

***Declaration of Interests by Senior Civil Servants in
Some Overseas Countries***

15 March 2000

Prepared by

**Ms Eva LIU
Mr Chau Pak Kwan**

**Research and Library Services Division
Legislative Council Secretariat**

5th Floor, Citibank Tower, 3 Garden Road, Central, Hong Kong

Telephone : (852) 2869 7735

Facsimile : (852) 2525 0990

Website : <http://legco.gov.hk>

E-mail : library@legco.gov.hk

CONTENTS

	<i>page</i>
Executive Summary	
Part 1 - Introduction	1
Objective	1
Methodology	1
Part 2 - Practices in Selected Countries	2
Practices in Selected Countries	2
<i>Declaration Procedure</i>	2
<i>Monitoring Mechanism</i>	5
Part 3 - Reference for Hong Kong	8
Reference for Hong Kong	8
<i>Categories of Investment/Interest to be Declared</i>	8
<i>Declaration of Family Interests</i>	11
<i>Checking Mechanisms</i>	12
Appendices	13
Appendix I	13
An Extract of Provisions Relating to Declaration of Interests and Acceptance of Gifts or Benefit in OECD Countries	
Appendix II	17
Senior Civil Servants	
Appendix III	18
The Public Financial Disclosure Form (United States)	
Appendix IV	35
Singapore Civil Service Policies on Private Investment and Ownership of Land or Houses	

The Legislative Council Secretariat welcomes the re-publication, in part or in whole, of this research report, and also its translation in other languages. Material may be reproduced freely for non-commercial purposes, provided acknowledgement is made to the Research and Library Services Division of the Legislative Council Secretariat as the source and one copy of the reproduction is sent to the Legislative Council Library.

EXECUTIVE SUMMARY

1. This study aims to provide information on the practices governing declaration of interests made by senior civil servants in overseas countries.
2. Five countries are selected for this study, namely the United Kingdom, the United States, Australia, Singapore, and Japan. These countries have been selected because there are well-developed civil service systems in these places and they provide a mix of both Western and Asian experiences.
3. In addition to the above five countries, we have provided in Appendix I some information relating to declaration of interests by senior public servants in 21 countries, which is an extract of a comparative study on the management of senior public service conducted by the Organisation for Economic Co-operation and Development.
4. This study describes the practices in the countries selected, including the declaration procedure and the control mechanisms, and then makes a comparison of provisions in these countries with those in Hong Kong.
5. In relation to categories of investment/interest to be declared, this study finds that a greater variety of interests are required to be disclosed by senior public servants in the United States and Australia. In addition to income and assets disclosure, these two countries also require their senior public servants to disclose liabilities. Unlike the U.S. or Australia, senior civil servants in Hong Kong are not required to declare liabilities.
6. Concerning the requirement for declaration of family interests, this study finds that all the countries selected, except Japan, require their senior civil servants to declare a wide range of interests of their spouses and their children. The declaration system in Hong Kong only requires senior civil servants in Hong Kong to declare the occupation of their spouses.
7. Finally, this study also finds that other countries mainly use the declaration system as a means to identify conflict of interests. None of the countries covered in this study has a special checking system to check the accuracy of the information declared.

DECLARATION OF INTERESTS BY SENIOR CIVIL SERVANTS IN SOME OVERSEAS COUNTRIES

PART 1 - INTRODUCTION

1. Objective

1.1 This study aims to provide information on the practices governing declaration of interests made by senior civil servants in overseas countries.

2. Methodology

2.1 Requests for information on this subject were sent to relevant government departments in some countries, namely the United Kingdom, the United States, Australia, Singapore, and Japan. These countries have been selected because there are well-developed civil service systems in these places and it is a mix of both Western and Asian experiences.

2.2 In addition to the above five countries, we have provided in Appendix I some information relating to declaration of interests in 21 countries, which is an extract of a comparative study on the management of senior public service conducted by the Organisation for Economic Co-operation and Development.

2.3 We will describe in brief the practices in the countries selected, including the declaration procedure and the control mechanisms, and then make a comparison of provisions in these countries with those in Hong Kong.

2.4 As the focus of this study is on "senior civil servants", we have provided in Appendix II a summary of how this term is understood in the countries covered in this study.

PART 2 - PRACTICES IN SELECTED COUNTRIES

3. Practices in Selected Countries

Declaration Procedure

3.1 As private interests could affect the impartiality of civil servants in their discharge of duties, declaration of private interests has been made a requirement for senior civil servants in all the countries covered in this study. Apart from declaring their own interests, civil servants in these places may also be required to disclose those of their family members. In this section, we provide information on declaration procedure, the interests to be declared and the family interests to be declared in each selected country.

United Kingdom

3.2 According to the Civil Service Management Code¹, civil servants must declare to their department or agency any business interests which they would be able to further as a result of their official position. The Civil Service Management Code provides the central framework governing declarations. The finer details of how declarations are made are left to departments and agencies.

3.3 All civil servants need to declare any business interests (including directorships) or holdings of shares or other securities they hold which they would be able to further as a result of their official position.

3.4 In the United Kingdom, all civil servants need to declare any business interests (including directorships) or holdings of shares or other securities which members of their immediate family (spouse, including partner where relevant, and children) hold, to the extent of their knowledge.

United States

3.5 In the United States, all senior civil servants are required to complete a public financial disclosure form within 30 days of assuming a covered position, annually thereafter and upon termination of office. The financial disclosure form is provided in Appendix III.

¹ This Code is issued under the authority of the Civil Service Order in Council 1995 under which the Minister for the Civil Service has the power to make regulations and give instructions for the management of the civil service.

3.6 The categories of information to be disclosed are prescribed by law,² which include: assets and income; transactions; gifts, reimbursements, and travel expenses; liabilities; agreements or arrangements; outside positions; and compensation in excess of US\$5,000 paid by one source.

3.7 All senior civil servants who file public financial disclosure forms are required to report information concerning their spouses and dependent children in the following categories: assets and income; transactions; gifts, reimbursements, and travel expenses; and liabilities.

Australia

3.8 Senior civil servants in Australia are required to provide written statements of their own private interests and those interests of their immediate family to the Secretary of a Department of State. Departments usually have pro forma statements prepared for staff to register their interests. Basically, the Secretary provides a statement to the Minister, and statements by other staff are provided to the Secretary. Public servants have to update their statements annually and notify significant alterations as they occur.

3.9 The declaration usually covers the following areas: real estate; shareholdings; trusts or nominee companies; directorships in companies; other investments; other assets; other substantial sources of income; gifts, sponsored travel and hospitality; and liabilities.

3.10 Senior civil servants in Australia are required to provide written statements of interests of their immediate family (spouse, including de facto spouse, and dependent children) to the Secretary of a Department of State, to the extent to which they are known. A senior civil servant is required to incorporate into the statement an acknowledgement that family members to whom the personal information relates have been advised of its collection and possible disclosure.

Singapore

3.11 In Singapore, all civil servants have to make a declaration of their interests or investment when they are first appointed into Singapore Civil Service and annually thereafter.

² Title 5, Code of Federal Regulations part 2634, <http://www.usoge.gov/ogeregs/5cfr2634.html>

3.12 A civil servant must annually make a declaration of his interest or investments in shares of private or public companies and land, houses (whether owner-occupied or otherwise) or other property. He must also declare within a week when he purchases a private property.

3.13 The assets that a civil servant has to declare include the assets of his spouse and financially dependent children. An officer must also declare within a week any purchase of private property by his spouse or financially dependent children.

3.14 In addition to the declaration requirements, a civil servant in Singapore is required to comply with strict personal investment guidelines. Subject to certain exceptions³, a civil servant may not directly or indirectly acquire or keep any stock or share or hold an interest in any company or firm which carries on business in Singapore. A civil servant also needs to seek approval from a Permanent Secretary if he or she wants to hold shares, such as shares that were inherited and were acquired before the employment, in a private company other than a company formed for the purpose of holding family assets.

3.15 Details of the declaration system in Singapore are provided in *Singapore Civil Service Policies on Private Investment and Ownership of Land or Houses* attached in Appendix IV.

Japan

3.16 On August 9, 1999, the Japanese Diet passed the "National Public Service Ethics Law (NPSEL)", to be effective on April 1, 2000. The NPSEL sets out the major framework for regulating ethical behavior of national public servants.

3.17 Under the NPSEL, top public officials, such as deputy director generals or higher ranking officials, are required to present a "personal securities transaction report" and a "personal income report" to their supervisors once a year. The "personal securities transaction report" shall provide information indicating the nature, titles, amount and timing of securities transactions. All senior public officials, including top public officials, are also required to submit an "advantages received report" to their departmental supervisors whenever they receive a gift or a favour exceeding ¥5000 (approx. HK\$370).

3.18 In Japan, there is no requirement for senior civil servants to declare financial interests of their family members.

³ See Appendix IV, 1(a)-(c).

Monitoring Mechanism

3.19 In this section, we provide information relating to the checking procedure, status of declaration and disciplinary procedure in each of the selected countries.

United Kingdom

3.20 There is no mention in the Civil Service Management Code that a department or an agency has the responsibility to perform checks on civil servants' declarations. However, civil servants are required to comply with any instructions from their department or agency regarding the retention, disposal or management of those declared interests that they would be able to further as a result of their official position.

3.21 Also, there is no requirement in the Civil Service Management Code that civil servants' declarations be made available to the public.

3.22 Adherence to the rules laid down in the Civil Service Management Code is a condition of service. Breaches are subject to disciplinary action with penalties up to and including dismissal. The Code does not lay down penalties to be applied, which are a matter for each department in the light of the circumstances of each case.

