



The purpose of this brochure serves to assist Specified Persons in Public Life with filling of their Declaration together with the relevant supporting document(s) required to corroborate the information stated therein.



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GUYANA



I NTEGRITY COMMISSION

"Securing the integrity of persons in public life"

Form 2

DECLARATION OF INCOME, ASSETS AND LIABILITIES

Income Statement for the year ended 30th June, 2022 and Balance sheet as at 30th June, 2022.

Name of Declarant.....

Address.....

Name and Address of spouse and children of declarant.....

.....

.....

Components of the Declaration Form

Important points to note:

- ◇ Once a document was submitted to the Integrity Commission in relation to an Asset and there was no changes to that asset during the declaration period, then you don't have to resubmit that document in other submission.
- ◇ In the event of a death of a Specified Officer, a Death Certificate, is required to remove the name from the Commission's Database, the Copy of the Death Certificate can be submitted by anyone.

Understanding the Sections or Components of a Declaration Form

Annual Period: the period required for a Specified Person in Public Life to submit a declaration of Assets & Liabilities. E.g. July 01, 2019 to June 30, 2020.

Name and Address of the Specified Person in Public Life

Name and Address for Spouse and Children. These must be stated together with the relationship to the Specified Person in Public Life. E.g.

Vihaan Anthony (Husband)

Viron Anthony (Son)

Simran Anthony (Daughter)

Income, Assets and Liabilities

Income: (Name and Address of Organization) together with the amounts of monies received for the annual period in relation to same e.g. July 01, 2019 to June 30, 2020. Documents required might be any of the following that is APPLICABLE to your source of Income listed:

- ◇ Pension Statement
- ◇ Rental Agreement
- ◇ Survivor Pension Statement
- ◇ NIS Statement
- ◇ Dividend Payment Receipts
- ◇ Audited Income Statement for Private Companies (If own a Company or part of a Company)
- ◇ Income Statement from Place of Employment
- ◇ Pay Slip
- ◇ Affidavit of Income
- ◇ Employment Contract
- ◇ Any other Document to support a Source of Income listed under this Section.

Assets held by a Specified Person in Public Life, his or her Spouse and Children at the end of an Annual Period. The Specified Person in Public Life to provide a clear description of Assets and the value of same stated at the end of the annual period. These Assets and Supporting Documents stated categorically are:

Property – Transport, Certificate of Title or Lease Agreement, and Estimated Cost of Property. If you have a current valuation you can submit same however, it is NOT compulsory.

Cash / Bank Account – Indicate clearly account name and balances in and out of the Country at the end of the Declaration Period e.g., as at June 30, 2022

Life Insurance Policies – Copy of Insurance Policy

Shares – Share Certificate, Letter of Valuation

Directorship and Partnership – Articles of Incorporation, Business Registration, Partnership Agreement, Change of Directors Notice.

Motor Vehicle – Motor Vehicle Registration Certificate and estimated cost or purchase cost (sale receipt) if any for Vehicle in use and estimated cost of Vehicle no longer in use.

Boat – Registration Certificate and estimated cost

Government Bonds – Security Bond

Gifts - Deed of Gift, Affidavit of Gift, Transfer of Gift

Any Other Assets – Supporting Document to Support the Asset

Income, Assets and Liabilities

Liabilities of a Specified Person in Public Life, his or her Spouse and Children (where applicable) at the end of an annual period. A liability is something a person or company owes, usually a sum of money. It must state clearly the name of the liability, the institution attaching the liability, the balance of money owed and the person claiming the liability e.g. Specified Person in Public Life or Spouse. These are:

Mortgage – Supporting Documents: Mortgage Deed, Mortgage Statement clearly showing the balance if available.

Loan (Motor Vehicle Loan/ Personal) – Supporting Documents: Loan Agreement, Loan Statement clearly showing the balance if available .

Judgement Debts – Supporting Documents: Judgement Debt Letter/ Court Document

Others - Any other document that support a liability listed under this section

Date the Specified Person in Public Life prepared the Declaration Form

The Signature of the Specified Person in Public Life

The full name of the Specified Person in Public Life

The relevant date or last date of the annual period e.g. June 30, 2020

Final Signature of Specified Person in Public Life. This signature is an attestation by the Specified Person in Public Life confirming the information provided is true and correct as at June 30, on the declaration form for each annual period.