

CONDUCT OF PUBLIC OFFICERS BILL, 2022

MEMORANDUM

The purpose of the Bill is to give effect to Chapter 24 of the 1992 Constitution by providing for the conduct of public officers in the performance of functions and domesticate the United Nations Convention against Corruption and the African Union Convention on Preventing and Combating Corruption. The two anti-corruption Conventions were ratified by Parliament on 14th December, 2005. The provisions of these Conventions provide the international template for anti-corruption.

Each public officer occupies a position of trust to serve the best interest of the general public. Public office is defined in article 295 of the Constitution to include an office the emoluments attached to which are paid directly from the Consolidated Fund or directly out of moneys provided by Parliament. It also includes an office in a public corporation established entirely out of public funds or moneys provided by Parliament. Increasingly, the populace expects and demands that public officials perform their functions with integrity and in a fair and unbiased manner. Public officers are therefore not expected to allow their private interests and affiliations to compromise official decision-making and public management. When public officials breach the duty of trust, a conflict of interest situation arises.

Chapter 24, articles 284 to 288, of the 1992 Constitution provides a Code of Conduct for public officials. Article 284 of the Constitution provides that

“A public officer shall not put himself in a position where his personal interest conflicts or is likely to conflict with the performance of the functions of his office.”

Article 285 provides that

“No person shall be appointed or act as the Chairman of the governing body of a public corporation or authority while he holds a position in the service of that corporation or authority.”

Article 286 requires some public officials to submit written declarations of their assets, property owned and liabilities owed, whether directly or indirectly to the Auditor-General. This is to be done within three months of assumption of office, after each four-year period and at the end of the term of office of the public officer.

Legislation on corruption in this country is scattered in a number of laws which are inadequate to deal with public office accountability.

The present state of the law does not provide the necessary deterrence to achieve zero tolerance for corruption in public office. Although there are public finance laws namely the Public Financial Management Act, 2016 (Act 921), Public Procurement Act, 2003 (Act 663), Internal Audit Agency Act, 2003 (Act 658) and the Audit Service Act, 2000 (Act 584), intended to regulate the financial management in the country and curb the leakage of resources, they do not adequately deal with the problem of corruption of a public officer.

Zero tolerance for corruption particularly unethical behaviour or practices of public officers cannot be achieved without effective implementation of legislation to enforce clear standards of ethics, transparency, accountability and integrity in governance. Existing legislation on the subject matter does not provide a legal framework that clearly delegates authority to specified persons for purposes of compliance, sanctioning and enforcement. The Bill seeks to remedy this anomaly.

Article 287 of the Constitution mandates the Commission on Human Rights and Administrative Justice to investigate allegations of contravention of, or non-compliance with, the code of conduct for public officers, including conflict of interest, non-declaration of assets and illegal acquisition of wealth.

The Constitution does not however define in detail the situations that constitute conflict of interest neither is there a legal framework which the Commission can rely on to determine complaints made against public officers. The absence of a definition of conflict of interest and a unified code of conduct for public officers makes the process of the investigation of allegations of conflict of interest difficult for the Commission and the public officer against whom the allegation has been made.

It has been found that a number of corruption allegations handled by the Commission emanate from conflicts between the public interest and private, professional or commercial interest of a public officer. A strategy to combat corruption will therefore require an understanding, identification and management of conflicts of interest.

In 2006, the Commission produced Guidelines on Conflict of Interest to assist public officials to identify, manage and resolve conflicts of interest. This document, though very useful and informative, did not contain provisions that are justiciable. Public officers in conflict of interest situations should be sanctioned or prosecuted. The Bill is intended to add to the justiciable provisions already in the statute book to combat corruption.

Furthermore, the Inter-Governmental Action Group against Money Laundering in West Africa (GIABA) has also recommended the enactment of this legislation to plug loopholes as far as the legal framework on anti-corruption for public officers is concerned.

The Anti-Money Laundering Act, 2020 (Act 1044) and the Economic and Organised Crime Act, 2010 (Act 804) deal with money laundering and the proceeds of crime respectively. The approach in those enactments has been to use the threshold approach based on the Financial Action Task Force 40 Recommendations which is that the offence should be one that is punishable by a maximum penalty of more than one year imprisonment. In consequence of this, a serious offence in Act 1044 is defined to mean an offence for which the maximum penalty is death and the minimum penalty is imprisonment for a period of not less than five years. In Act 804, the threshold is combined with predicate offences which have been listed. It is thought that this approach provides a more reliable means of disqualification to hold public office where there has been a conviction. This is however subject to a ten-year limitation period and a Presidential pardon.