United States

3.23 In the United States, ethics officials⁴ have a 60-day period to review financial disclosure reports. Each disclosure report is reviewed in the light of the agency's mission and the filer's duties. Ethics officials review the disclosure reports for accuracy and thoroughness to ensure that the forms are filled out correctly and that all required information is presented. Disclosure reports are not routinely audited to determine whether a filer may be falsifying or omitting information. Random checks are not conducted.

3.24 Financial disclosure reports are available to the public upon request. There are detailed legal provisions governing the custody of and access to disclosure reports. It is unlawful for any person to obtain or use a public report : 1) for any unlawful purpose; 2) for any commercial purposes other than for dissemination to the general public by news and communications media; 3) for determining the credit rating of any individual; or 4) for use, directly or indirectly, in the solicitation of money for any political, charitable, or other purpose. The legal provision also includes procedures for making application for inspection of a report, charging method to recover the cost of reproduction of a report and penalties for misuse of a report.

⁴ Usually referred to as the designated agency ethics official.

3.25 There are disciplinary procedures for improper filings, which include acts of wilful omission, falsification and failure to file. Besides civil and administrative penalties for improper filings, there are criminal sanctions for lying or falsifying information on Federal forms.

Australia

3.26 There is no centrally prescribed or recommended system of checking the accuracy of the declarations of personal interests. Individual government agencies may carry out checks.

3.27 The declarations of interests are retained by the Head of each agency under strict security.

3.28 The Public Service Regulations requires public servants to disclose to their supervisor situations where their private interests may conflict with their official duties. Failure to follow this regulation may constitute misconduct and could lead to disciplinary action under the Public Service Act 1922.

Singapore

3.29 There is no mechanism for a Ministry to check the accuracy of the information declared by any civil servant. Each declaration of interest or investment will be assessed by the Permanent Secretary to see whether the interest or investment will bring the officer's private interest into real or apparent conflict with his public duties. If the Permanent Secretary feels that there may be a conflict of interest, he has to decide whether the officer should be allowed to keep the interest or investment.

3.30 All declarations are considered as confidential information and they are not available for public inspection.

3.31 Regulations in the Government Instruction Manual state that a civil servant who makes a false declaration will face disciplinary proceedings and is liable to be dismissed from the Civil Service. Disciplinary action, if any, will be taken against the civil servant under the Public Service (Disciplinary Proceedings) Regulations. There is no specific disciplinary procedure for dealing with conflict of interest between a senior civil servant's official duties and his or her family members.

Japan

3.32 A National Public Service Ethics Board will be set up under the NPSEL, which has the authority to examine declarations made by senior public officials. After a senior public servant submits an "advantages received report", a "personal securities transaction report" and a "personal income report" to his or her supervisor, copies of the reports have to be sent to the National Public Service Ethics Board.

3.33 A senior public servant's "advantages received report", "personal securities transaction report" and "personal income report" will be kept for five years. Only the "advantages received report" will be available for public inspection upon request. In special case when disclosure may affect the national security and the protection of public order, the National Public Service Ethics Board's permission needs to be sought.

3.34 A civil servant who violates public service ethical standards provided in the NPSEL is subject to disciplinary action. The National Public Service Ethics Board is empowered to initiate investigations on matters relating to ethical violations. An authorizing agent (an appointment officer of a ministry/agency) can also perform similar investigations on its own or together with the National Public Service Ethics Board.

PART 3 - REFERENCE FOR HONG KONG

4. Reference for Hong Kong

Categories of Investment/Interest to be Declared

4.1 In Hong Kong, Civil Service Regulations 461 to 466 impose requirements on civil servants to avoid making private investments which may lead to a real or apparent conflict of interest with their official duties. The existing guidelines and requirements on declaration of investment of civil servants are provided in Civil Service Bureau Circular No. 8/98 dated 18 September 1998.

4.2 The above-mentioned Circular sets out a revised declaration system, resulting from a comprehensive review conducted by the Civil Service Bureau in 1998. A revised system and a number of amendments to relevant Civil Service Regulations were introduced so as to rationalise the declaration arrangement and to clarify related declaration rules.

4.3 Under the revised system, officers requiring declaration are classified into two Tiers. Tier I posts are centrally designated, including Chief Secretary for Administration, Financial Secretary, Directors of Bureaux, Commissioner of Police and other principal official posts. Tier II posts include administrative assistants and personal secretaries in support of Tier I posts, all directorate posts and non-directorate posts designated by Bureau Secretaries or Heads of Departments. According to an Information Note for the Legco Panel on Public Service Meeting on 29 June 1999 provided by the Civil Service Bureau, 26 key government posts belong to Tier I and 2 884 officers belong to Tier II.

4.4 Officers in Tier I or II are required to report all their investments in and outside Hong Kong annually or biennially respectively. The term "investments" are specified in the Civil Service Regulations 463(1), which include any investment, shareholding or direct or indirect interest in any company or undertaking; any interest in land or buildings in HK and /or in places outside HK; securities listed on the Stock Exchange of HK; futures and options contracts and other products traded on the HK Futures Exchange; and any investment which belongs to an officer but is held in the name of his/her spouse of any other person or agent or company acting on his/her behalf.

4.5 In addition, Tier I officers are required to register annually certain financial interests for public inspection on request. These interests include 1) land and building (including self-occupied property); 2) proprietorships or directorships of companies; and 3) shareholdings of 1 % or more of the issued share capital in any listed, public or private company.

4.6 Bureau Secretaries or Heads of Department in Hong Kong are also requested by the Civil Service Bureau to consider, in the light of their operational needs, drawing up additional investment guidelines, including requiring staff to avoid or declare certain specified investment activities because of apparent conflict of interest⁵.

4.7 In addition to the requirements on declaration of investment, there are separate rules and guidelines relating to civil servants undertaking outside work and accepting advantages and entertainment in Hong Kong⁶.

4.8 Table 1 shows a comparison of the types of interests to be declared in various places, including Hong Kong.

⁵ Civil Service Bureau Circular No. 8/98, paragraph 13. 22 bureaux and other departments had imposed additional declaration requirements on their staff, see *Report of the Director of Audit: Audit examination of the tax returns or submissions made or represented by J. Enterprise Secretarial and Taxation Limited*, July 1999, paragraph 64.

⁶ See Civil Service Regulations 550-559 and Civil Service Branch Circular No. 17/92 and 18/92.

Table 1 - A Comparison of the Categories of Investment/Interest to be Declared

	United Kingdom	United States	Australia	Singapore	Japan	Hong Kong
Interests/ Investments to be declared	1) business interests (including directorships) 2) holdings of shares 3) other securities	1) assets and income; 2) transactions; 3) gifts, 4) reimbursements, and travel expenses; 5) liabilities; 6) agreements or arrangements; 7) outside positions; and 8) compensation in excess of \$5,000 paid by one source	1) real estate; 2) shareholdings; 3) trusts or nominee companies; 4) directorships in companies 5) other investments; 6) other assets; 7) other substantial sources of income; 8) gifts, sponsored travel and hospitality; and 9) liabilities	1) shares; 2) land, houses or other property	1) Gifts and offers exceeding ¥5,000 2) securities transaction record 3) personal income	<u>Tier I</u> 1) all investments in/or outside Hong Kong (annually) 2) any investment transaction equivalent to or exceeding HK200,000 (within 7 days) 3) to register certain financial interests for public inspection (annually) <u>Tier II</u> 1) all investments in/or outside Hong Kong (biennially) 2) any investment transaction equivalent to or exceeding HK200,000 or 3 months' salary, whichever is the less (within 7 days)

4.9 As seen from Table 1, in the United States and Australia, a greater variety of interests are required to be disclosed by senior public servants. In addition to income and assets disclosure, these two countries also require their senior public servants to disclose liabilities. Senior servants in the United States are required to report liabilities over US\$10,000 owed to any one creditor at any time during the reporting period by themselves, their spouses or dependent children.⁷ Unlike the situations in the U.S. or Australia, senior civil servants in Hong Kong are not required to declare liabilities.

Declaration of Family Interests

4.10 Since a civil servant's private interests often involve his or her family interests, we make a comparison of the declaration requirements of family interests in other countries. Except Japan, all the countries selected require their senior civil servants to declare a wide range of the interests of their spouses and their children (see Table 2).

Table 2 - A Comparison of the Declaration Requirements of Family Interests

	United Kingdom	United States	Australia	Singapore	Japan	Hong Kong
Family Interests/ Investments to be declared	to declare any business interests (including directorships) or holdings of shares or other securities which members of immediate family (spouse, including partner where relevant, and children) hold	Spouses and dependent children's financial interests on: 1) assets and income; 2) transactions; 3) gifts, 4) reimbursements, and travel expenses; 5) liabilities.	to provide written statements of interests of immediate family (spouse, including de facto spouse, and dependent children)	1) assets of spouses and financially dependent children 2) to declare when spouses or financially dependent children purchase a private property	No requirement	<u>Tier I</u> Occupation of spouses <u>Tier II</u> Occupation of spouses

4.11 In Kong Hong, officers in both Tier I and Tier II posts are only required to report the occupation of their spouses. Although a senior civil servant is required to declare any investment held in the name of his or her spouse or of any other person or agent or company acting on his or her behalf, the substance to be declared does not include interests of spouses and dependent children.

⁷ excluding mortgages on their own residences unless they are rented out, loans secured by automobiles, household furniture or appliances, and liabilities owed to certain relatives.

4.12 A wide range of issues will inevitably be involved once the declaration requirement is extended to family members. Issues like family member's right to privacy and whether a civil servant has a full knowledge of his or her family member's interests may arise. However, all the countries covered in this paper, except Japan, consider that the declaration requirement should be extended to family members.

