



# THE SOUTHERN SUDAN ANTI-CORRUPTION COMMISSION

(ISSUED UNDER THE INTERIM CONSTITUTION OF SOUTHERN SUDAN, 2005 AND THE  
SOUTHERN SUDAN ANTI-CORRUPTION COMMISSION ACT, 2009)

## DECLARATION OF INCOME, ASSETS AND LIABILITIES FORM

### IMPORTANT NOTICE

All executive and legislative constitutional office holders, Justices, and senior civil service officials at all levels of government in Southern Sudan as well as persons serving under non-governmental organizations or such other organizations using public resources shall, upon assumption of their offices, make confidential declarations of their assets and liabilities including those of their spouses and children in accordance with the law, and thereafter the declaration of income, assets and liabilities shall be made by the office holder annually at the beginning of the year and submitted to the Southern Sudan Anti-Corruption Commission by the end of February of each year. Read carefully the guidelines over-leaf before making this declaration.

## **GUIDELINES FOR COMPLETION OF THE DECLARATION OF INCOME, ASSETS AND LIABILITIES**

1. This Declaration Form is issued free of charge by the Southern Sudan Anti-Corruption Commission (SSACC).
2. Your attention is drawn to the provisions of Article 121 (1)<sup>1</sup> of the Interim Constitution of Southern Sudan, 2005; section 35 of the Southern Sudan Anti-Corruption Commission Act, 2009<sup>2</sup> and section 128 of the Penal Code Act, 2008<sup>3</sup>. Read them carefully before making this declaration.
3. Ensure that all the information required is provided in writing as prescribed by law.
4. The information provided in this Declaration Form must be truthful and correct in every respect, to the knowledge of the person making the declaration.
5. The filled Declaration Form should be submitted to the Southern Sudan Anti-Corruption Commission (the SSACC) within thirty (30) days of an individual's assumption of office and thereafter the declaration shall be made annually on or before the end of February of each year; and on termination of service.
6. If the space provided on this form is not enough, the person making the declaration shall use additional sheets noting to indicate the number or paragraph of the Declaration Form being continued.
7. The responsibility of submitting and ensuring receipt of the completed form by SSACC as indicated in paragraph 5 of these guidelines remains the sole responsibility of the official or individual statutorily obliged to make the declaration. Every official or

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<sup>1</sup> *All executive and legislative constitutional office holders, Justices and senior civil service officials at all levels of government in Southern Sudan shall, upon assumption of their offices, make confidential declarations of their assets and liabilities including those of their spouses and children in accordance with the law*

<sup>2</sup>(1) *Pursuant to the provisions of Article 121 (1) of the ICSS, the Commission shall oversee the requirement for all persons holding offices named there in including Senior Civil Service Officials to make confidential formal declarations of their incomes, assets and liabilities.*

(2) *The Commission shall require all office holders referred to in subsection (1) above to deliver to the Commission their declarations in writing. All declarations shall include the income, assets and liabilities of their spouses and children. The declarations shall be made upon an individual's assumption of office and shall be conveyed to the Commission within 30 days thereof, the declarations shall be made by the office holder annually thereafter, and conveyed to the Commission by the end of February each calendar year, as long as they hold office. In case of non-compliance, necessary legal measures may be taken against them.*

(3) *A person serving under a non-governmental organization or such other organization using public resource shall declare his or her income, asset and liability and that of his or her spouse and dependent in accordance with the guideline and form prescribe by the Commission.*

(4) *All declarations shall be maintained in a confidential and secure manner, and shall not be subject to public inquiry unless required to be part of a public inquiry.*

<sup>3</sup> *Offences relating to evidence: Whoever, being legally bound by an oath or by any express provision of law to state the truth or being bound by law to make a declaration upon any subject, makes any statement which is false or does not believe to be true, is said to give false evidence.*

individual submitting the Declaration Form must therefore ensure that the receipt is duly acknowledged.

8. For each Declaration Form submitted to SSACC within the time prescribed by law there shall be issued an acknowledgement slip which shall be conclusive proof of compliance with the requirement of the law with regard to submission of Wealth Declaration.
9. In completing parts I, II and III of this Declaration Form, detailed information should be given to explain how the assets, movable and immovable, shares as well as any other property were acquired or disposed of as well as debts and other liabilities however described were incurred, and the proposed manner of settlement or discharge as the case may be.
10. Income, assets and liabilities that are outside Southern Sudan shall also be declared.
11. Jointly owned assets private and business accounts as well as partnership or sole proprietorship interests within and outside Southern Sudan shall be declared.



