



**OFFICE OF THE SERVICES COMMISSIONS**  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING  
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**CIRCULAR No. 55**  
**OSC Ref. C.6647**

**February 1, 2023**

Permanent Secretaries, Heads of Department and Chief Executive Officers are asked to remind all relevant officers in their Ministries/Departments/Agencies of the Mandatory Filing of Statutory Declaration of Assets, Liabilities and Income for the period ending **December 2022** in keeping with the **Integrity Commission Act, 2017**.

The Integrity Commission has set out the Guidelines to be followed and additional information can be obtained from the Human Resource Department of the various entities. Information from the Integrity Commission is that collection containers will be placed at the respective entities at the start of the collection period January 3, 2023 to March 31, 2023. The Collection Containers are to be delivered to the Integrity Commission's Office by Tuesday, April 11, 2023.

The Statutory Declaration should be submitted no later than **Friday, March 31, 2023**. The Statutory Declaration may also be submitted by Registered Mail, post-dated prior to the deadline to:

**Director of Information and Complaints**  
**Information and Complaints Division**  
**Integrity Commission**  
**P.O. Box 170**  
**Kingston 10**

Officers are to ensure that they keep copies of the Statutory Declaration and the Registered Slip for their records.

**Please note that the Statutory Declaration should not be sent to the Office of the Services Commissions.**

Officers are asked to pay particular attention to Section 39 of the Integrity Commission Act, 2017 which states:

"39 (1) Subject to the provisions of this Act, every person who, on or after the appointed day is a parliamentarian or public official shall submit to the Director of Information and Complaints, a statutory declaration of his assets and liabilities and his income in the form set out in the Third Schedule.

(2) Subsection (1) shall not apply to a public official who is in receipt of total annual emoluments of less than three million five hundred thousand dollars or such other amount as may be prescribed by the Minister, subject to affirmative resolution of the House of Representatives.

(3) Notwithstanding subsection (2), regulations made pursuant to this Act may contain provisions requiring public officials who occupy posts as are prescribed, to submit a declaration pursuant to subsection (1)."

Officers are encouraged to familiarize themselves with the requirements under the Integrity Commission Act, 2017 and in particular, Part V - Statutory Declaration, Sections 39-44 which also set out the implications for non-compliance. Please ensure that the **new form** is used and attention is given to the additional information required at Item 14 (Particulars of any Gift) and Item 15 (Particulars of Debt Forgiveness). An electronic copy of the form is available on the Integrity Commission's Website at: [www.integrity.gov.jm](http://www.integrity.gov.jm).

This Circular is applicable to the following:

- A. Public Servants who are employed in the Public and Municipal Service of Jamaica;
- B. Public Servants who are in receipt of **emoluments of Three Million, Five Hundred Thousand Dollars (\$3.5 Million)** or more a year.

In addition to officers earning \$3.5 Million or more annually, pursuant to Section 41 (2)(b) of the Integrity Commission Act, the categories of Public Officers published in the Jamaica Gazette Vol. CXLV No. 427A dated December 14, 2022 (*Attached*), are also required to submit a Statutory Declaration.

Officers are being asked to pay attention to the penalty for failing to file a Statutory Declaration.

Section 41 (2) of the Integrity Commission Act outlines that the Integrity Commission, acting on the recommendation of the Director of Information and Complaints may -

“a) at any time, in writing, require any public official or parliamentarian to submit a statutory declaration to the Commission.”

An officer who fails to furnish the Statutory Declaration within the period specified commits an offence under Section 43 (1)(a) of the Integrity Commission Act, 2017 and the penalty is as follows:

- On Summary conviction in a Parish Court will be a fine not exceeding Five Hundred Thousand Dollars (\$500,000) or imprisonment for a term not exceeding six (6) months.

**Please ensure that a copy of this Circular is placed at a strategic position on the Notice Board of the Ministry/Department/Agency and distributed through your Intranet and/or website where possible for the attention of all officers to which this information is applicable.**



Jacqueline Mendez (Mrs.), JP  
Chief Personnel Officer