Checking Mechanisms

4.13 There has been discussion whether or not a special checking mechanism needs to be installed in the Hong Kong's declaration of interests system for the civil servants so as to check the accuracy of the information declared. However, countries in this study mainly use the declaration system as a means to identify conflict of interests. None of the countries covered in this study has a special checking system to check the accuracy of the information declared. (see Table 3)

Table 3 - A Comparison of the Checking Procedure

	United Kingdom	United States	Australia	Singapore	Japan	Hong Kong
Checking Procedure	Not mentioned in relevant code	Review for accuracy and thoroughness to ensure compliance	No centrally prescribed system	No mechanism for a ministry to check the accuracy	The National Public Service Ethics Board can initiate investigation	CSB and Bureau Secretaries/Head of Department is responsible for examining declarations
Random Checking System	Unknown	No	No	No	Not mentioned in relevant legislation	No

4.14 One way to encourage honest declaration of interests is to allow public scrutiny of such declarations. Among the countries studied in this paper, the United States has the most extensive requirement for declarations to be opened to the public. In Hong Kong, only certain financial interests declared by Tier I officers are available for public inspection. Other information declared by the Tier I officers and the declarations made by Tier II officers are not open to the public.

Appendix I

An Extract of Provisions Relating to Declaration of Interests and Acceptance
of Gifts or Benefit in OECD Countries

Country	Requirement to declare personal interests	Status of such declarations	Acceptance of gifts or benefits
Australia	Yes, in writing to the department Secretary	Confidential	Only with written approval of the department Secretary. Gifts or benefits in connection with overseas trips must be declared to the Secretary.
Austria	No, but there are restrictions	N.A.	Not permitted if they relate to official duties
Belgium	No	N.A.	Not permitted
Canada	Yes	Initial declarations are confidential, more limited public declarations are prepared from them for all Public Office Holders	Any gifts or benefits that could influence office holders in carrying out their public duties are to be declined. There is a requirement for Public Office Holders to declare gifts over \$200
Denmark	No	N.A.	Regulated by the common penalty clauses in the penal code relating to bribery and the principles of the ombudsman concerning "satisfactory administration". Trivial gifts not directly related to discharge of official duties are permitted in practice.
Finland	Yes, from 1 September 1997	Declaration concerning financial matters is confidential. Otherwise the declaration is public.	A civil servant may not demand, accept or receive any financial or other advantage if this may reduce confidence in him/her or in an authority.

Country	Requirement to declare personal interests	Status of such declarations	Acceptance of gifts or benefits
France	No, except for senior officials of public enterprises, subsidised housing bodies and mixed economy companies		Public servants may not accept or request gifts or benefits
Germany	Civil servants must request permission to engage in other activities and they must notify their superior when they undertake an official act that affects them or their families	Information may not be disclosed with consent	Civil servants are not permitted to accept benefits arising out of their office except with approval of the highest level authority
Iceland	Yes, an oral declaration	Confidential	Left to the judgement of the individual
Ireland	Yes, written declaration	Confidential	No written rules, accepted practice is that gifts of any significant value should be returned or handed over the Department
Japan	No formal mechanism, but public employees are prohibited from holding executive positions at profit-making enterprises and approval of the Prime Minister is required before starting a business on the side		Legal and disciplinary sanctions for acceptance of gifts or benefits which are recognised as bribes
Mexico	Yes, annually and at the beginning and end of a public service assignment	Confidential	Public servants are prohibited from receiving gifts of benefits in connection with their work
Netherlands	No formal requirement, it is left to the discretion of the individual		Gifts or benefits cannot be accepted without permission of top management

Country	Requirement to declare personal interests	Status of such declarations	Acceptance of gifts or benefits
New Zealand	No formal mechanism for the public service as a whole, but requirements for some positions (e.g. in Treasury)		No formal rules, but the public service conduct states that public servants may accept gifts or benefits which might compromise, or be seen to compromise integrity or the integrity of the organisation
Norway	No	N.A.	Officials may not accept a gift or benefit which is likely to or is intended to influence his/her official actions.
Portugal	Senior officials are required to submit a written declaration to the Office of the Attorney General	Confidential	Public servants are not permitted to benefit directly or indirectly from the execution of their functions
Sweden	Yes, a declaration of outside employment. The government decides which agencies should have the right to demand written declarations from their employees showing their holdings of stocks and bonds.	Declarations of outside employment are open to the public. Declarations of stocks and bonds are confidential	Not permitted.
Switzerland	No	N.A.	Civil servants are prohibited from receiving gifts or benefits in connection with their official duties.
Turkey	Yes, every 5 years, in writing	Confidential	Civil servants cannot accept any gifts or benefits

Country	Requirement to declare personal interests	Status of such declarations	Acceptance of gifts or benefits
United Kingdom	Yes, the details of how declarations are made is left to departments and agencies		Departments and agencies are expected to inform their staff of the circumstances in which they need to report offers of gifts or benefits and the circumstances in which they need to seek permission before accepting them
United States	Yes, annually in writing	Public	Officials are prohibited from accepting gifts or benefits.

N.A. -- not applicable

Source: OECD, *Managing the Senior Public Service: A Survey of OECD Countries*, 1997, Table 10.
[Http://www.oecd.org/puma/mgmtres/hrm/pubs/sps97](http://www.oecd.org/puma/mgmtres/hrm/pubs/sps97)

Appendix II

Senior Civil Servants

United Kingdom

The Senior Civil Service comprises the most senior staff in department and agencies, they include all agency chief executives.

United States

There is no definition on such term. Any officer or employee in the executive branch whose position is classified above GS-15⁸ of the General Schedule is required to make financial disclosure, which include posts such as Deputy Assistant Secretary, Office or Division Director and Branch Chief.

Australia

Officers who are members of the Senior Executive Service are senior public servants, which include Deputy Secretary, First Assistant Secretary and Assistant Secretary grades.

Singapore

Officers in the Singapore Civil Service are divided into 4 Divisions. Officers in divisions 1 are deemed senior civil servant, and they perform a wide range of administrative and professional duties.

Japan

Top officials include deputy director generals or higher ranking officials. Senior civil officials mean assistant directors or high ranking officials working in headquarters of ministries and agencies.

⁸ Level 15 of the General Schedule. The General Schedule is the executive branch pay scale for all civil servants.

Appendix III

the initial report, which shall update all items of earned income and honoraria through the period ending no earlier than 5 days before the scheduled date of the Senate committee hearing on the nomination. This update shall be provided in the manner requested by the Senate committee considering the nomination. Copies shall be provided to OGE and your agency ethics official.

- **Schedule C, Part II (Agreements or Arrangements)** - Show any agreements or arrangements as of the date of filing.
- **Schedule D** - The reporting period is the preceding two calendar years and the current calendar year up to the date of filing.

**Executive Branch Personnel
PUBLIC FINANCIAL
DISCLOSURE REPORT**

Instructions for Completing SF 278

I. Introduction

Reporting Periods

Incumbents: Complete Schedules A, B, C, and Part I of D. The reporting period is the preceding calendar year, except Part II of Schedule C and Part I of Schedule D where you must also include any positions held and agreements or arrangements made from the beginning of the filing year until the date you file. Schedule B need not include transactions made, or gifts or reimbursements received, during a period when the filer was not a Federal employee.

Termination Filers: Complete Schedules A, B, C, and Part I of D. The reporting period begins at the end of the period covered by your previous filing and ends at the date of termination of Government employment in the position.

Nominees, New Entrants and Candidates for President and Vice President: Complete Schedules A, C, and D (candidates do not file Part II of Schedule D), as follows:

- **Schedule A** - The reporting period for income (BLOCK C) is the preceding calendar year and the current calendar year up to the date of filing. Value assets in BLOCK B as of any date you choose that is less than 31 days before the date of filing.
- **Schedule C, Part I (Liabilities)** - The reporting period is the preceding calendar year and the current calendar year up to any date you choose that is less than 31 days before the date of filing.

Scope of Disclosure

The extent of the reporting requirement is noted in each schedule. In addition to your individual financial information, you are required to report information concerning your spouse and dependent children in several schedules of the form. However, no report is required with respect to your spouse if he or she is living separate and apart from you with the intention of terminating the marriage or providing for permanent separation. In addition, no report is required with respect to any income or obligations of an individual arising from the dissolution of marriage or permanent separation from a spouse. There are other exceptions to the reporting of assets and income, transactions, and liabilities of a spouse or dependent child which are discussed in the instructions applicable to those subjects.

A basic premise of the statutory financial disclosure requirements is that those having responsibility for review of reports filed pursuant to the Act or permitted public access to reports must be given sufficient information by reporting individuals concerning the nature of their outside interests and activities so that an informed judgment can be made with respect to compliance with applicable conflict of interest laws and standards of conduct regulations. Therefore, it is important that you carefully complete the attached form. This report is a safeguard for you as well as the Government, in that it provides a mechanism for determining actual or potential conflicts between your public responsibilities and your private interests and activities and allows you and your agency to fashion appropriate protections against such conflicts when they first appear.

A Presidential nominee to a position requiring the advice and consent of the Senate shall file with the Senate committee considering the nomination an amendment to

Definition of Terms

• **Category of Amount**

Reportable financial interests are disclosed either by actual amount or by category of amount, depending on the interest, as specified by the form. You may, but you are not required to, indicate an actual amount where the form provides for a category of amount or value.

• **Dependent Child**

The term "dependent child" means your son, daughter, stepson, or stepdaughter if such person is either: (1) unmarried, under age 21, and living in your household, or (2) a "dependent" of yours within the meaning of section 152 of the Internal Revenue Code of 1986.

• **Excepted Investment Fund**

An excepted investment fund is a mutual fund, common trust fund of a bank, pension or deferred compensation plan, or any other investment fund, which is widely held; publicly traded (or available) or widely-diversified; and under circumstances where you neither exercise control over nor have the ability to exercise control over the financial interests held by the fund. A fund is widely diversified when it holds no more than 5% of the value of its portfolio in the securities of any one issuer (other than the U.S. Government) and no more than 20% in any particular economic or geographic sector.