**DECLARATION OF INCOME, ASSETS AND LIABILITIES FORM**  
(ISSUED UNDER THE INTERIM CONSTITUTION OF SOUTHERN SUDAN, 2005 AND THE SOUTHERN SUDAN  
ANTI-CORRUPTION COMMISSION ACT, 2009)

**PART 1**

Declaration Status:

1<sup>st</sup> Time Submission       Annual Submission       End of Service Submission  
(Tick appropriate box)

**Particulars of the Person Declaring:**

1. Surname or family Name: .....  
(In block letters)  
First and Middle Name: .....
2. Date of Birth: .....
3. Place of Birth: .....  
(I.e. Boma, Payam, County, State and Country)
4. Marital Status: .....
5. Nationality: .....
6. Mailing Address .....  
.....  
b) Telephone (s): .....  
c) Email: .....
7. (a) Rank/Position/Title: .....  
.....  
(b) Date of Present appointment: .....  
(c) Name of Employer: .....  
(d) Nature of employment (contract, permanent, temporary etc).....  
(e) Salary per annum: .....  
(f) Allowances per annum (approximate).....  
(g) Other sources of income: .....
8. (a) Immediate last appointment (post/rank) .....

(b) Date of last appointment: From.....

To: .....

(c) Name and address of last Employer(s): .....

.....

.....

**9. DETAILS OF CASH IN BANK, FINANCIAL INSTITUTION OR AT HAND:**

**Cash:**

(a) Cash in bank or financial institution in Southern Sudan  
*(Please supply particulars of the bank/financial institution, name(s) of account holder, account number, type of account and the money held to your credit)*

Bank/Financial Institution/Elsewhere	Name(s) of Account Holder	Account type and Number	Amount in SDG/ USD

(b) Cash in bank or financial institution outside Southern Sudan  
*(Give details as in 9 (a) above and particulars of countries)*

Bank/Financial Institution and Country	Name of Account	Account Type and Number	Amount in USD/SDG

**10. DETAILS OF INCOME AND ASSETS**

(a) **Income:**

Please supply particulars of income earned in the last twelve (12) months before assumption of current employment.....

.....  
 .....  
 (b) **Annual Income**  
 Please supply particulars of annual income from.....to.....  
 .....  
 .....

(c) **Immovable Assets:**  
 Please set out the particulars of all the immovable properties, the respective size(s), acreage and/or value, the location, the date they were acquired, the source or sources of funds used to purchase or develop the asset(s), the income earned from the asset(s) and the current status of the asset(s):

Description	Size/ Acreage	Value (Approx.)	Status	Date Acquired	Source of Fund	Income Earned

(d) **Movable Assets:**  
 Please set out particulars of movable asset(s) including livestock, cars, trucks, earth movers, precious gems, ornamental gold, boats, aero planes, yachts, patents et cetera:

Description of Asset	Registration Mark	Value at Acquisition	Date Acquired	Source of Funds

(e) **Shares and Other Assets**  
 Please set out the shares, debentures or other interests however described owned or held in trust by any other person in a business enterprise/company (private or public)/partnership/sole proprietorship or in any other undertaking(s) howsoever described within or outside Southern Sudan.

Particulars of Enterprise	Shareholding or other Interest	Value	Source of Fund	Income Earned by Way of Dividends or Profit

- (f) Assets and Liabilities previously declared but disposed of or settled within the year of declaration, as the case may be. This is to be declared in the case of annual or exit declarations.

Particulars of Assets and liabilities (i.e. Physical location of asset, registration particulars, date debt incurred or settled et cetera)	Sate when and how each asset was disposed of or debt settled	If sold (in case of asset) or settled (in case of debt), indicate date and amount

## 11. LIABILITIES

### Present Indebtedness

Please specify the particulars of your present liability portfolio including loan(s), overdraft(s), credit facility, hire purchase, salary advances, other unpaid debts et cetera:

Particulars of Liability/Indebtedness	Amount/Value	Purpose	Terms of Payment	Status of Indebtedness

**PART II: INCOME, ASSETS AND LIABILITIES OF SPOUSE(S)**

*(This part is to be completed by the person declaring in respect of his/her spouse(s) to the best of his/her knowledge. Separate sheets should be completed for each spouse)*

**12.1 DECLARATION OF INCOME, ASSETS AND LIABILITIES OF SPOUSE # 1 WITHIN AND OUTSIDE SOUTHERN SUDAN**

(a) Name of Spouse # 1: .....

(b) Occupation: .....

(c) Income of Spouse # 1 in the last twelve (12) months from..... to.....

SDG/USD/Other (Specify): .....

