

REGULATIONS GOVERNING THE ADMINISTRATION, MONITORING, RECEIPT, VERIFICATION, AND IMPLEMENTATION OF ASSET DECLARATION PURSUANT TO THE NATIONAL CODE OF CONDUCT FOR ALL PUBLIC OFFICIALS AND EMPLOYEES OF THE GOVERNMENT OF THE REPUBLIC OF LIBERIA

PREAMBLE

WHEREAS, Chapter XI, Article 90(c) of the Constitution of the Republic of Liberia empowers the National Legislature to prescribe a Code of Conduct for all Public Officials and Employees, stipulating acts which constitute conflict of interest, are against public policy, and prescribing penalties for violations thereof;

WHEREAS, pursuant to this constitutional mandate, the National Legislature enacted into law on March 31, 2014, the National Code of Conduct for All Public Officials and Employees of the Government of the Republic of Liberia (hereinafter referred to as the “National Code of Conduct” or “NCoC”);

WHEREAS, Part X of the National Code of Conduct requires every Public Official and Employee of Government involved in decision-making affecting contracting, tendering, procurement, revenue collection, or the issuance of licenses and permits to declare his or her income, assets, liabilities, and interests prior to assuming office, and thereafter at prescribed intervals and upon specified changes in status;

WHEREAS, Section 4.1(g) of the Liberia Anti-Corruption Commission (LACC) Act of 2022 mandates the Liberia Anti-Corruption Commission to lead the implementation of Liberia’s Anti-Corruption Strategy, including enforcement and monitoring of compliance with the National Code of Conduct;

WHEREAS, there is a necessity to establish comprehensive administrative and enforcement procedures to regulate the implementation of Sections 10.1 and 10.2(h) of the National Code of Conduct;

NOW, THEREFORE, pursuant to Sections 10.1 and 10.2(h) of the National Code of Conduct as amended and the Liberia Anti-Corruption Commission Act of 2022, the following Regulations are hereby promulgated:

PART I

GENERAL PROVISIONS

Section 1. Purpose

These Regulations are intended to establish the legal and administrative framework governing the submission, receipt, processing, monitoring, verification, enforcement, and implementation of the Asset Declaration regime applicable to Public Officials and Employees of the Government of Liberia.

Section 2. Scope and Applicability

These Regulations shall apply to all Public Officials and Employees occupying positions specified under Section 10.1 of the National Code of Conduct and any other position designated by law or regulation.

Section 3. Authority

The Liberia Anti-Corruption Commission (LACC) shall serve as the lead institution responsible for the administration, enforcement, monitoring, verification, and compliance oversight of the Asset Declaration System of the Republic of Liberia.

PART II

OBLIGATION TO FILE ASSET DECLARATION

Section 4. Mandatory Filing Requirement

The LACC shall issue standardized Asset Declaration Forms to be completed, signed, notarized, and filed by all persons occupying designated public positions in accordance with Sections 10.1 and 10.2(h) of the National Code of Conduct.

The following categories of officials and employees shall be required to file Asset Declarations:

4.1 LEGISLATIVE BRANCH

1. Members of the House of Representatives;
2. Members of the Senate;
3. Secretary of the Senate;
4. Chief Clerk of the House of Representatives;
5. Comptrollers, Procurement Officers, Departmental Directors, Project Managers, and other designated financial and administrative officers.

4.2 JUDICIAL BRANCH

1. Chief Justice and Associate Justices of the Supreme Court;
2. Judges of Circuit Courts and Specialized Courts;
3. Stipendiary and Associate Magistrates;
4. Clerks of the Supreme Court, Circuit Courts, and Specialized Courts;
5. Court Administrators, Comptrollers, Procurement Officers, Departmental Directors, and Project Managers.

4.3 EXECUTIVE BRANCH

1. President of the Republic of Liberia;
2. Vice President of the Republic of Liberia;
3. Cabinet Ministers, Deputy Ministers, and Assistant Ministers;
4. Comptrollers, Procurement Officers, Customs Officers, Internal Revenue Officers, Departmental Directors, Project Managers, and all persons involved in decision-making affecting contracting, procurement, tendering, or the issuance of licenses and permits;
5. Members of Boards of Directors, Heads, Deputy Heads, and Department Heads of Autonomous Agencies;
6. Members of Boards of Directors, Heads, Deputy Heads, and Department Heads of State-Owned Enterprises;
7. Chairpersons, Commissioners, Deputy Heads, and Department Heads of Independent Commissions;

8. Ambassadors-at-Large, Ambassadors, Consuls General, Consular Officers, Heads and Deputy Heads of Missions, and Heads of Foreign Missions and International Organizations;
9. Heads, Deputies, Department Heads, and senior-ranking officers (from the rank of Captain where applicable) of Law Enforcement and Investigative Agencies, including but not limited to the Liberia National Police, Liberia Immigration Service, Liberia Drug Enforcement Agency, National Security Agency, and related institutions;
10. Chief of Staff, Deputy Chief of Staff, and Commissioned Officers of the Armed Forces of Liberia (AFL);
11. Customs Officers and designated revenue officials of the Liberia Revenue Authority (LRA).

All officials and employees identified herein shall submit and deposit their completed Asset Declaration Forms with the Liberia Anti-Corruption Commission in accordance with Section 5.2(o) of the LACC Act of 2022.

PART III

FILING REQUIREMENTS

Section 5. Newly Elected, Hired, and Appointed Officials

5.1 Elected and Hired Officials

All elected officials and public employees hired by the Government of Liberia shall submit a completed, signed, and notarized Asset Declaration Form prior to assuming office.

