Clauses 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22 and 24, Section 4, Paragraphs two, 2.² and three of the Law On Prevention of Conflict of Interest in Activities of Public Officials, the headquarters of the State Revenue Service shall send the declaration and the inspection file thereof to the territorial office of the State Revenue Service according to the declared place of residence of the public official.

[9 May 2006]

18. If the public officials referred to in Section 4, Paragraph one, Clauses 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 18, 18, 19, 20, 21, 22 and 24, Section 4, Paragraphs two and 2.² of the Law On Prevention of Conflict of Interest in Activities of Public Officials, after termination of the fulfilment of their duties of a public official, begin to fulfil the duties of the public officials referred to in Section 4, Paragraph one, Clauses 1, 2 and 3 of the Law On Prevention of Conflict of Interest in Activities of Public Officials, the respective territorial office headquarters of the State Revenue Service shall send the declaration and the inspection file thereof to the headquarters of the State Revenue Service.

[9 May 2006]

19. The heads of State and local government authorities shall draw up a list of persons holding the office of a public official (Annex 2) and submit it to the State Revenue Service in electronic form or in writing. If amendments are made to the list, they shall be submitted to the State Revenue Service in electronic form or in writing within a time period of 15 days. The change in the given name, surname, address of the declared place of residence, office or place of employment of an official shall also be deemed amendments to the list.

[9 May 2006]

20. The head of a State and local government authority and other institutions established thereby shall submit the list referred to in Paragraph 19 of these Regulations as follows:

20.1. the head of the Chancery of the President of Latvia, the Chancellery of the *Saeima* and the State Chancellery shall submit the lists of the public officials referred to in Section 4, Paragraph one, Clauses 1, 2 and 3 of the Law On Prevention of Conflict of Interest in Activities of Public Officials to the headquarters of the State Revenue Service;

20.2. the head of the Chancery of the President of Latvia, the Chancellery of the *Saeima* and the State Chancellery shall submit the lists of the public officials referred to in Section 4, Paragraph one, Clauses 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 18, 18, 19, 20, 21, 22 and 24, Section 4, Paragraphs two and 2.² of the Law On Prevention of Conflict of Interest in Activities of Public Officials to the territorial office of the State Revenue Service according to the registration place of the respective institution; and

20.3. the heads of other institutions shall submit the lists of persons holding the office of a public official to the territorial office of the State Revenue Service according to the registration place of the respective institution or capital company.

[8 July 2003; 9 May 2006]

21. An individual file shall be created for each public official in the headquarters of the State Revenue Service or the territorial office of the State Revenue Service according to the declared place of residence of the public official, and pursuant to the provisions of record-keeping the file shall be numbered according to the nomenclature of files approved by the head of the institution.

[8 July 2003; 9 May 2006]

22. All the declarations that have been submitted by the respective public official shall be aggregated in the file of a public official – the declaration submitted upon assuming office, current annual declarations and the declaration submitted upon discontinuing the fulfilment of the duties of a public official (both the publishable and the non-publishable part of the declaration shall be aggregated in the file).

[9 May 2006]

23. The headquarters or the territorial office of the State Revenue Service shall register the declaration in the register or data base, indicating the date of registration and assigning a number.

[8 July 2003]

24. The file shall be kept in the headquarters or the territorial office of the State Revenue Service.

[8 July 2003]

25. Files shall be arranged in alphabetical order and kept in locked cabinets.

26. The time period for keeping of all declarations and inspection materials thereof shall be 50 years.

Acting for the Prime Minister –
Minister for Transport

A. Gorbunovs

Acting for the Minister for Justice –
Minister for Foreign Affairs

I. Bērziņš

[9 May 2006]

Annex 1
Cabinet Regulation
No. 478
22 October 2002

Declaration of a Public Official

Type of declaration:

- declaration of a public official, which is submitted upon assuming office on _____20____
- current declaration of a public official – for year 20____
- declaration of a public official, which is submitted upon discontinuing the fulfilment of the duties of office on _____20____
- declaration of a public official, which is submitted upon terminating the fulfilment of the duties of office
- for the first year from _____20____ until _____20____
- for the second year from _____20____ until _____20____

Note. Mark the appropriate box. All the information specified in the declaration shall be provided in relation to Latvia and foreign states.

I. Publishable Part

1. Data of the submitter of the declaration

Given name, surname _____
Place of employment _____
(full name)
Office _____

2. Other offices which the submitter of the declaration holds in addition to the office of public official (including offices in associations, foundations, political and religious organisations and trade unions) and other jobs in which the submitter of the declaration is employed, as well as information regarding work-performance contracts or authorisations, the liabilities specified by the positions which he or she fulfils.

Name of the offices, jobs, information regarding work-performance contracts and authorisations	For a legal person – name; for a natural person – given name and surname	For a legal person – registration number in the Commercial Register and legal address

Note. Information shall be indicated regarding all the reporting period.

