**REPORT BY RESPONSIBLE COMMISSION OR PUBLIC ENTITY ON COMPLIANCE WITH DECLARATION OF INCOME, ASSETS AND LIABILITIES**

**DECLARATION YEAR…………………..**

**Please note the following:**

1. The tool consists of five (5) parts with twelve (12) parameters.
2. Ensure that all the required fields are filled appropriately.
3. All information **MUST** be captured in the format provided.
4. Providing false information to EACC is an offence as stipulated under section 46 of LIA.

**PART A: DESCRIPTION OF THE PUBLIC ENTITY**

1. Name of entity: ………………………………………………………………………………………….
2. Postal address: ……………………………………………………………………………………………………
3. Email address: ……………………………………………………………………………………………………
4. Number of public officers in the Entity: ……………………………………….………………..

**PART B: INFORMATION ON COMPLIANCE WITH DIALs**

1. Submission of **initial** declaration of income, assets and liabilities. (Under section 27 (3) of POEA, 2003, *an initial declaration is required to be made by State and Public officers within thirty (30) days upon appointment or election to a public office*)
2. Number of officers recruited in your entity within the reporting period………………..……….
3. Number of officers who made an initial declaration: …………………….………………………………
4. Number of officers who did not make an initial declaration: ………………………………….…….
5. Provide a list of officers who did not make an initial declaration. Indicate whether any action was taken and whether the officer(s) complied.

**List of Officers who did not submit initial declaration of Income, Assets and Liabilities.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Name** | **Designation** | **Staff/File/ID****Passport No** | **Date of appointment** | **Action taken / Remarks** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

1. Submission of **two-year** declaration of income, assets and liabilities. *(under Section 26 (1) of POEA, 2003, a declaration is required to be made by a public officer every two years.*
2. Number of officers under the Jurisdiction of the responsible commission/public entity………………………………………………………………………………………………………………………
3. Number of officers who made the two-year declaration: ………………………………………………
4. Number of officers who did not make the two-year declaration: ……………………………………
5. Provide a list of officers who did not make the two-year declaration. Indicate whether any action was taken and whether the officer(s) complied.

**List of Officers who did not submit the two-year declaration of Income, Assets and Liabilities.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Name** | **Designation** | **Staff/File/ID****Passport No** | **Date of Exit** | **Action taken / Remarks** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

1. Submission of **final** declaration of income, assets and liabilities. *(under Section 27 (5) of POEA, 2003, a final declaration is required to be made by a public officer within thirty (30) days upon ceasing to hold a public office).*
2. Number of officers who exited your entity within the reporting period………………………..
3. Number of officers who made a final declaration: ………………………………………………….……
4. Number of officers who did not make a final declaration: ……………………………………………
5. Provide a list of officers who exited your entity and did not make a final declaration within 30 days upon exiting. Indicate whether any action was taken and whether the officer(s) complied.

**List of Officers who did not submit final declaration of Income, Assets and Liabilities.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No** | **Name** | **Designation** | **Staff/File/ID****Passport No** | **Date of Exit** | **Action taken / Remarks** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

**PART C: ADDITIONAL INFORMATION ON ENSURING COMPLETENESS AND ACCURACY OF DECLARATIONS SUBMITTED TO THE ENTITY**

1. Does the responsible Commission or public entity have in place gazetted administrative procedures for management of Declaration of Income, Assets and Liabilities.

*Yes No*

*(if yes provide the Gazette Notice No……………………. and date…………………………….)*

*(if no, explain………………………………………………………………………………………………………….…….*

1. Does the responsible Commission or public entity have in place a procedure or system to analyze, evaluate, inspect and verify the accuracy of the income, assets and liabilities of declarations.

Yes No

*(if no, explain…………………………………………………………………………………………………………….*

1. Does the responsible Commission or public entity compare and contrast any information contained in the declaration of a particular public officer or category of public officers with information from other sources.

*Yes No*

**PART D: MEASURES TO ENHANCE THE DECLARATION OF INCOME, ASSETS AND LIABILITIES**

1. Has the responsible Commission or public entity ever examined its practices, systems and procedures in order to identify weaknesses in the declaration process or made recommendations to address them.

Yes No

1. Has the responsible Commission or public entity put in place a procedure or system for online submission of and digital evaluation of the declarations.

Yes No

1. If the responsible Commission or public entity has any suggestions or recommendations on ways and means of improving the declarations of income, assets and liabilities in Kenya, please list them here;
2. ……………………………………………………………………………………………………………..
3. ……………………………………………………………………………………………………………..
4. ……………………………………………………………………………………………………………..
5. ……………………………………………………………………………………………………………..
6. ……………………………………………………………………………………………………………..
7. ……………………………………………………………………………………………………………..
8. ……………………………………………………………………………………………………………..

**PART E: AUTHENTICATION OF INFORMATION**

**Compiled by:** …………………………………………………………………………………….

**Designation :**………………………………… **Date:**…………………………………..

**Authorized by:**…………………………………..  **Date:**…………………………………..

*Accounting officer/CEO*

**Official stamp of the Responsible Commission/Entity**