• **Gifts**

See instructions for Schedule B, Part II.B.

- **Honoraria**
The term "honoraria" means payments of money or anything of value to you or your spouse for an appearance, speech, or article, excluding necessary travel expenses. See 5 CFR Part 2636.
 - **Personal Savings Account**
The term "personal savings account" includes a certificate of deposit, a money market account, or any other form of deposit in a bank, savings and loan association, credit union, or similar financial institution.
 - **Relative**
The term "relative" means an individual who is your father, mother, son, daughter, brother, sister, uncle, aunt, great uncle, great aunt, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half brother, half sister, your spouse's grandfather or grandmother, or your fiancee or fiancée.
 - **Trusts ("Qualified" and "Excepted")**
See instructions for Schedule A, Part II.B., and 5 CFR Part 2634, Subpart D.
 - **Value**
You may use any one of the methods described below, in determining fair market value:
Option 1 - any good faith estimate of the value of the property if the exact value is unknown or not easily obtainable;
Option 2 - value based upon a recent appraisal of the property interest;
- Option 3 - the purchase price of your property interest, or estimated retail price of a gift;
- Option 4 - the assessed value of the property for tax purposes, adjusted to reflect current market value if the tax assessment is computed at less than 100% of current value;
- Option 5 - the year-end book value of non-publicly traded stock, or the year-end exchange value of corporate stocks, or the face value of corporate bonds or comparable securities;
- Option 6 - the net worth of your interest (as in a business partnership or other jointly held business interest);
- Option 7 - the equity value of your interest (as in a solely owned business or commercial enterprise); or
- Option 8 - exact value (e.g., personal savings accounts) or any other recognized indication of value (such as last sale on a stock exchange).
- II. Who Must File**
- a. Candidates for nomination or election to the office of President or Vice President.
 - b. Presidential nominees to positions requiring the advice and consent of the Senate, other than those nominated for judicial office or as a Foreign Service Officer or for appointment to a rank in the uniformed services at a pay grade of O-6, or below.
 - c. The following newly elected or appointed officials:
 - The President;
 - The Vice President;
 - Officers and employees (including special Government employees, as defined in 18 U.S.C. § 202) whose positions are classified above GS-15 of the General Schedule, or the rate of basic pay for which is fixed,
- other than under the General Schedule, at a rate equal to or greater than 120% of the minimum rate of basic pay for GS-15 of the General Schedule.
- Members of the uniformed services in pay grade O-7 or above;
 - Officers or employees in any other positions determined by the Director of the Office of Government Ethics to be of equal classification to above GS-15;
 - Administrative law judges;
 - Employees in the excepted service in positions which are of a confidential or policy-making character, unless by regulation their positions have been excluded by the Director of the Office of Government Ethics.
 - The Postmaster General, the Deputy Postmaster General, each Governor of the Board of Governors of the U.S. Postal Service and officers or employees of the U.S. Postal Service or Postal Rate Commission in positions for which the rate of basic pay is equal to or greater than 120% of the minimum rate of basic pay for GS-15 of the General Schedule.
 - The Director of the Office of Government Ethics and each designated agency ethics official; and
 - Civilian employees in the Executive Office of the President (other than special Government employees) who hold commissions of appointment from the President.
 - d. Incumbent officials holding positions referred to in section II.c. of these instructions if they have served 61 days or more in the position during the preceding calendar year.
 - e. Officials who have terminated employment after having served 61 days or more in a calendar year in a position referred to in section II.c. and have not accepted another such position within 30 days thereafter.

d. All others, with the designated agency ethics official, or that official's delegate, at the agency in which the individual serves, will serve or has served.

e. In the case of individuals nominated by or to be nominated by the President to positions requiring confirmed procedures and filing location.

V. General Instructions

a. This form consists of the front page and four Schedules. You must complete each Part of all Schedules as required. If you have no information to report in any Part of a Schedule, you should indicate "None." If you are not required to complete Schedule B or Part II of Schedule D, you should leave it blank. Schedule A combines a report of income items with the disclosure of certain property interests. Schedule B deals with transactions in real property or certain other assets, as well as gifts and reimbursements. Schedules C and D relate to liabilities and employment relationships. After completing the first page and each Part of the Schedules (including extra sheets of any Schedule where continuation pages are required for any Part), consecutively number all pages.

b. The information to be disclosed is only that which the Ethics in Government Act of 1978, as amended, and 5 CFR Part 2634 specifically require. You may, however, include any additional information, beyond those requirements, that you wish to disclose for purposes of clarification. Disclosure of information does not authorize any holdings, income, honoraria, liabilities, transactions, gifts, reimbursements, affiliations or positions otherwise prohibited by law, Executive order, rule or regulation.

c. Combine on one form the information applicable to yourself, your spouse and dependent children; or if more convenient, use separate schedules to report the required information applicable to family members. You may, if

III. When to File

a. Within 30 days after becoming a candidate for nomination or election to the office of President or Vice President, or by May 15 of that calendar year, whichever is later, but at least 30 days before the election, and on or before May 15 of each succeeding year an individual continues to be a candidate.

b. At any time after the President or President-elect has publicly announced an intention to nominate an individual referred to in section II.b. of these instructions, but no later than 5 days after the President transmits the nomination to the Senate.

c. Within 30 days after assuming a position described in section II.c. unless such an individual has left another such position within 30 days prior to assuming the new position, or has already filed a report with respect to nomination for the new position (section II.b.) or as a candidate for the position (section II.a.).

d. No later than May 15th annually, in the case of those in a position described in section II.d.

e. In the event an individual terminates employment in the position and does not accept another position described in section II.c. within 30 days, the report must be filed no later than the 30th day after termination.

IV. Where to File

a. Candidates for President and Vice President, with the Federal Election Commission.

b. The President and Vice President, with the Office of Government Ethics.

c. Members of a uniformed service, with the Service Secretary concerned.

you desire, distinguish any entry for a family member by preceding the entry with an (S) if it is for a spouse or a (DC) if it pertains to a dependent child. Joint assets may be indicated by a (J). See 5 CFR Part 2634, Subpart C, for exclusions in the case of separation or divorce.

d. Definitions of the various terms used in these instructions and detailed information as to what is required to be disclosed are contained in 5 CFR Part 2634.

e. In the case of references to entities which are operating trades or businesses which do not have listed securities, you must provide sufficient information about these private entities to give the reviewers of your disclosure report an adequate basis for the conflicts analysis required by the Act. Thus, you must disclose the location and primary trade or business of private entities, as well as attributed interests and activities not solely incidental to such a primary trade or business. For instance, if your family swimming pool services corporation incurs a liability to purchase an apartment house for investment in addition to its pool services business, you will have to report the apartment house investment as part of the nature of the business of the family corporation.

f. In the case of references to entities which are investment funds such as mutual or pension funds (whether public or private), you must disclose the portfolio holdings and all other items such as transactions and liabilities to the extent otherwise required for reportable interests, unless the entity is an "excepted investment fund." See Definition of Terms above.

g. If you need assistance in completing this form, contact the designated agency ethics official of the agency in which you serve, will serve, or have served.

Schedule A

I. General Instructions

Two of the general disclosure requirements of the Act concern certain interests in property (generally referred to here as assets) and items of income. Schedule A is designed to enable you to meet both of these reporting requirements. Generally a description of your, your spouse's, and your dependent child's assets and sources of income is required to be listed in BLOCK A of the Schedule. Reading from left to right across the page from each description of the asset or income source, you will be able to report in BLOCK B the value of each asset, and in BLOCK C the type and amount of income generated by that asset or received from the non-asset source.

On Schedule A are four examples which are representative of the reporting scheme of this Schedule. The first example represents the proper method of reporting stock of Central Airlines Company held at the end of the reporting period which then had a value of \$75,000. The individual had also received dividends of \$1,500, reported in BLOCK C. If the Central Airlines stock had been sold, there would be a check in the "None (or less than \$1,001)" column in BLOCK B if the individual no longer owned any of the stock at the end of the reporting period, and there would be an entry for capital gains as well as dividends in BLOCK C if they were realized during the period. The second example represents the proper method of reporting the source of \$130,000 of earned income from private law practice, as well as \$18,500 the reporting individual maintained in the capital account in the law firm at the end of the reporting period.

The third example represents acceptable reporting of an investment fund which is widely held, widely diversified (or publicly traded) and independently managed. Because it meets these requirements, no individual assets of the fund need to be reported, and the type of income does not need to be broken into dividends, interest, or capital

gains as long as the column for "excepted investment fund" is marked. The fourth example reports a mutual fund held in an IRA from which the filer has accrued dividends of \$10,000.

Normally you will have to list an item only once in BLOCK A with all other value and income information associated with that item shown on the same line to the right. However, when you have a number of different kinds of financial arrangements and income involving one entity, a full disclosure of all the required information for that entity may require more than one line. You may always use more than one line for clarification if you choose.

II. Property Interests and Assets

(BLOCKS A and B)

A. Items to Report

Report the identity and category of valuation of any interest in property (real or personal) held by you, your spouse or dependent child in a trade or business, or for investment or the production of income which has a fair market value which exceeds \$1,000 as of the close of the reporting period. These interests include, but are not limited to, stocks, bonds, pension interests and annuities, futures contracts, mutual funds, IRA assets, tax shelters, beneficial interests in trusts, personal savings or other bank accounts, real estate, commercial crops, livestock, accounts or other funds receivable, and collectible items held for resale or investment. Exceptions: Exclude your personal residence (unless rented out) and any personal liability owed to you, your spouse or dependent child by a spouse or dependent child, or by a parent, brother, sister or child of you, your spouse, or dependent child. Exclude any retirement benefits (including the Thrift Savings Plan) from Federal Government employment and any social security benefits. Exclude also any deposits aggregating \$5,000 or less in personal savings accounts in a single financial institution.

