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**ROYAL GOVERNMENT OF BHUTAN
ANTI-CORRUPTION COMMISSION**

"NATION'S CONSCIENCE"

THIMPHU, BHUTAN

ACC/PREVENTION-04/2006

November 9, 2006

NOTIFICATION

Asset declaration has been a requirement for civil servants since late 80's. With the enactment of the Anti-Corruption Act of Bhutan 2006 (AC Act), it is now mandatory for all public officials/individuals to declare income, asset and liabilities including that of their spouse(s) and dependants.

The holder of following public positions shall make their declaration to the office of the ACC:

- Prime Minister, Chief Justice of Bhutan and Speaker of the National Assembly;
- Ministers, Constitutional office holders, Secretaries to the government, Members of National Assembly, Ambassadors and Consuls;
- Heads of autonomous agencies and armed forces, Dzongda and Drangpon;
- Chairpersons of Dzongkhag Tshogdu, Geog Tshogde and Thromde Tshogde; and
- Chairpersons and Chief Executives of Corporations and Financial Institutions.

Similarly, other civil servants and *officials/individuals serving in any organization – public, private and NGOs using public resources* shall submit their declarations to the heads of their respective organizations.

The declaration shall be made in the prescribed form which is circulated or downloaded from the ACC webpage www.anti-corruption.org.bt. *The annual declaration shall be made from November 1 to December 31. Civil servants, who have already submitted their declarations as per the BCSR 2006 need not declare again.* However, for uniformity they shall declare their asset as per ACC's guidelines and form, hereafter.

The category of public officials, making declaration to the ACC for 2006 must reach the ACC office, latest by 31 December 2006.

In accordance to sections 115 and 128 of the AC Act, the ACC designates the heads of organizations to take the responsibility to ensure timely and accurate submission of declarations by their employees. Concerned individuals are requested to make correct declarations. It may be noted that non-submission or inaccurate declaration is an offence under the AC Act and liable for penalty as provided under the Penal Code of Bhutan.

This notification is issued in accordance to sections 127 and 129 of the AC Act. For more details, refer to the attached guidelines.

Chairperson
Anti-Corruption Commission

Guidelines to Fill Asset Declaration Form

1. In accordance to sections 127 and 129 of the Anti-Corruption Act of Bhutan 2006 (AC Act), a person holding public position shall declare his/her income, assets and liabilities and that of his/her spouse(s) and dependants in the Form comprising four parts:
 - Part A - General Information;
 - Part B - Declaration of Income, Asset and Liabilities;
 - Part C - Income Statement; and
 - Part D - Liabilities.
2. Public officials are divided into two groups:

Group 1: Holders of public positions – *will make their declaration to the Anti-Corruption Commission*

 - Prime Minister, Chief Justice of Bhutan and Speaker of the National Assembly;
 - Ministers, Constitutional office holders, Secretaries to the government, Members of National Assembly, Ambassadors and Consuls;
 - Heads of autonomous agencies and armed forces, Dzongda and Drangpon;
 - Chairpersons of Dzongkhag Tshogdu, Geog Tshogde, Thromde Tshogde;
 - Chairpersons and Chief Executives of Corporation and Financial Institutions; and
 - Any other public official the Commission may prescribe from time to time.

Group 2: Employees of public organization, non-governmental and other such organizations using public resources - *will make their declaration to the heads of their respective organizations.*
3. If spouse(s) and children are employed, declarations can be made to their respective organizations and need not be included in the declaration.
4. The declaration 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.
5. The declaration shall be confidential. However, in accordance to section 50 of the AC Act, upon application to the Commission and subject to its satisfaction that such information will not be used maliciously but for the interest of general public, access to such declarations may be allowed.
6. In accordance to section 130 of the AC Act, the Commission may verify the accuracy of declaration of income, asset and liability submitted by a public official including his spouse(s) and dependant.
7. As per the section 54 (e) of the AC Act, the Commission may inspect any disproportionate change in income, asset and liability of a person.
8. In accordance to section 115 of the AC Act, failing to declare or making false declaration is guilty of an offence and liable for penalty as provided under the Penal Code of Bhutan.
9. Following explanatory notes facilitate in filling up the declaration form:

FIGHTING CORRUPTION IS A COLLECTIVE RESPONSIBILITY

THIMPHU BHUTAN, POST BOX No: 1113, TEL: 00975-2-334863/64/66/67/68/69, FAX No: 00975 -2-334865

Part A – General Information

I Reason for Declaration: Tick mark (✓) to indicate the reason for this declaration.

II Details of the Declarant

Name: write full name as used in the citizenship identity card.

ID Card No.: identification number given by civil registration and census.

Place of Birth: place of birth.

Date of Birth: date as indicated in the citizenship identity card.

Marital Status: mention married, unmarried or widowed.

Present Address: mention the full address.

Part B – Declaration of Income, Assets and Liabilities

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

Table 1: Immovable property

Type of property: means land, building, and house/flat of a building.

Plot or Thram No.: registration number of the land/plot/flat/building.

Location: place where the property is situated with proper address.

Market value: value at the time of acquisition.

Mode & when acquired: mention whether purchased, inherited, gifted and the corresponding date.

Table 2: Shares and stocks declaration form

Certificate Number/Central Depository (CD) Code: Share(s) certificate / CD number owned and held in a securities account.

Number of shares: Mention number of shares that you own.

Table 3: Vehicles/machineries

Type of vehicle/machineries: includes motor vehicles, earth moving and other heavy construction equipment.

Table 4: Interest bearing deposits

Types of deposit: specify whether it is fixed, recurrent or savings deposits.

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

Description of the item: Work of art could be antiques, religious and decorative items, etc., and other objects could be household items, furniture exceeding a total value of Nu.100,000/= per item.

Table 6: Commercial activities and other properties rights

Type of activity: specify commercial activities like business in construction, Information Technology, manufacturing, services, retail, consultancy, etc.

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

Mention income source, assets and activities not covered in the above.

Part C – Income statement

Please indicate income statement in the provided table.

Part D – Liabilities

Name of debtor: name of the person who availed loan or mortgage.

Creditor (Name of the Financial Institution): write name of the financial institution from where loan has been availed.

Expenditure on childrens' education: please provide details on childrens' education in the table.

Other investments if any not covered above, please specify: please give details of other expenditures which are liabilities and not covered above.

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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 Children & 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

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Table 2: Shares and stocks

Name of the registered owner	Certificate Number /CD 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

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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 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							

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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 section 115 of the Anti-Corruption Act of Bhutan 2006.

(Name and signature of the Declarant)

Date:

Countersigned by spouse(s)

1. (Name and signature)

Date:

2. (Name and signature)

Date