

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 and Chief Justice of Bhutan;
- Ministers, Constitutional office holders, Secretaries to the government, 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 should be made separately to their respective organizations.
4. If spouse and children are unemployed, asset and liability should be declared in the same form along with that of the declarant.
5. The declaration shall be submitted within three months upon taking office, annually thereafter and three months prior to vacation of office. Annual declaration shall be made from 1st of November to 31 December.

6. The declaration shall be confidential. However, in accordance to section 132 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.
7. 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.
8. 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.
9. 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.
10. Following explanatory notes facilitate in filling up the declaration form:

Part A – General Information

I Reason for Declaration: Tick mark (Ü) 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.

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

Marital Status: mention married, unmarried or widowed.

Permanent 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: self explanatory.

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 and educational insurance policies/deposits.

Table 5: Convertible assets such as the work of art, jewellery, gold and other object of value exceeding 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.100,000.00 per item.

Table 6: Commercial activities and other properties rights

Type of activity: specify commercial activities like business in construction, 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.