With respect to assets of a spouse or a dependent child, do not report items:

- (1) which represent your spouse's or dependent child's sole financial interest or responsibility and of which you have no knowledge;
- (2) which are not in any way, past or present, derived from your income, assets, or activities; and
- (3) from which you neither derive, nor expect to derive, any financial or economic benefit.

Note: It is very difficult for most individuals to meet all three parts of this test, especially (3). For instance, if you file a joint tax return with your spouse, you derive a financial or economic benefit from the items involved and you are charged with knowledge of those items. A trust for the education of your minor child would also convey a financial benefit to you. Therefore, those asset and income items do not fit the test.

A personal residence held for investment or production of income, such as a summer home rented during parts of the year, must be reported.

Intermittent sales from personal property such as collections of antiques or art holdings demonstrate that the items are held for investment or the production of income and should therefore be reported.

B. What to Show on the Form

Enter the identity of the asset in BLOCK A and then show the value in BLOCK B. Only the category of value, rather than the actual value of the property interest or asset, must be shown. You need not disclose which valuation methods you used.

For assets such as stocks, bonds, and securities, report any holdings directly held or attributable to you, your spouse or dependent child from one source totaling more than \$1,000 in value. Identify the holding and

show the category of value. If you hold different types of securities of the same corporation (e.g., bonds and stocks of "X" Corporation), these holdings should be considered as being from the same source for purposes of determining whether the aggregate value of the interest is below or above the \$1,000 threshold value. Report personal savings accounts only if they aggregate more than \$5,000 in a single financial institution.

If you have an interest in an investment fund or pool which is an "excepted investment fund" (see Definition of Terms above), you need only identify the interest by giving the complete name of the fund, rather than identifying the underlying assets as well.

To report interests of you, your spouse, or dependent child in a business, a partnership, or joint venture, or the ownership of property held for investment or the production of income, identify the character of the ownership interest, and the nature and location of the business or interest, unless it is a publicly traded security. For example, the entry for a holding of farm land might show, under BLOCK A... "sole ownership of 100 acres of unimproved dairy farmland on Rural Route #1 at Pine Bluff, Madison County, Wisconsin."

You must disclose the primary trade or business of non-public entities, as well as interests and activities not solely incidental to such a trade or business. For example, if your family is involved in a private real estate investment business but as a side interest buys stock through the business in a bank, you must disclose that in addition to real estate (by type and general location), the family business holds an interest in a bank.

For an IRA (Individual Retirement Account), indicate the value of each underlying asset, as well as the income derived therefrom (even though deferred for Federal tax purposes) in accordance with section IV below, to enable the reviewer to evaluate compliance with applicable laws and regulations. If the IRA were invested solely in a mutual fund such as "Templeton World Fund, Inc." and the investment properly disclosed in Schedule A, that would be sufficient identification of the asset, since for most reporting individuals that fund would be an "excepted investment fund." If, however, the IRA had an individual or privately managed portfolio, detailed disclosure of the portfolio would be required on Schedule A in the same amount of detail as if each investment were directly held.

With respect to trusts in which a vested beneficial interest in principal or income is held, report trust interests and trust assets which had a value in excess of \$1,000. See 5 CFR Part 2634 for more information about vested interests.

You need not report the identity of assets of a trust of which you, your spouse or dependent children are the beneficiaries if the interest is:

1. a "qualified blind trust" or "qualified diversified trust," which has been certified by the Office of Government Ethics, in accordance with 5 CFR Part 2634, Subpart D, or
2. an "excepted trust," that is, one which:
 - A. was not created by you or your spouse or dependent children, and
 - B. has holdings or sources of income of which you, your spouse and dependent children have no knowledge.

In the case of these special types of trusts, you should show in BLOCK A the identity of the trust, including the date of creation, and in BLOCK C, the classification of the trust as a "qualified trust" or an "excepted trust." (The category of amount of the trust income, if it exceeded \$200, must also be reported in BLOCK C, in accordance with section IV below.)

Note: You are not permitted by the statute to "create" an excepted trust by instructing a trustee not to divulge information or otherwise avoiding previous sources of knowledge upon entering Government service.

Do not report a trust of which your spouse or dependent child is a beneficiary that meets the three part test set forth in the second paragraph under II.A. A trust that does not fit that exception may still be an excepted trust under this section; in such case, it must be reported, but the assets need not be identified.

Except for the special trusts or funds referred to above, you must identify each individual investment held by a trust or fund, which had a value in excess of \$1,000. For example, in BLOCK A an entry such as "trust held by First National Bank (Boston, MA) consisting of ITT stock, U.S. Treasury certificates, and Dallas Municipal Bonds" might be made. In BLOCK B the applicable value of each trust asset would be entered. (As described under IV.B.6. Trust Income, below, the income from each asset would be entered in BLOCK C as well as income from assets of the trust sold during the reporting period.)

III. Earned and Other Non-Investment Income
(BLOCKS A and C)

A. Items to Report

For yourself, report the identity of the source in BLOCK A and the type and actual amount in BLOCK C of non-investment income exceeding \$200 from any one source. Such income includes fees, salaries, commissions, compensation for personal services, retirement benefits, and honoraria. Report these items on the same line as related interests in property, if any.

For your spouse, report the source, but not the amount, of non-investment income exceeding \$1,000 and the source, amount and date of honoraria exceeding \$200 from any one source. No report of the earned or other non-investment income of your dependent children is required.

Exclude for yourself and spouse income from employment by the United States Government and from any retirement system of the United States (including the Thrift Savings Plan) or from social security.

B. What to Show on the Form

1. HONORARIA - For you or your spouse, show honoraria aggregating more than \$200 from any one source. Report the identity of the source in BLOCK A, and the date of the services performed and actual amount in BLOCK C. List each honorarium separately. For example, if, prior to your Government service, you received \$1,500 for a speech before the Chicago Civic Club on March 19, 1991 of which \$200 was actually spent for round-trip travel, and \$200 went to the agent who made the speaking arrangement, on your new entrant report you would enter in BLOCK A... "Chicago Civic Club, 18 Lakeshore Dr., Chicago, IL"; in BLOCK C under OTHER (specify type)... "Honorarium"; under ACTUAL AMOUNT... "\$1,100," and under DATE... "3/1991." Honoraria received and donated to charity must be reported, but a notation explaining that fact may be included in reporting such items. The source, date and amount of payments made or to be made directly to a charitable organization in lieu of honoraria must also be disclosed. In addition, for certain payments in lieu of honoraria you must complete a confidential report for your agency, disclosing the source, the names of charitable organization recipients, the amount, and the dates of payments, if made on or after January 1, 1991. See 5 CFR Part 2636.

2. EARNED AND OTHER NON-INVESTMENT INCOME - Include all income, exclusive of honoraria, from non-investment sources including fees, commissions, salaries, and income from personal services or retirement. Report the identity of the source and give the actual amount of such income exceeding \$200

from any one source. For example, if you earned \$450 teaching at a law school, enter in BLOCK A... "John Jones Law School, Rockville, MD"; in BLOCK C under OTHER... "Salary"; and under ACTUAL AMOUNT... "\$450." If you earned \$75 for teaching in one law school and \$250 from teaching at another school, report only the \$250 amount. Report employee benefits and severance payments which meet the reporting requirements separately from salary.

If your spouse has earned income in excess of \$1,000 (other than honoraria) from any one source, identify the source but show nothing under amount. If your spouse is self-employed in a business or profession, for example as a practicing psychologist who earned \$10,500 during the year, you need only show under BLOCK A... "practicing psychologist."

IV. Investment Income

(BLOCKS A and C)

Report items of investment income on the same line of Schedule A as the related property interest or other asset from which income is derived. Note that some property interests or other assets will not have a related item of income. In such a case, check "None (or less than \$201)" in BLOCK C under category of amount.

A. Items to Report

Report the identity in BLOCK A and the type and value in BLOCK C of any investment income over \$200 from any one source received by or accrued to the benefit of you, your spouse or dependent child during the reporting period. For purposes of determining whether you meet the over \$200 threshold from any one source, you must aggregate all types of investment income from that same source. For your spouse or dependent child such income is only required to be reported if the asset source meets the reporting threshold in section II above.

Investment income includes, but is not limited to: income derived from dealings in property, interest, rents, royalties, dividends, capital gains; income from annuities, the investment portion of life insurance contracts, or endowment contracts; your distributive share of partnership or joint venture income, gross business income, and income from an interest in an estate or trust. You need not show the actual dollar amount of dividends, rents and royalties, interest, capital gains, or income from qualified trusts, excepted trusts, or excepted investment funds. For these specific types of income, you need only check the category of amount of the item reported. For all "other investment income" as described in item 7 below, you will have to report the actual dollar amount of income from each source, and indicate the type in the space marked "Other (specify type)" in BLOCK C.

B. What to Show on the Form

Check all applicable classifications of income and corresponding categories of amounts. If more than one type of income is derived from the same asset, check all relevant types (unless an excepted investment fund) and categories of amount. Categories of amount may be distinguished by using the abbreviations D,R,I and CG in the boxes, in lieu of checks, to represent dividends, rents/royalties, interest or capital gains.

1. DIVIDENDS - Show in BLOCK C the amount you, your spouse or dependent child accrued or received as dividends from investment sources including common and preferred securities and underlying assets of pension and mutual funds (unless an excepted investment fund). Identify the source of such income and check the category of amount. For example, if cash dividends of \$950 were received for shares of common stock of IBM, enter in BLOCK A... "IBM common" and in BLOCK C check that dividend income was received and check the appropriate category of amount.

a value of greater than \$1,000 in BLOCK B, but it does not produce more than \$200 in income for the reporting period, check "None (or less than \$201)" instead of listing the actual amount.