As public officials may have legitimate interests which arise from their status as private citizens, conflicts of interest cannot be avoided or prohibited altogether. It is therefore important that conflict of interest is clearly defined, identified and managed.

The lack of clarity in matters of conflict of interest and lack of an extensive code of conduct for public officers have contributed to lowering the trust that people have in public institutions in the country, hence the need for the enactment of the Bill.

Clauses 1 to 3 deal with qualification. Clause 1 provides the qualifications in respect of holding public office. A person is not qualified to hold public office if the person has been convicted of a serious offence or an offence which involves fraud or dishonesty committed in this country or elsewhere, or is under a death sentence. In addition, a person is not qualified to hold public office if the person has been found by a court of competent jurisdiction or commission of inquiry to have acted in a manner prejudicial to the public interest or the interest of the employer of that person.

The absence of adverse findings by a commission of inquiry in respect of the unlawful acquisition of assets, fraud against the Republic or misuse or abuse of office are also qualifications to be met.

The effective date of an adverse finding made by a commission of inquiry is provided in *clause 2*. In instances where a commission of inquiry makes an adverse finding, the finding does not take effect unless six months have elapsed after the finding is made and announced

to the public or the Government issues a statement in the *Gazette* and in the national media of the intention of not issuing a White Paper on the report of the commission of inquiry, whichever is earlier.

Clause 3 permits a person to hold a public office if ten years or more have elapsed since the date of the publication of the report of the commission of inquiry or the person has been pardoned by the President. This dispensation, which is in accordance with paragraph (c) of article 62 of the Constitution, however does not apply to a person seeking to hold office as President or Vice-President.

Clauses 4 to 14 deal with declaration of assets and liabilities.

Clause 4 requires the Head of a public institution to, before the end of each financial year, submit to the Auditor-General a list of public officers in that institution who hold an office specified in the First Schedule and the salaries and positions held by the public officers. A public officer who holds an office specified in the First Schedule is also required to submit to the Auditor-General a declaration of assets owned directly or indirectly and liabilities owed directly or indirectly by the public officer. The public officer is to submit the declaration to the Auditor-General in accordance with article 286 of the Constitution, before the person takes office, at the end of each four-year period and at the end of the term of office of that public officer.

The Auditor-General is required to make a declaration of the assets and liabilities of the Auditor-General to the President in accordance with good governance principles.

The assets to be declared by a public officer are stated in *clause 5*. These include movable and immovable assets, trust or family property in respect of which the public officer has a beneficial interest, business interests, securities, bank balances, bonds and treasury bills, jewellery or objects of art of the value of ten thousand Ghana cedis or more. Insurance policies and any other assets specified on the declaration form of a value determined by the Commission are also to be declared.

Clause 6 deals with assets which a public officer acquires after making a declaration. An asset acquired by a public officer after the initial declaration required under *clause 4* is deemed to have been acquired in contravention of the Bill unless the asset can reasonably be attributable to income, gifts, loans, inheritance or any other reasonable source.

Under *clause 7*, a public officer who submits a declaration or provides clarification as required under the Bill is to ensure that the declaration or clarification is not false or misleading.

A contravention of this clause is an offence punishable by a fine of not less than one hundred penalty units and not more than two hundred and fifty penalty units or to a term of imprisonment of not less than six months and not more than two years or to both.

Clause 8 requires a public officer who submits a declaration to the Auditor-General to provide any clarification requested by the Auditor-General, in writing, within thirty days after the request is made. A request for clarification may include a request for information that has or may have been omitted. It also includes a request that a discrepancy or inconsistency be explained or corrected.

Under *clause 9*, a public officer who fails to submit a declaration or clarification as required under the Bill or submits a declaration or clarification that contains information which the public officer knows, or ought to have known to be false or misleading, commits an offence. The public officer is liable on summary conviction to a fine of not less than one hundred penalty units and not more than two hundred and fifty penalty units or to a term of imprisonment of not less than six months and not more than two years or to both and is in addition liable to have the appointment terminated.

Clause 3 of article 286 of the Constitution is replicated in *clause 10*. It provides that a declaration made under the Bill is admissible evidence before a court, a commission of inquiry appointed under article 278 of the Constitution or an investigator appointed by the Commissioner.

Clause 11 requires a person who alleges that a public officer has contravened a provision of the Bill to make a report in accordance with article 287 of the Constitution.