5.2 Appointed Officials

All appointed officials shall submit a completed, signed, and notarized Asset Declaration Form within thirty (30) days of assuming office.

5.3 Periodic Filing Requirements

Officials occupying positions designated under Section 10.1 of the National Code of Conduct shall subsequently file Asset Declarations:

- a. Every three (3) years while serving in public office;
- b. Upon promotion or progression from one level to another;
- c. Upon transfer to another public office; and
- d. Immediately prior to retirement, resignation, dismissal, or any other separation from public service.

5.4 Exit Declaration Requirement

All public officials and employees exiting public office, whether by retirement, resignation, dismissal, expiration of tenure, or otherwise, shall file a final Asset Declaration prior to departure from office.

5.5 Access to Forms

Official standardized Asset Declaration Forms shall be obtained exclusively from:

- a. The official website of the Liberia Anti-Corruption Commission;
- b. The Executive Mansion; or
- c. The Asset Declaration and Verification Unit of the LACC Headquarters.

**PART IV
ENFORCEMENT, SANCTIONS, AND COMPLIANCE**

Section 6. Violations and Non-Compliance

Failure or refusal to file an Asset Declaration in accordance with these Regulations shall constitute a violation of the National Code of Conduct and shall subject the offending official or employee to sanctions under Sections 10.3 and 15.1 of the NCoC.

Section 7. Administrative Sanctions

Sanctions for non-compliance may include:

- a. Dismissal from office;
- b. Removal from office in the public interest;
- c. Written reprimand;
- d. Fines or restitution for loss or damage to public property or assets;
- e. Demotion or reduction in rank;
- f. Seizure and forfeiture to the State of assets acquired through abuse of office; and
- g. Interdiction or suspension from duty with half pay.

Section 8. Immediate Suspension for Non-Compliance

Any public official or employee required to file an Asset Declaration who fails to comply within the prescribed timeframe shall be immediately suspended from office until full compliance is achieved.

During such period of non-compliance:

- a. Salary;
 - b. Reimbursement of expenses;
 - c. Per diem;
 - d. Bonuses;
 - e. Awards; and
 - f. Any other compensation or benefit,
- shall be withheld until the LACC confirms receipt and validation of a completed, signed, and notarized Asset Declaration Form.

Section 9. Enforcement Coordination

The LACC shall notify the Office of the President, the Legislature, the Judiciary, and relevant government institutions of violations and recommended enforcement measures pursuant to Section 14.1 of the National Code of Conduct.

The Commission shall further collaborate with Ministries, Agencies, and Commissions responsible for payroll administration and financial disbursement to ensure effective enforcement of payment suspension measures against non-compliant officials.

**PART V
ADMINISTRATION OF THE ASSET DECLARATION SYSTEM**

Section 10. National Filing Deadline

The national filing deadline for Asset Declarations shall be the last working day of July of each applicable filing year.

The LACC shall publicly announce the filing deadline not less than two (2) months prior to the deadline date.

Section 11. Verification and Review

The LACC shall review, verify, and assess all submitted Asset Declaration Forms for completeness, accuracy, consistency, and compliance.

The Commission may request additional documentation or clarification from declarants where necessary.

Section 12. False, Misleading, or Incomplete Declarations

12.1 Administrative Violations

Where inaccuracies or omissions appear inadvertent or constitute an honest mistake, the LACC may:

- a. Require immediate correction or supplementation;
- b. Issue a warning notice; or
- c. Recommend appropriate administrative sanctions depending on the gravity of the violation.

12.2 Intentional False Declaration

Where the LACC determines that inaccurate, false, concealed, or omitted information was intentional, the declarant shall be subject to:

- a. Summary dismissal; and/or
- b. Criminal investigation and prosecution in accordance with applicable laws and procedures.

PART VI

INFORMATION SHARING, MONITORING, AND REPORTING

Section 13. Information Sharing and Cooperation

The LACC may request information from domestic government institutions or foreign counterpart agencies as necessary to verify information contained in Asset Declaration Forms. The Commission may also share information on a confidential need-to-know basis for the purpose of preventing, detecting, and investigating corruption and related offenses.

Section 14. Monitoring and Evaluation

The LACC shall establish monitoring and evaluation mechanisms to assess:

- a. Compliance rates;
- b. System effectiveness;
- c. Operational efficiency;
- d. Enforcement outcomes; and
- e. Recommendations for reform and improvement

Section 15. Reporting Obligations

The LACC shall include information relating to Asset Declaration compliance and enforcement in its quarterly and annual reports submitted to:

- a. The President of the Republic of Liberia;
- b. The National Legislature; and

c. The public through appropriate dissemination channels, including official institutional websites.

PART VII

FINAL PROVISIONS

Section 16. Interpretation

Any question concerning the interpretation or implementation of these Regulations shall be determined by the Liberia Anti-Corruption Commission consistent with the Constitution and laws of the Republic of Liberia.

Section 17. Effective Date

These Regulations shall take effect immediately upon publication and shall remain in force unless amended or repealed in accordance with law.

CONCLUSION

Asset Declaration remains a critical instrument for promoting integrity, transparency, accountability, and public confidence in governance. Compliance with these Regulations is not merely a statutory obligation, but a fundamental ethical responsibility of every public servant entrusted with the stewardship of public resources and authority.

All Public Officials and Employees of Government are therefore urged to fully comply with these Regulations in furtherance of good governance, institutional credibility, and the fight against corruption in the Republic of Liberia.

-THE END-