Schedule B

This may include dividends, capital gains and interest for a single fund or income from an excepted investment fund. Income from each individual asset of the fund must also be listed, unless it is an excepted investment fund, in which case income from individual assets is not required to be listed. See Definition of Terms above for discussion of excepted investment funds.

6. TRUST INCOME - Report the category of amount and the type of income accrued or received from any trust. Whenever you are required to identify the source of trust income, either for yourself or for a spouse or dependent child, it is not enough simply to say "John Jones Trust." Generally, the investment holdings of the trust, discussed above under "Property Interests and Assets," and the income derived from each holding must be identified to the same extent as if held directly. However, if the trust is a qualified trust or an excepted trust, in BLOCK A show only the identity of the trust including the date of creation, in BLOCK C check the classification of the trust interest as a "qualified trust" or "excepted trust," and also in BLOCK C show the category of amount of income attributable to you, your spouse or dependent child.

7. OTHER INVESTMENT INCOME - Report any other items of investment income exceeding \$200 and not described above, along with the specific type and actual amount, such as gross income from business interests, endowment or annuity contract payments, estate income, a distributive share of a partnership or joint business venture income. To identify the sources of other investment income, either for you, your spouse, or a dependent child, briefly characterize in BLOCK A the nature of the business or investment interest and, when applicable, the location: for example, "one-third ownership in a retail furniture store at 1010 Grand Ave., Chicago, IL." In BLOCK C under OTHER, specify the applicable type of income, for example, "distributive share" from a partnership or "gross income" from a proprietorship, and under ACTUAL AMOUNT the actual amount of such income which was received during the reporting period. Where the asset is listed because of

2. RENTS AND ROYALTIES - Show income accrued or received by you, your spouse or dependent child as rental or lease payments for occupancy or use of personal or real property in which any one of you has an interest. In addition, show payments accrued or received from such interests as copyrights, royalties, inventions, patents, and mineral leases or other interests. Identify the source of such income and check the category of amount. For example, if you received \$2,000 as rental income from an apartment building in Miami, Florida, enter in BLOCK A... "apartment building at 5802 Biscayne Blvd., Miami, FL," and in BLOCK C check that rental income was received and check the appropriate category of amount.

3. INTEREST - Identify the source and the category of amount of any interest accrued or received by you, your spouse or dependent child as income from investment holdings including: bills and notes, loans, personal savings accounts, annuity funds, bonds, and other securities. For example, if you earned \$300 in interest during the calendar year on a Savings Certificate with Federal Savings and Loan, enter in BLOCK A... "Federal Savings and Loan (Baltimore, MD)-Savings Certificate," and in BLOCK C check that interest income was received and check the appropriate category of amount.

4. CAPITAL GAINS - Report income from capital gains realized by you, your spouse or dependent child from sales or exchanges of property, business interests, partnership interests or securities. Identify the source and check the category of amount of the gain. An example of an entry in BLOCK A might be "sale of one-third interest in 100-acre farm in Hamilton County, Iowa" and in BLOCK C check that capital gains were received and check the appropriate category of amount.

5. INVESTMENT FUND INCOME - Identify the fund and the category of amount and the type(s) of income from investment funds such as mutual or pension funds for you, your spouse or dependent child.

A. General Instructions and Items to Report

This part is to be completed by incumbents and termination filers only. Give a description, the date, and the category of amount of any purchase, sale, or exchange of any real property, stocks, bonds, commodity futures, excepted investment fund shares, and other securities by you, your spouse or dependent child when the amount involved in the transaction exceeded \$1,000. Also, indicate whether sales were made pursuant to a certificate of divestiture previously issued by OGE to permit delayed recognition of capital gain. (For more information on certificates of divestiture, see 5 CFR Part 2634, Subpart J.) This includes reporting any sale or exchange of an asset involving an amount exceeding \$1,000 when the sold or exchanged asset did not yield income of more than \$200 (and therefore was not reported on Schedule A), or reporting the purchase of an asset involving an amount exceeding \$1,000 but at the end of the reporting period having a value of \$1,000 or less and earning income of \$200 or less during the reporting period (and therefore not appearing on Schedule A). The example on the form shows the proper way to disclose Central Airlines common stock the reporting individual purchased for \$75,000 on 2/1/91. Note that on Schedule A there is an entry for the stock as well since it was still held at the end of the reporting period.

You need not report a transaction involving (1) your personal residence (unless rented out); (2) a money market account or personal savings account; (3) an asset of your spouse or dependent child if the asset meets the three-part test set forth under the instructions for

within a foreign country or by the United States Government, or D.C., state or local governments;

6. Food and beverages not consumed in connection with a gift of overnight lodging;

7. Anything given to a spouse or dependent child totally independent of the relationship to you;

8. Gift items in the nature of communications to your office, such as subscriptions to newspapers and periodicals;

9. Gifts of hospitality (food, lodging, entertainment) on the donor's personal or family premises, as defined in 5 CFR Part 2634;

10. Gifts and reimbursements received during non-Federal employment periods; and

11. Reimbursements you received for political trips which were required to be reported under section 304 of the Federal Election Campaign Act of 1971 (2 U.S.C. § 434).

C. What to Show on the Form

1. GIFTS - Report the identity of the source, a brief description, and the value of gifts aggregating \$250 or more from any one source which were received by you, your spouse or dependent child and which do not fall within any of the categories of exclusions enumerated above.

a. Food, Lodging, Transportation, Entertainment. Include travel itinerary, dates, and nature of expenses provided. To reach a \$250 aggregation, you determine whether any one or combination of the components within this gift category received from one source amounts to \$250 or more in value. For example, if you spent a weekend at a hunting lodge owned by AmCoal

II. Part II- Gifts, Reimbursements, and Travel Expenses

A. General Instructions

This Part is to be completed by incumbents and termination filers only. The Act requires you to disclose the receipt of certain gifts, in-kind travel expenses, and travel-related cash reimbursements by you, your spouse or dependent child from any one source other than the U.S. Government. This reporting requirement applies to gifts and reimbursements received by your spouse or dependent child to the extent the gift was not given to him or her totally independent of the relationship to you.

B. Items to Report

Report gifts received by you, your spouse or dependent child from any one source during the reporting period aggregating \$250 or more, such as tangible items, or food, lodging, transportation, or entertainment; and travel-related cash reimbursements aggregating \$250 or more from any one source. A "gift" means any payment, forbearance, advance, rendering or deposit of money, or anything of value, unless consideration of equal or greater value is received by the donor. In determining which gifts and reimbursements must be reported or aggregated, exclude these items:

1. Anything having a value of \$100 or less;
2. Anything received from "relatives" (see Definition of Terms, above);
3. Bequests and other forms of inheritance;
4. Suitable mementos of a function honoring the reporting individual;
5. Food, lodging, transportation, and entertainment or reimbursements provided by a foreign government

Schedule A, at II.A.; (4) a holding of a "qualified blind trust," a "qualified diversified trust," or an "excepted trust"; (5) U.S. Treasury bills, notes, and bonds; (6) transactions which occurred prior to your Federal Government employment; or (7) transactions solely by and between the reporting individual, spouse, or dependent child.

You will need to report any transactions made by a non-public business or commercial enterprise, investment pool, or other entity in which you, your spouse or dependent child have a direct proprietary, general partnership or other interest unless (1) the entity is an "excepted investment fund," or (2) the transaction is incidental to the primary trade or business of the entity as indicated by you on Schedule A. (See also sections V.e. and f. of the General Instructions preceding those for Schedule A.)

B. What to Show on the Form

Under identification of assets, identify the property or securities involved in the purchase, sale or exchange, and give the date of the transaction. For example, under IDENTIFICATION OF ASSETS... "GMC common stock"; under TYPE OF TRANSACTION... check type; under DATE... enter date transaction occurred; under AMOUNT OF TRANSACTION... check the category of value of the sale price, purchase price, or exchange value of the property involved in the transaction. You must also indicate whether an item was sold pursuant to a certificate of divestiture issued by the Office of Government Ethics under 5 CFR Part 2634, Subpart J, to permit delayed recognition of capital gain.

Where multiple transactions have occurred which involve the same asset, you may list the item once, check purchase and/or sale, and indicate... "biweekly," "throughout year," or other appropriate frequency, and the aggregate amount of the sales and purchases. Reporting an exchange generally requires reporting two items since one item is exchanged for another.

- 2. a mortgage or home equity loan secured by real property which is the personal residence (or a second residence not used for producing income) of you or your spouse;
- 3. a loan secured by a personal motor vehicle, household furniture, or appliances, where the loan does not exceed the purchase price of the item;
- 4. a revolving charge account where the outstanding liability did not exceed \$10,000 as of the close of the reporting period; and
- 5. any liability of your spouse or dependent child which represents the sole financial interest or responsibility of the spouse or child, and about which you have no knowledge, and which is not derived from your income, assets, or activities, and concerning which you neither derive nor expect to derive any financial or economic benefit.

Note: If you receive food, transportation, lodging, and entertainment or a reimbursement of official travel expenses from a non-profit tax-exempt institution categorized by the IRS as one falling within the terms of 26 U.S.C. § 501(c)(3), you must report the name of the organization, a brief description of the in-kind services or the reimbursement and the value. If known, you may also wish to note the date you received the required written approval from your agency to accept such items. See 5 U.S.C. § 411 and 5 CFR Part 410, Subpart G. You do not have to report an official reimbursement received by the agency since it will not be received by you in your personal capacity (nor by your spouse or dependent child). See 31 U.S.C. § 1553 (or other agency statute) and 41 CFR Parts 301-1 and 304-1.

Schedule C

I. Part I-Liabilities

A. General Instructions

The Act requires you to disclose certain of your financial liabilities. The examples on the form show how to report a mortgage on real estate the reporting individual held for the production of income and a promissory note. Note that you will need to disclose the date, interest rate and term (if applicable) of each liability. Also note you must disclose the highest amount owed on any liability held during the reporting period, not just at the end of the period. If the liability was completely paid during the period, you may also note that on the form if you wish.