Clause 12 requires the Auditor-General to keep information obtained under the Bill confidential. However, an authorised staff of the Commission may access the information where a public officer is under investigation. The public officer who provided the information, the authorised representative of that public officer or a person authorised by law may also access the information. A contravention of the clause is an offence punishable by a fine of not less than two hundred and fifty penalty units and not more than five hundred penalty units or to a term of imprisonment of not less than two years and not more than five years or to both.

The Auditor-General is also required under *clause 13* to publish in the *Gazette*, a daily newspaper of nationwide circulation and on the website of the Auditor-General's Office, a list of public officers who hold an office specified in the First Schedule and have declared their

assets or defaulted in the declaration of their assets. The publication is to be made each year on the 30th day of September.

Clause 14 mandates the Auditor-General to keep information that concerns the declaration of assets of a public officer obtained under the Bill for not less than five years after the public officer ceases to be a public officer. The repository for the information obtained under the Bill after the expiration of five years is the Public Records and Archives Administration Department.

Clauses 15 to 22 deal with the Code of Conduct of a public officer. *Clause 15* empowers the Public Services Commission to provide a Code of Conduct for public officers. The Code of Conduct is required to be consistent with the Constitution and the provisions of the Bill and to provide requirements as to how the guiding principles in the Code of Conduct may be satisfied. A requirement of the Code of Conduct is not to infringe the rights of a public officer as provided in the Constitution, an Act of Parliament or other rules and regulations.

Under *clause 16*, the Public Services Commission is to publish the Code of Conduct for public officers in the *Gazette* and on the website of the Public Services Commission.

Clause 17 requires a public officer to act with professionalism at all times. This clause also requires a public officer, among other things, to perform the functions of that officer in a manner that maintains public confidence in the integrity of the office of that public officer.

Use of office for personal gain is dealt with in *clause 18*. A public officer is prohibited from using the office of the public officer for personal gain or for the profit of any other person.

A public officer is prohibited from sexually harassing another person, *clause 19*.

The acceptance or solicitation of gifts, advantages or other favours from a person who has an interest that may be affected by the performance or non-performance of the duties of the public officer is prohibited, *clause 20*.

Acceptable gifts are provided for in *clause 21*. A gift is acceptable where it will not reasonably influence or result in the influence of the performance of the functions of the public officer. The Bill does not however prevent the payment of an honorarium to a public officer on the basis of exceptional commitment to duty.

Clause 22 contains guidelines for the determination as to whether a gift is acceptable.

Clauses 23 to 40 deal with conflict of interest. *Clause 23* requires a public officer to avoid being in a position in which personal interest conflicts with the official functions of the public officer. A public officer whose personal interest conflicts with official functions is to declare the personal interest to the head of the public body in which the public officer is employed, or another appropriate body and the Commission and comply with any directions to avoid or resolve the conflict. The circumstances under which a report is required to be made are provided in *clause 24*.

Clause 25 on business interests prohibits a public officer from holding shares or having an interest in a corporation, partnership or other body, directly or through another person, if holding the shares or having that interest will give rise to, or may reasonably appear to give rise to a conflict between the personal interest of that public officer and the functions of that public officer.

Clause 26 provides that a public officer is not to award or seek to award a contract or influence or seek to influence the award of a contract to the public officer, the spouse or other persons related to the public officer or the corporation, partnership or other body in which the public officer has a personal interest.

Clause 27 prohibits a public officer from official participation in a matter in which the public officer has a financial interest or a spouse or other member of the family of the public officer has a financial interest in.

Clause 28 requires a public officer not to act in a manner which involves the use of the position of that public officer for the personal benefit of that public officer.

Clause 29 prohibits a public officer from selling or making a gift of the assets of the Government to a serving public officer, a retired public officer or any other person except in accordance with the disposal of assets as provided in the Public Procurement Act, 2003 (Act 663). A contravention of this clause is an offence punishable by a fine of not less than one thousand penalty units and not more than five thousand penalty units or a term of imprisonment of not less than four years and not more than ten years or both.

Under *clause 30*, a public officer is to take reasonable steps to ensure that cash or property that is entrusted to the care of that public officer is adequately protected and not lost, damaged, misused or misappropriated. A public officer who contravenes this provision is personally liable for any loss that may result from the contravention.

Under *clause 31*, a public officer other than a political office holder in the performance of an official function, is not to act as an agent for or further the interest of a political party or indicate support for or opposition to a political party or candidate in a public election. Engagement in political activity that may compromise or be seen to compromise the political neutrality of the office of the public officer is also prohibited.

