FORM L **[r. 25(1)]**

COMPLIANCE REPORT BY A REPORTING ENTITY

PART I: DESCRIPTION OF THE REPORTING ENTITY AND REPORTING PERIOD

1. Name of entity: ……

2. Contact details: ……

3. Physical address:……

4. Email address: ……

5. Period for which the compliance report is made: 1st July ……..… to 30th June ……

PART II: COMPLIANCE AREAS

A. EXERCISE OF DELEGATED FUNCTIONS AND POWERS UNDER THE ACT

1. Does the reporting entity exercise any delegated powers or functions pursuant to section 7(c) of the Conflict of Interest Act?

Yes ……..…… /

No……..……

If yes, clearly describe the delegated powers or functions, including the particulars of the *Gazette* notice through which the delegation was implemented.

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B. DECLARATION OF CONFLICT OF INTEREST (PART III OF THE ACT)

2. Does the reporting entity maintain a register of conflicts of interest (s. 24)?

Yes ☐ No ☐

3. Is the Register of Conflict of Interest open for inspection by the public (s. 24(c)?

Yes ☐ No ☐

4. Indicate the number of disclosures of conflict of interest made by public officers in the reporting entity within the reporting period……..

5. Indicate the number of requests made to inspect the Register of conflict of interest maintained by the reporting entity within the reporting period……..

6. For the disclosures of conflict that were made by public officers in the reporting entity within the reporting period, please indicate the number of disclosures relating to the following types of disclosures-

S/No	Type/nature of Disclosure made within the period	No.
1.	Debate or proceeding in a relevant House of Parliament or County Assembly by a Member	
2.	Debate or proceeding in a Committee of a relevant House of Parliament or County Assembly by a Member	
3.	Transaction or communication by a Member of Parliament or County Assembly with another person or other members of a relevant House of Parliament or County Assembly by a Member	
4.	Preferential treatment or advantage accorded to a public officer beyond what is allowed by law or policy	
5.	Offers of outside employment made to an officer of the reporting entity, whether accepted or not	
6.	Complimentary treatment offered to a public officer of the reporting entity, or to a member of his family or relative	
7.	Contracts for supply of goods, works or services, or disposal of goods with a public entity	
8.	Interest in a private company, partnership or any other legal entity that is party to a contract with the reporting entity of the public officer, under which the private company, partnership or other legal entity receives or expects to receive a benefit	
9.	Engaging in other gainful employment	
10.	Any other registrable interest under the Second Schedule	

11.	Any other conflict not covered above	

C. GIFTS AND OTHER BENEFITS (s.17)

7. Does the reporting entity maintain and operate a register for the following?

	TYPE OF REGISTER	YES	NO
1.	Gifts and other benefits received by public officers serving in the entity		
2.	Gifts and other benefits given by the entity to other public officers		

8. In the tables below, provide details of the gifts received by public officers or gifts given by the reporting entity to any person within the reporting period-

a. **Gifts received by public officers in the reporting entity**

S/No	Name of the public officer	Name of person receiving the Gift	Name of Person or Entity Giving the Gift	Description of the Gift	Value of Gift	Date Gift Given	Date Recorded in the Register	Remarks

b. Gifts given by the reporting entity to any person

S/No.	Name of Person or Entity given the Gift	Occasion or circumstance under which the Gift was Given	Description of the Gift	Value of Gift	Date Gift Given	Date Recorded in the Register

PART III: COMPLAINTS AND INVESTIGATIONS

1. Does the reporting entity or reporting authority maintain a register of complaints on allegations of violation of the provisions of the Act?

Yes ☐ No ☐

2. Indicate the number of complaints received within the reporting period, and action taken-

No	Date complaint was received	Particulars of the complaint	Person or entity complained against	Action taken / Recommendation	Status or outcome
1					
2					

PART IV: AUTHENTICATION OF INFORMATION

Compiled by: ……

Designation:……

Date:……..

Confirmed by: ……

Date:……..

Reporting Authority/Accounting officer/CEO