B. Items to Report

Identify and give the category of amount of the liabilities which you, your spouse or dependent child owed to any creditor which exceeded \$10,000 at any time during the reporting period, except:

- 1. a personal liability owed to a spouse or dependent child, or to a parent, brother, sister, or child of you, your spouse or dependent child;

Corporation, and you received lodging fairly valued at \$150, food valued at \$115, and entertainment valued at \$125, the aggregate value of the gift is \$390. A gift of this nature - hospitality at a lodge owned by a corporation rather than an individual - would not qualify as a "personal hospitality" exclusion. To report this gift you would show, under SOURCE... "AmCoal Corp., 1210 North St., Chicago, IL"; under BRIEF DESCRIPTION... "lodging, food, and entertainment as a guest at hunting lodge owned by AmCoal, 1/25-27/91"; and under VALUE... "\$390."

b. Other Gifts - If you and your spouse each receive a \$175 figurine from the same donor (source), the gifts have a value of more than \$250 and must be reported. To report a gift, identify the source, briefly describe the item(s), and show the value. In the case of the figurines, report on the form under SOURCE... "Artifact Co, 153 Utah St., Omaha, NE"; and under BRIEF DESCRIPTION... "two porcelain figurines." Under VALUE... "\$350" would be shown.

2. REIMBURSEMENTS - Report the source, a brief description (including a travel itinerary, dates, and the nature of expenses provided), and the value of any cash reimbursements (except those from the United States Government or otherwise excluded) aggregating \$250 or more which you, your spouse or dependent child received from any one source. For example, if you were reimbursed \$400 for travel and lodging expenses in connection with a speech you made for the Denver Realtors Association, you would report this item on the form by showing under SOURCE... "Denver Realtors Assoc., 45 Bridge St., Denver, CO"; under BRIEF DESCRIPTION... "travel expenses for speech made in Denver: United Airlines round trip from Washington, D.C. 1/22-23/91, \$275; Denver Airport Marriott, \$125"; and under VALUE... "\$400" would be shown. If your spouse made this speech and received the reimbursement totally independent of his or her relationship to you, no information for this item need be reported.

You are required to report any liability of any non-public company, investment pool, or other entity, in which you, your spouse or dependent child have an interest, unless (1) the liability is incidental to the primary trade or business of the entity as indicated by you on Schedule A, or (2) the entity is an excepted investment fund. (See also sections V.e. and f. of the General Instructions preceding those for Schedule A.)

C. What to Show on the Form

Under CREDITORS (NAME AND ADDRESS), show the name and address of the actual creditor unless the reporting individual is only able to identify a fiduciary and certifies in the report that he has made a good faith effort to determine who the actual creditor is and was unable to do so, or upon his certification that such determination is otherwise impracticable. Under TYPE OF LIABILITY, briefly indicate the nature of the liability. Under DATE, enter date loan incurred; under INTEREST RATE, note the set rate or, if a variable one, the formula used to vary the rate, i.e. prime +2%; and under

TERM, show the duration of the loan. Check the category of value for the highest amount owed during the reporting period.

II. Part II-Agreements or Arrangements

A. General Instructions and Items to Report

Provide information regarding any agreements or arrangements you have concerning (1) future employment; (2) a leave of absence during your period of Government service; (3) continuation of payments by a former employer other than the United States Government; and (4) continuing participation in an employee welfare or benefit plan maintained by a former employer other than United States Government retirement benefits. This includes any agreements or arrangements with a future employer entered into by a termination filer. The example on the form shows the severance agreement under which the reporting individual expects to receive a lump sum payment from the law firm he has left in order to enter the Government.

For purposes of public disclosure, you must disclose any negotiations for future employment from the point you and a potential non-Federal employer have agreed to your future employment by that employer whether or not you have settled all of the terms, such as salary, title, benefits, and date employment is to begin. Your agency may require internal disclosure of negotiations much earlier and you should seek guidance before conducting any negotiations with persons with whom you do business. A criminal statute, 18 U.S.C. § 208, applies to official actions you may take while negotiating future employment.

B. What to Show on the Form

Under STATUS AND TERMS, describe the agreement or arrangement with appropriate specificity. Under

PARTIES, show the name of the organization, or entity, and (if applicable) the name and title of the official, corporate officer, or principal person responsible for carrying out the terms of the agreement or arrangement. Under DATE, show the date of any such agreement. No report is required regarding any agreement or arrangement entered into by a spouse or dependent child.

Schedule D

I. Part I-Outside Positions

A. Items to Report

Report all outside positions held at any time during the reporting period, as well as those positions you currently hold as an officer, director, trustee, general partner, proprietor, representative, employee or consultant of (1) any corporation, company, firm, partnership, trust, or other business enterprise; (2) any non-profit organization; (3) any labor organization; (4) any educational institution; or (5) any organization other than the United States Government. Exclude positions held in any religious, social, fraternal, or political entity, and any positions solely of an honorary nature. Be sure to report on Schedule A any income over \$200 that you received from acting in any of these positions. No report is required regarding any positions held by your spouse or dependent child.

B. What to Show on the Form

Give the name, address and brief description (type) of the organization, the title or other brief functional description of the position, and the dates you held the position. If you currently hold the position, in the entry block under TO, note "Present."

II. Part II-Compensation in Excess of \$5,000 Paid by One Source

A. General Instructions

This Part is to be completed by nominees and new entrants only. You must disclose your sources of compensation in excess of \$5,000 and the nature of the duties you provided. This includes not only the source of your salary or other fees, but the disclosure of clients for whom you personally provided \$5,000 or more in services even though the clients' payments were made to your employer, firm or other business affiliation. The examples on the form show the proper way to disclose the business affiliation which paid the reporting individual's compensation, in this case a law firm, and a client of the firm for which the reporting individual personally provided over \$5,000 worth of services. This Part does not require you to disclose the value of the compensation for these services; it does require a brief description of the services you provided. When a source has paid you directly, you should have a corresponding entry on Schedule A if the payment was within the reporting period for Schedule A. A client who paid your business affiliation more than \$5,000 for your services will appear only in this Part.

B. Items to Report

Report the nature of the duties performed or services rendered for any person (other than the United States Government) from which compensation in excess of \$5,000 in either of the two preceding calendar years or the present calendar year was received by you or an entity which billed for your services (business affiliation). Exclude: (1) information to the extent that it is considered confidential as a result of a privileged relationship established by law, or (2) information about persons for

Fee for Late Filing

Any individual who is required to file this report and does so more than 30 days after the date the report is required to be filed, or, if an extension is granted, more than 30 days after the last day of the filing extension period shall be subject to a \$200 late filing fee. A report is considered to be filed when it is received by the agency. Such fee will be collected by the filer's agency, for deposit with the U.S. Treasury.

conflict of interest investigation or decision; (4) to the National Archives and Records Administration or the General Services Administration in records management inspections; (5) to the Office of Management and Budget during legislative coordination on private relief legislation; and (6) in response to a request for discovery or for the appearance of a witness in a judicial or administrative proceeding, if the information is relevant to the subject matter. See also the OGE/GOVT-1 executive branch-wide Privacy Act system of records. Knowing and willful falsification of information, or failure to file or report information required to be reported by section 102 of the Act, may subject you to a civil penalty of not more than \$10,000 and to disciplinary action by your employing agency or other appropriate authority under section 104 of the Act. Knowing and willful falsification of information required to be filed by section 102 of the Act may also subject you to criminal prosecution.

Public Burden Information

This collection of information is estimated to take an average of three hours per response, including time for reviewing the instructions, gathering the data needed, and completing the form. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Associate Director for Administration, U.S. Office of Government Ethics, Suite 500, 1201 New York Avenue, NW., Washington, DC 20005-3917; and to the Office of Management and Budget, Paperwork Reduction Project (3209-0001), Washington, DC 20503. **Do not file** financial disclosure reports at these addresses; submit them as indicated in "Where to File" on page 3.

whom services were provided by a business affiliation of which you were a member, partner or employee unless you were directly involved in the provision of the services. The name of a client of a law firm is not generally considered confidential. **No report is required regarding compensation paid to your spouse or a dependent child.**

C. What to Show on the Form

Under SOURCE, give the name and address of the person to whom services were provided, for example, "Newark Real Estate Co. (Newark, NJ)"; and under BRIEF DESCRIPTION, the title or other brief functional description of the services rendered, for example: "tax matters researched for above firm while an associate with Quinn and Ouspensky."