3. The immovable property in the ownership (joint ownership), possession or usage of the submitter of the declaration (also regarding such properties, which are rented by him or her from other persons and which are in his or her possession due to guardianship or trusteeship)

Type of immovable property	Location of the immovable property (state, town/populated area)	Note regarding whether it is in ownership (joint ownership), possession or usage	If it is in the possession, usage or joint ownership, specify the given name and surname of the owner or the co- owner

4. The commercial companies in which the submitter of the declaration is a participant, shareholder or member, as well as an indication whether the submitter of the declaration is an individual merchant. The capital shares, stocks and securities belonging to the submitter of the declaration (only the number shall be indicated in relation to privatisation and compensation certificates)

Name of the legal person	Registration number in the Commercial Register and legal address	Number of capital shares	Amount	Currency

Name of the issuer of securities	Registration number in the Commercial Register and legal address	Type of securities	Number	Amount (in nominal value)	Currency

5. The vehicles to be registered in the ownership of the submitter of declaration, as well as the vehicles in his or her possession or usage and the vehicles that he or she has purchased on the basis of a lease

Type of vehicle	Make	Year of construction	Year of registration

6. Cash and non-cash savings of the submitter of declaration if their amount exceeds 20 minimum monthly wages specified by the Cabinet (in units of the respective currency)

The amount of cash savings in figures	Currency	The amount of cash savings in words

The amount of non-cash savings	Currency	Name of the holder of non-cash savings or the issuer of the accounting card	For legal person – registration number in the Commercial Register and legal address

7. All income earned by the submitter of the declaration in the preceding year, for example, work remuneration, supplements to the work remuneration, premiums, royalties, income from economic and commercial activities, insurance costs, compensations, income from selling and leasing (renting) of movable and immovable property, winnings and dividends, inheritances, gifts and other income.

Note. The section shall be completed only upon submitting the current annual declaration and the declaration, which is submitted upon discontinuing the fulfilment of the duties of office. For income, to which taxes are applied in accordance with regulatory enactments, the calculated sums before the payment of taxes shall be indicated.

The place (source) of earning the income – name, registration number in the Commercial Register and legal address of the legal person; given name and surname of the natural person	Type of income	Amount	Currency

8. The transactions performed by the submitter of the declaration during the reporting period if their amount exceeds 20 minimum monthly wages specified by Cabinet

Type of transaction	Amount	Currency

Note. The amount of each transaction in monetary terms shall be indicated in the respective currency.

9. Debt commitments of the submitter of the declaration, the amount of which exceeds 20 minimum monthly wages specified by Cabinet

Amount in figures	Currency	Amount in words

Note. The amount of each debt commitment in monetary terms shall be indicated in the respective currency.

10. The loans issued by the submitter of the declaration, the amount of which exceeds the 20 minimum monthly wages specified by Cabinet

Amount in figures	Currency	Amount in words

Note. The sum of each loan in monetary terms shall be indicated in the respective currency.

11. Information regarding other facts, which, according to the submitter of the declaration, concern his or her financial state and changes thereof in the period of the declaration and are not indicated in other sections of the declaration

12. The spouse, brothers and sisters, parents (including adopters), children (including adopted) of the submitter of the declaration

Given name, surname	Kinship

I certify that the information provided in the declaration is complete and true.

Signature of the submitter of declaration

Date

II. Non-publishable part

1. Data of the submitter of the declaration

Given name, surname _____
 Personal identity number _____
 Address of the declared place of residence and telephone number _____
 Additional address _____
 Place of employment _____
(full name)
 Office and telephone number _____

2. Offices, jobs, work-performance contracts and authorisations if the employer, the other contracting party or the authoriser is a natural person, as well as the income earned in the preceding year from natural persons

Name of the office, jobs, work-performance contracts or authorisations	Given name, surname, personal identity number of the natural person	Type of income	Amount	Currency

3. The immovable property in the ownership (joint ownership), possession or usage of the submitter of declaration (also regarding such properties, which are rented by him or her from other persons and which are in his or her possession due to guardianship or trusteeship)

Type of immovable property	Address of the immovable property	Note regarding whether it is in the ownership (joint ownership), possession or usage	Specify the owner or co-owner (for legal person – name, registration number in the Commercial Register and registration address; for natural person – given name, surname, personal identity number)

4. The vehicles to be registered in the ownership of the submitter of declaration, as well as the vehicles in his or her possession or usage and the vehicles, which he or she has purchased on the basis of a lease

Type of vehicle	Make	Registration number

5. The transactions performed by the submitter of the declaration during the reporting period if their amount exceeds the 20 minimum monthly wages specified by Cabinet

Parties to the transaction (the name of the legal person or the given name and surname of the natural person)	For legal person – registration number in the Commercial Register and legal address; for natural person – personal identity number	Amount	Currency

6. Debt commitments of the submitter of the declaration, the amount of which exceeds 20 minimum monthly wages specified by Cabinet

For legal person – name, for natural person – given name and surname	For legal person – registration number in the Commercial Register and legal address; for natural person – personal identity number	Amount	Currency

7. The loans issued by the submitter of the declaration, the amount of which exceeds 20 minimum monthly wages specified by Cabinet

For legal person – name, for natural person – given name and surname	For legal person – registration number in the Commercial Register and legal address; for natural person – personal identity number	Amount	Currency

8. The spouse, brothers and sisters, parents (including adopters), children (including adopted) of the submitter of declaration

Given name, surname	Personal identity number	Kinship	Address of the place of residence

I certify that the information provided in the declaration is complete and true.

Signature of the submitter of declaration

Date

Note regarding receipt

Date _____

Signature _____

[9 May 2006]

Annex 2
Cabinet Regulation
No. 478
22 October 2002.

Name of the State or local government authority

(capital company)

Legal address

Registration number

Public Officials Who Must Complete the Declaration

the list of persons holding the office of public official

amendments to the list of persons holding the office of public official

No.	Given name, surname	Personal identity number	Address of the declared place of residence	Office	Assumed the office on (date)	Discontinued the fulfilment of the duties of the office on (date)	Whether he or she is an official of the State civil service

Head of the State or local government authority (capital company)

(office)

(signature and full name)

(date)