(d) Cash in Bank/Financial Institution/At Hand:

Bank/Financial Institution/Elsewhere	Name(s) of Account	Account Type and Number	Amount in SDG	Source of Money

(e) Spouse’s Movable and Immovable Assets within and outside Southern Sudan:

Description	Size /Acreage	Value (Approx.)	Status	Date Acquired	Source of Fund	Income Earned

(f) Spouse’s Indebtedness/Liabilities:

Particulars of Liability/Indebtedness	Amount/Value	Purpose	Terms of Payment	Status of Indebtedness

**12.2 DECLARATION OF INCOME, ASSETS AND LIABILITIES OF SPOUSE # 2 WITHIN AND OUTSIDE SOUTHERN SUDAN**

(a) Name of Spouse # 2: .....

(b) Occupation: .....

(c) Income of Spouse # 2 in the last twelve (12) months from..... to.....

SDG/USD/Other (Specify): .....

(d) Cash in Bank/Financial Institution/At Hand:

Bank/Financial Institution/Elsewhere	Name(s) of Account	Account Type and Number	Amount in SDG	Source of Money

(e) Spouse's Movable and Immovable Assets within and outside Southern Sudan:

Description	Size/ Acreage	Value (Appro.)	Status	Date Acquired	Source of Fund	Income Earned

(f) Spouse's Indebtedness/Liabilities:

Particulars of Liability/Indebtedness	Amount/Value	Purpose	Terms of Payment	Status of Indebtedness

**12.3 DECLARATION OF INCOME, ASSETS AND LIABILITIES OF SPOUSE # 3 WITHIN AND OUTSIDE SOUTHERN SUDAN**

(a) Name of Spouse # 3: .....

(b) Occupation: .....

(c) Income of Spouse # 3 in the last twelve (12) months from..... to.....

SDG/USD/Other (Specify): .....

(d) Cash in Bank/Financial Institution/At Hand:

Bank/Financial Institution/Elsewhere	Name(s) of Account	Account Type and Number	Amount in SDG	Source of Money

(e) Spouse's Movable and Immovable Assets within and outside Southern Sudan:

Description	Size/ Acreage	Value (Appro.)	Status	Date Acquired	Source of Fund	Income Earned

(f) Spouse's Indebtedness/Liabilities:

Particulars of Liability/Indebtedness	Amount/Value	Purpose	Terms of Payment	Status of Indebtedness

**12.4 DECLARATION OF INCOME, ASSETS AND LIABILITIES OF SPOUSE # 4 WITHIN AND OUTSIDE SOUTHERN SUDAN**

(a) Name of Spouse # 4: .....

(b) Occupation: .....

(c) Income of Spouse # 4 in the last twelve (12) months from..... to.....

SDG/USD/Other (Specify): .....

(d) Cash in Bank/Financial Institution/At Hand:

Bank/Financial Institution/Elsewhere	Name(s) of Account	Account Type and Number	Amount in SDG	Source of Money

(e) Spouse's Movable and Immovable Assets within and outside Southern Sudan:

Description	Size/ Acreage	Value (Appro.)	Status	Date Acquired	Source of Fund	Income Earned

(f) Spouse's Indebtedness/Liabilities:

Particulars of Liability/Indebtedness	Amount/Value	Purpose	Terms of Payment	Status of Indebtedness

**PART III: INCOME, ASSETS AND LIABILITIES OF CHILDREN AND DEPENDANTS  
WITHIN AND OUTSIDE SOUTHERN SUDAN**

*(This part is to be completed by the person making a declaration in respect of his/her children and dependants, to the best of his/her knowledge)*

13. (a) Name(s) and ages of Children and Dependants.

- i).....Age..... ii).....Age.....  
 iii).....Age..... iv).....Age.....  
 v).....Age..... vi).....Age.....  
 vii).....Age..... viii).....Age.....

(b) Cash in Banks/Financial Institutions/At Hand:

Bank/Financial Institution/Elsewhere	Name & Location of Account	Account Type and Number	Amount in SDG/USD	Source of Money

(c) Children/Dependants' Movable and Immovable Assets within and outside Southern Sudan:

Description	Size/ Acreage	Value (Appro.)	Status	Date Acquired	Source of Fund	Income Earned

(d) Children's/Dependant's Liability:

Particulars of Liability/Indebtedness	Amount/Value	Purpose	Terms of Payment	Status of Indebtedness

14. Give any other information you may consider relevant and useful to explain your declaration

.....  
.....  
.....  
.....

I, ....., solemnly declare that the information I have given above is true, complete and correct to the best of my knowledge.

Signature of Person Declaring.....Date.....