Privacy Act Statement

Title I of the Ethics in Government Act of 1978, as amended (the "Act"), 5 U.S.C. app. § 101 et seq., and 5 C.F.R. Part 2634 of the Office of Government Ethics regulations require the reporting of this information. The primary use of the information on this report is for review by Government officials to determine compliance with applicable Federal laws and regulations. This report may also be disclosed upon request to any requesting person pursuant to section 105 of the Act or as otherwise authorized by law. You may inspect applications for public access of your own form upon request. Additional disclosures of the information on this report may be made: (1) to a Federal, State, or local law enforcement agency if the disclosing agency becomes aware of a violation or potential violation of law or regulation; (2) to a court or party in a court or Federal administrative proceeding if the Government is a party or in order to comply with a judge-issued subpoena; (3) to a source when necessary to obtain information relevant to a

SF 278 (Rev. 6/94)
5 CFR Part 2634
U.S. Office of Government Ethics

Executive Branch Personnel PUBLIC FINANCIAL DISCLOSURE REPORT

Form Approved:
OMB No. 3209 - 0001

Date of Appointment, Candidacy, Election or Nomination (Month, Day, Year)		Calendar Year Covered by Report		Termination Date (If Applicable) (Month, Day, Year)	
Reporting Status (Check appropriate boxes)		Incumbent <input type="checkbox"/>		New Entrant, Nominee, or Candidate <input type="checkbox"/>	
Reporting Individual's Name		First Name and Middle Initial		Agency Use Only	
Position for Which Filing		Department or Agency (If Applicable)		OGE Use Only	
Location of Present Office (for forwarding address)		Address (Number, Street, City, State, and ZIP Code)		Telephone No. (Include Area Code)	
Position(s) Held with the Federal Government During the Preceding 12 Months (If Not Same as Above)		Title of Position(s) and Date(s) Held		Fee for Late Filing Any individual who is required to file this report and does so more than 30 days after the date the report is required to be filed, or, if an extension is granted, more than 30 days after the last day of the filing extension period shall be subject to a \$200 fee.	
Presidential Nominee Subject to Senate Confirmation		Name of Congressional Committee Considering Nomination		Do You Intend to Create a Qualified Diversified Trust? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Certification I CERTIFY that the statements I have made on this form and all attached schedules are true, complete and correct to the best of my knowledge.		Signature of Reporting Individual		Date (Month, Day, Year)	
Other Review (If desired by agency)		Signature of Other Reviewer		Date (Month, Day, Year)	
Agency Ethics Official's Opinion (On the basis of information contained in this report, I conclude that the filer is in compliance with applicable laws and regulations (subject to any comments in the box below).		Signature of Designated Agency Ethics Official/Reviewing Official		Date (Month, Day, Year)	
Office of Government Ethics Use Only		Signature		Date (Month, Day, Year)	
Comments of Reviewing Officials (If additional space is required, use the reverse side of this sheet)					

(Check box if comments are continued on the reverse side)

NSN 7540-01-070-8444

278-112

1991 Edition Can Be Used; Editions Prior to 1991 Cannot Be Used.

SF 238 (Rev. 6/94)
5 CFR Part 2634
U.S. Office of Government Ethics

Reporting Individual's Name		SCHEDULE A												Page Number							
Assets and Income		BLOCK A						BLOCK B						BLOCK C							
		Valuation of Assets at close of reporting period						Income: type and amount. If "None (or less than \$201)" is checked, no other entry is needed in Block C for that item.						Amount						Date (Mo., Day, Yr.) Only if Honoraria	
		Type																			
Identify each asset held by you, your spouse, or dependent children for the production of income which had a fair market value exceeding \$1,000 at the close of the reporting period. Identify each asset or source of income held by you, your spouse, or dependent children which generated over \$200 in income during the reporting period. None <input type="checkbox"/>		None (or less than \$1,001)						None (or less than \$201)						None (or less than \$201)		None (or less than \$201)					
Examples Central Airlines Common Doe Jones & Smith, Hometown, State Remington Equity Fund IRA: Heartland 500 Index Fund		<input checked="" type="checkbox"/> \$1,001 - \$15,000 <input checked="" type="checkbox"/> \$15,001 - \$50,000 <input checked="" type="checkbox"/> \$50,001 - \$100,000 <input checked="" type="checkbox"/> \$100,001 - \$250,000 <input checked="" type="checkbox"/> \$250,001 - \$500,000 <input checked="" type="checkbox"/> \$500,001 - \$1,000,000 <input checked="" type="checkbox"/> Over \$1,000,000						<input checked="" type="checkbox"/> Dividends <input checked="" type="checkbox"/> Rent and Royalties <input checked="" type="checkbox"/> Interest <input checked="" type="checkbox"/> Capital Gains <input checked="" type="checkbox"/> Excepted Investment Fund <input checked="" type="checkbox"/> Excepted Trust <input checked="" type="checkbox"/> Qualified Trust <input checked="" type="checkbox"/> Other (Specify Type) Law Partnership Income						<input checked="" type="checkbox"/> \$201 - \$1,000 <input checked="" type="checkbox"/> \$1,001 - \$2,500 <input checked="" type="checkbox"/> \$2,501 - \$5,000 <input checked="" type="checkbox"/> \$5,001 - \$15,000 <input checked="" type="checkbox"/> \$15,001 - \$50,000 <input checked="" type="checkbox"/> \$50,001 - \$100,000 <input checked="" type="checkbox"/> \$100,001 - \$1,000,000 <input checked="" type="checkbox"/> Over \$1,000,000		<input checked="" type="checkbox"/> \$130,000					

1981 Edition Can Be Used; Editions Prior to 1981 Cannot Be Used.

SF 278 (Rev. 6/94)
5 CFR Part 2634
U.S. Office of Government Ethics

Reporting Individual's Name		SCHEDULE A continued												Page Number		
		Block A			Block B				Block C							
Block A Assets and Income Identify each asset held for the production of income which had a fair market value exceeding \$1,000 at the close of the reporting period. Identify each asset or source of income which generated over \$200 in income during the reporting period.			Block B Valuation of Assets None (or less than \$1,001) \$1,001 - \$15,000 \$15,001 - \$50,000 \$50,001 - \$100,000 \$100,001 - \$250,000 \$250,001 - \$500,000 \$500,001 - \$1,000,000 Over \$1,000,000				Block C Income: Type Dividends Rent and Royalties Interest Capital Gains Excepted Investment Fund Excepted Trust Qualified Trust Other (Specify Type) None (or less than \$201) \$201 - \$1,000 \$1,001 - \$2,500 \$2,501 - \$5,000 \$5,001 - \$15,000 \$15,001 - \$50,000 \$50,001 - \$100,000 \$100,001 - \$1,000,000 Over \$1,000,000					Actual Amount Only if "Other" specified	Date (Mo., Day, Yr.) Only if Honoraria			
1																
2																
3																
4																
5																
6																
7																
8																
9																

1991 Edition Can Be Used; Editions Prior to 1991 Cannot Be Used.

SP 278 (Rev. 05/94)
5 CFR Part 2634
U.S. Office of Government Ethics

Reporting Individual's Name

Page Number

SCHEDULE D

Part I: Positions Held Outside U.S. Government

Report any positions held during the applicable reporting period, whether compensated or not. Positions include but are not limited to those of an officer, director, trustee, general partner, proprietor, representative, employee, or consultant of any corporation, firm, partnership, or other business enterprise or any non-profit organization or educational institution. Exclude positions with religious, social, fraternal, or political entities and those solely of an honorary nature. None

	Organization (Name and Address)		Type of Organization	Position Held	From (Mo., Yr.) To (Mo., Yr.)	
	Examples: Natl Assn. of Rack Collectors, NY, NY Doe Jones & Smith, Hometown, State				From (Mo., Yr.)	To (Mo., Yr.)
1			Non-profit education Law firm	President Partner	06/83 7/85	Present 11/91
2						
3						
4						
5						
6						

Part II: Compensation In Excess Of \$5,000 Paid by One Source

Report sources of more than \$5,000 compensation received by you or your business affiliation for services provided directly by you during any one year of the reporting period. This includes the names of clients and customers of any corporation, firm, partnership, or other business enterprise, or any other non-profit organization when you directly provided the services generating a fee or payment of more than \$5,000. You need not report the U.S. Government as a source. None

	Source (Name and Address)		Brief Description of Duties
	Examples: Doe Jones & Smith, Hometown, State Metro University (client of Doe Jones & Smith), Hometown, State		
1			
2			
3			
4			
5			
6			

1991 Edition Can Be Used; Editions Prior to 1991 Cannot Be Used.

Appendix IV

Singapore Civil Service Policies on Private Investment and Ownership of Land or Houses

1. In the interest of the integrity of the Service, an officer may not directly or indirectly acquire or keep and stock or share or hold an interest in any company or firm which carries on business in Singapore, except that he may:
 - (a) invest in stocks and shares in a publicly-listed company but he cannot accept any new shares offered to him on a private placement basis;
 - (b) invest in land or property, provide he does not take up discounts or other concessions to buy property if:
 - (i) the offers arose on account of acquaintanceship in an official capacity, regardless of whether there were in fact official dealings; or
 - (ii) there were or are official dealings between the developer or vendor and the officer of his department;
 - (c) hold shares in a private company formed solely for holding family assets and for personal tax planning (because of incomes or for careful estate planning). The officer may become a director in such a company or hold any office in it. But this company must not engage in any trading operations.

2. A Permanent Secretary in person to allow an officer to hold shares in a private company other than a company formed for the purpose of holding family assets under the following circumstances:
 - a) the shares were inherited;
 - b) the shares were acquired by the officer before joining the Service; or
 - c) the officer is holding only 1 unit of share to meet legal requirement for registering the company with his spouse.

In granting approval, the Permanent Secretary must be satisfied that the private investment of the officer will not bring the officer's private interests into real or apparent conflict with his public duties, or in any way influence him in the way he does his duties.

3. An officer must make a declaration of his interest or investment in share of private or public companies and land, houses (whether owner-occupied or otherwise) or other property:
 - a) when he is first appointed, and
 - b) annually on 2 January or date fixed by the Permanent Secretary,

The declaration will include the assets of his spouse, and financially dependent children.

4. An officer must declare within a week of when he (or his spouse or financially dependent children) commits to the purchase of a private property (other than a Housing & Development Board property). This is in addition to the annual declaration on shares and property.
5. The declaration forms under paragraphs 3 and 4 must be submitted to the Permanent Secretary. Permanent Secretaries will make their declarations to the Head of Civil Service. The Head of Civil Service will make his declaration to the Prime Minister.
6. Each declaration of interest or investment will be assessed by the Permanent Secretary to see whether the interest or investment will bring the officer's private interest into real or apparent conflict with his public duties, or may, in any way, influence the way he does his duties. If the Permanent Secretary feels that there may be such a conflict of interest, he has to decide whether the officer should be allowed to keep the interest or investment.
7. An officer who has been given permission to acquire or keep any private investment, must ask for approval again:
 - a) whenever his duties are substantially changed; or
 - b) when he is posted to another Ministry.