



HOW TO DECLARE YOUR ASSETS

- STEP 1: REVIEW YOUR FINANCIAL RECORDS:**
 - Gather all relevant financial documents including tax records, income statements, personal property, land, and records of real estate properties, etc.
- STEP 2: DOWNLOAD OR OBTAIN THE ASSET DECLARATION FORM:**
 - Visit the LACC website (lacc.gov.lr) to download the Asset Declaration Form
 - Alternatively, visit the LACC Asset Declaration Office to pick up a copy
- STEP 3: READ EACH QUESTION CAREFULLY:**
 - Before filling out the form, carefully review each question to ensure accurate and complete responses
- STEP 4: COMPLETE THE FORM:**
 - Fill out the Asset Declaration Form to the best of your knowledge based on the records collected in Step 1
- STEP 5: USE BLUE OR BLACK INK AND CAPITAL LETTERS**
- STEP 6: AVOID CORRECTION FLUID OR SCRATCHING OUT MISTAKES**
- STEP 7: FILL OUT THE FORM COMPLETELY**
 - Provide information for all applicable sections of the form. Leave no sections blank unless not applicable
- STEP 8: NOTARIZE THE FORM**
 - Take the completed form to any Notary Public office to have it notarized
 - Notarization verifies the authenticity of your declaration
- STEP 9: ATTACH REQUIRED DOCUMENTS**
 - Include one passport-sized photo
 - Attach your appointment letter if you are an appointed official
- STEP 10: RECEIVE ACKNOWLEDGMENT OF RECEIPT**
 - After submitting your declaration, the Declaring Officer will issue an acknowledgment of receipt
 - This confirms that your declaration has been received and processed

REMINDER:

1. **MAKE COPIES:** Photocopy **ALL** pages of your notarized Asset Declaration Form
2. **SUBMIT ORIGINAL:** Bring the **ORIGINAL** notarized form to the LACC Asset Declaration Office
3. **RETENTION OF COPIES:** LACC does **NOT** provide copies of previous declaration forms during re-filing, so retain copies for your records



PASSPORT
SIZE
PHOTO

SCHEDULE A INCOME, ASSETS AND LIABILITY DECLARATION FORM

(Use additional sheets if necessary)

PART A:

PERSONAL INFORMATION OF DECLARANT:

1. Surname: _____
(TYPE IN BLOCK LETTERS)

Other Names: _____

2. Date of Birth: Month: Day: Year:

3. Place of Birth: Town/ City: Country: County:

5. Marital Status: Single: Married: Divorced: Separate

Widow: Widower:

6. Citizenship: _____

7. Contact Information:

a) Home Address: _____

b) Mailing Address: _____

c) Email Address: _____

d) Tel./ Cell Phone Number(s): _____

8. Employment:

a) Name of Employer(Min/ Agency): _____

b) Rank /Position/ Title: _____

c) Date of present appointment: _____

d) Nature of employment (contract, permanent, temporary, etc.) _____



- e) Immediate last appointment (Rank): _____
- f) Date of last appointment (Firm): _____
- g) Name of last employer(s): _____
From: _____ To: _____
- h) Last gross salary per annum: _____

PART B

DETAILS OF INCOME AND ASSETS
(SPECIFY CURRENCY)

1. Income:

- a) Gross Salary per annum: _____
- b) Allowance per annum: _____
- c) Sources and Amount of other income per annum: _____

2. Assets:

- a) Cash on hand: _____
- b) Cash in bank or Financial Institutions in Liberia: (Give name and address of the bank/institution, name(s) of account holder, account types).

- c) Cash in bank or Financial Institutions outside Liberia: (Give name and address of the bank/ institution, name(s) of account holder, type of account).

