

PERSONAL ASSET DECLARATION FORM

Guidelines and Forms for Income, Asset and Liability Declaration

1. In accordance with the Bhutan Civil Service Rules and Regulations, a civil servant shall declare the income, asset and liability in the forms given below as Part A, B, C and D. *(If space provided is inadequate, the same can be expanded or additional information may be provided as attachment).*
2. A civil servant shall declare the income, asset and liability including that of his spouse (s) and children in one form.
3. If a spouse or children are civil servants in another Agency, the declaration shall be filed to that Agency and a copy of the declaration shall be made accessible to the RCSC.
4. The declarations shall be submitted within three months upon joining Office, and updated annually thereafter (if a change in income, assets and liabilities have taken place).
5. The Asset Declaration Information Form completed by the civil servants shall be treated as highly confidential.
6. The Head of Agency shall be accountable for failure to declare assets by the employees within the Agency.

Part A – General Information

I. Reason for Declaration (tick)

- i) Appointment
- ii) Termination
- iii) Annual declaration
- iv) As children

II. Details of the Declarant

Name	ID Card No.	Place of Birth	Date of Birth	Marital Status	Present Address

III. Details of Spouse(s)

Name:	ID Card No.	Place of Birth	Date of Birth:	Present Address:	If employed, name of the Agency

IV. Details of Children

Name	ID Card No.	Address	Date of Birth	If employed, name of the Agency

Part B – Declaration of Income, Assets and Liabilities

If you or your spouse or your children own assets, please provide details under the relevant sections of the Tables 1-5 given below:

Table 1: Immovable Property

Name of the registered owner	Relation to the Declarant	Type of Property	Plot or Thram No.	Location	Estimated market value	New Acquisition

Table 2: Shares and stocks declaration form

Name of the registered owner	Relation to the Declarant	Certificate Number	Number of Shares/ Stocks	Company or business holding Shares/ Stocks	Estimated Market Value	New Acquisition

Table 3: Vehicle/machineries declaration form

Name of the registered owner	Relation to the Declarant	Type of Vehicle/ Machineries	Registration No.	Estimated Value	Acquisition (Inherited/ Purchased/ Others)	Remarks

Table 4: Declaration of interest bearing deposits

Name of the owner	Relation to the Declarant	Types of Deposits	Account No.	Bank/ Companies	Amount	Acquisition

Table 5: Declaration of other assets and activities not specified

Name of the owner	Relation to the Declarant	Types of Assets/Activities	Estimated Value	New Acquisition	Remarks if any

Note:

1. Name of the registered owner means you or your spouse or any children dependent on your earning
2. Acquisition means how the assets were acquired i.e. purchased, inherited or gifted by some one.

Part C - Income statement

Please indicate your gross income from the following sources for the year previous one year

Types of Income	Declarant	Spouse(s)	Child			Total
			1	2	3	
Income from employment						
Rental income from land & building						
Interest income from deposits & securities						
Income from shareholdings						
Income from hire of vehicles or any other property except land & building.						
Any other incomes not specified above						
Grand Total						

Part D – Liabilities (Loans)

Name of Debtor	Creditor (Name of Financial Institution)	Loan Amount	Loan Outstanding	Purpose	Remarks if any

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 laws of the Kingdom of Bhutan.

(Name and signature of the Declarant)

Date:

Countersigned by:

(Name and signature of Spouse)

Date:

1.

2.

(Name and signature of Children)

Date:

1.

2.