Declared in the Presence of:

Name of Attesting Witness.....

Signature of the Attesting Witness.....Date.....

FOR OFFICIAL USE ONLY:

1. Date of Declaration: .....

2. Date of Receipt of declaration: .....

3. Action taken (a) Acknowledgement Slip issued: .....

(b) Declaration Form Filed: .....

(c) Sent for verification/Clarification: .....

(d) Comments: .....

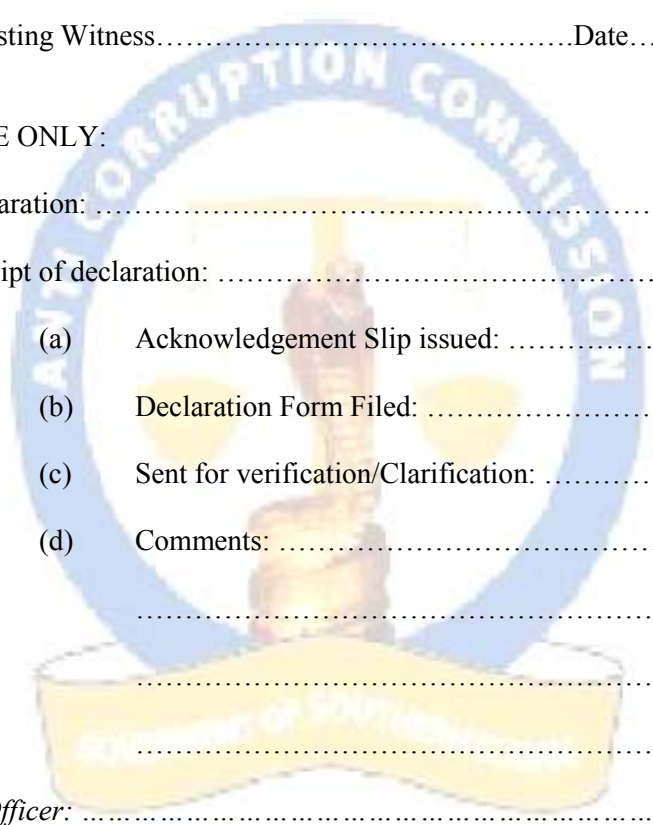
.....

.....

.....

Name of Receiving Officer: .....

Signature: ..... Date: .....



**DECLARATION OF INCOME, ASSETS AND LIABILITIES**

(Under Article 121 of the Interim Constitution of Southern Sudan, 2005 read with section 35 of Southern Sudan Anti-Corruption Commission Act, 2009)

**ACKNOWLEDGEMENT SLIP**

Name of Person Declaring: .....

Address: .....

Date of declaration: .....

Date of receipt of declaration: .....

Delivered by:.....

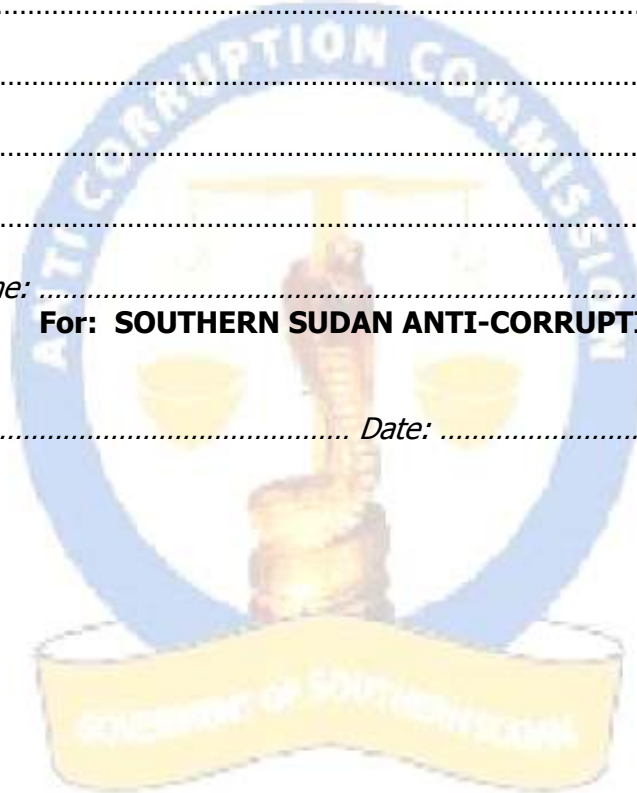
Comments:.....

.....  
.....  
.....

Name: .....

**For: SOUTHERN SUDAN ANTI-CORRUPTION COMMISSION**

Signature: ..... Date: .....



Form No. 2.