- d) Treasury bills or investments in securities: (Give details and address of the bank/ company, and amount)

- e) Amount of money owed to you by debtors/ borrowers: (Give details of the debt(s):



f) Real Estate

i.	Location in Liberia	Description	Value
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

ii.	Location outside Liberia	Description	Value
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

g) Personal Property in Liberia: (Other than household items) e.g. vehicles, boats, ships, aircraft, machinery, patent costing, etc. (Indicate currency) Item value: Cost and date acquired (Approx.)

PART C:

PRESENT INDEPTEDNESS/ LIABILITIES

1. Amount of Loan(s)/ Overdraft(s) (Indicate Currency): _____
2. Term of repayment: _____

3. Other obligation (s): _____

4. State when the loan(s), overdraft(s) or other obligation(s) was/ were incurred: _____



5. State when the loan(s), overdraft(s) or other obligation(s) was/ were incurred: _____

PART D

ASSETS OF SPOUSE, CHILDREN AND DEPENDANTS

(This part is to be filled by declarant in respect of his/her children and dependents below 18 years to the declarant's best knowledge)

1. Details of Spouse(s)

Name: _____

Present Address: _____

Nationality: _____

Name of Institution, if spouse is employed: _____

Type of Business if Self Employed: _____

2. Names and ages of Children:

3. Names and ages of Dependents:



4. Banking details

Account Number	Account Title (if joint) or In The Future (ITF) for Child below 18 yrs.	Name of Institution/ Bank and Location/Branch	Amount and Currency

5. Assets in and outside Liberia (Undeveloped Land, buildings, farms, vehicles, business)

i. Location, Registration and VIN number of vehicle: Name of Child/ Dependent (indicate village, sub-county, block, plot, district or county, registration/VIN number or business name).

ii. State how each asset valued at over US\$ 5,000.00 was acquired and the source of funds if purchased or built in case of buildings.

6. Present indebtedness / liability: _____

7. Give any other information you may consider relevant and useful to your declaration:

**SCHEDULE B
SUMMARY OF INCOME, ASSETS AND LIABILITIES
(State Currency)**

A. INCOME

- 1. Gross Salary(per annum) _____
- 2. Allowances (per annum, approx.) _____



3. Other Income (per annum)

a. Rentals _____

b. Profits, Dividends, Interest Royalties _____

c. Income from Co-ownership in Properties _____

d. Miscellaneous _____

Total (a - d) _____

TOTAL ANNUAL INCOME _____

B. ASSETS

1. Cash on hand _____

2. Cash in Bank (s) in Liberia (List):

a. _____

b. _____

c. _____

Total: _____

3. Cash in Bank (s) outside Liberia (List):

a. _____

b. _____

c. _____

Total: _____

4. Securities: Stocks, Bonds, T-bills, etc. (List):

a. _____

b. _____

Total: _____

5. Cash in Bank (s) outside Liberia (List):



- a. _____
- b. _____
- c. _____

Total: _____

6. Real Properties (List):

- a. Commercial Properties \$ _____
- b. Residential Properties \$ _____

Total: _____

7. Personal Properties

Vehicles, Boats, Ships, Aircrafts, Machinery, etc. (List)

- a. \$ _____
- b. \$ _____
- c. \$ _____

Total: _____

8. Intangible Assets (Patents, Copyrights, Trademarks, etc. (List):

- a. _____
- b. _____
- c. _____

Total: _____

9. Other Assets (List):

- a. _____
- b. _____
- c. _____

Total: _____

C. LIABILITIES

1. Loans/ Overdrafts

- a. _____
- b. _____

Total: _____

2. Other Obligations (List):

- a. _____
- b. _____

Total: _____



D. NETWORTH (ASSETS MINUS LIABILITIES) _____

I, _____ solemnly declare that all information I have provided herein is true, complete and correct to the best of my knowledge. I consent to the release of any and all information to and from concerned institutions, nationally or internationally, for the verification of claims contained in this declaration. I am also aware that criminal charges including Perjury could be brought against me for any false declaration.

Name

Signature

Date: MM/DD/YY