

INSTRUCTIONS

1. If the space provided in the form is found inadequate or some explanation is required, a separate page may be attached / annexed.
2. All assets should be valued at cost and in the cases of assets acquired through gift name, address of the donor and donees relationship with him is to be declared.
3. Income declared at Serial 4 must include income earned by the spouse & children as well.
4. Information requested must be complete. No column should be left blank. Columns which are not applicable should be crossed.
5. All assets owned by the officer & his family members (Family as defined in Rule 3(1)(c) of Conduct Rules 1964) should be declared. Assets acquired by major children dependents & others where funds have been provided by the officer are also to be declared.
6. Assets owned partly or acquired on "Hire purchase Agreement" or installment should also be declared.
7. If any exact figure cannot be inserted an estimated / approx. figure may be given.
8. Sale proceeds of assets disposed off during the relevant financial year must be declared under the head "other sources" (Serial 4).
9. If there is no change in Assets over the previous year (for which the declaration had been filed) relevant columns (Serial 9, 10, & 11) may be marked "AS Before".
10. At Serial 11 assets held by others as attorney on behalf of declarant, his spouse or dependent children are also to be declared.
11. Expenses against utilities (Serial 5) should include bills paid against all meters (Gas & Electricity installed on the residence) and telephone connections (including Mobile) in use of the officer, spouse & dependent children.
12. Notwithstanding the applicability of any other law for the time being in force, this declaration is being filed under Conduct Rule 1964 and any breach thereof (including concealment of assets or giving wrong information) is punishable under RSO 2000.