Clause 32 mandates a public officer who offers official advice to a person to provide the information honestly and impartially without fear or favour.

Clause 33 prohibits a public officer from knowingly giving false or misleading information to anyone in the performance of an official function.

Clause 34 requires a public officer to conduct the private and financial affairs of the public officer in a manner that maintains public confidence in the integrity of the office of that public officer.

Clause 35 proscribes favouritism as regards the selection of a public officer by another public officer for anything connected with public office. The selection is required to be in accordance with the prescribed procedure of the institution concerned.

Under *clause 36*, a public officer shall not cause anything to be done through another person that would, if done by the public officer, contravene the Bill. A public officer who acts under the permission or direction of a superior officer is not in contravention of the Bill if the public officer did not know or was not in a position to know that the permission or direction contravened the Bill. The clause further prohibits a public officer from acting as an agent of a foreign or local person or company. For the purpose of the Bill, a person is considered a foreign person if that person is not a citizen of Ghana, is an organisation established outside the country or owned or controlled by a foreign government, organisation or individual.

Clause 37 requires a public officer to report to the Commission or other appropriate authority, any action required of the public officer that the officer considers a contravention of the Bill, any other law or code of conduct or that is otherwise improper or unethical.

Clause 38 prohibits a public officer from being under the influence of an alcoholic beverage or psychotropic substance during the performance of official functions. A contravention of this provision makes the officer subject to disciplinary action.

Clause 39 requires a public officer to obtain the written consent of the head of the institution to which the public officer belongs in order to have recourse to any court or to the media for the vindication of an official act which is the subject matter of adverse criticism or attack, whether or not of a defamatory nature. However, the public officer may have recourse to a court or the media to vindicate an official act which is the subject matter of adverse criticism or attack without the consent of the head of the institution to which the public officer belongs, if the officer does not receive an adverse directive from the head of the institution within five working days after the date of submission of the request for consent.

Clause 40 grants a public officer a right to publish a book, contribute to or participate in discussions in the media in the discharge of an official duty after the public officer obtains approval from the superior officer of that public officer. The officer is allowed to express a personal opinion but must make it clear that the opinion is personal and not official.

Clause 41 requires a public officer to communicate official information related to official duties in accordance with law and directives of the institution to which the public officer belongs.

Cluses 42 to 46 deal with enforcement of the Code of Conduct. *Clause 42* requires the Commission to investigate a complaint made to the Commission. The Commission may refer a matter to an investigating body for investigation. The investigating body is to investigate the matter within the time specified by the Commission and submit a report on its findings to the Commission. Where the complaint relates to the Commissioner for Human Rights and Administrative Justice, the complaint is to be made to the Chief Justice who is to cause the complaint to be investigated.

Clause 43 mandates the Commission to take appropriate disciplinary action after investigation where an investigation discloses that a public officer has contravened the Code of Conduct. The Commission may refer the matter to an appropriate body or person if the Commission does not have the power to take the disciplinary action it considers appropriate.

Clause 44 provides for action to be taken after an investigation of the Commissioner. Where an investigation discloses that the Commissioner has contravened the Bill, the Chief

Justice is to take the action the Chief Justice considers appropriate and is enjoined to inform the Commissioner of the action to be taken.

If at any time during an investigation under the Bill, the Commission is of the view that criminal proceedings ought to be instituted, the Commission or the Chief Justice is to suspend the investigation and refer the matter to the Attorney-General, *clause 45*.

Clause 46 requires the Commission to publish any action the Commission takes in furtherance of the Bill in accordance with an administrative procedure published in the Gazette. The Commission is to provide a description of the contravention of the Code of Conduct by public officer, the circumstances of the contravention, the extent of the culpability of the public officer, a summary of the evidence upon which the contravention was determined and a description of the action the Commission took against the public officer among other requirements.

Clauses 47 to 57 deal with miscellaneous provisions. *Clause 47* requires a superior officer of a public officer to issue written instructions. A superior officer is to immediately confirm an oral instruction as a written record. A superior officer who gives an oral instruction under *subclause (1)* is to confirm the oral instruction in writing as soon as possible.

Clause 48 provides for the application of disciplinary rules of the public service in which a public officer works if the public officer contravenes a provision of the Bill for which a specific sanction is not provided.

Clause 49 requires each public officer to take and subscribe the oath of office required under the Oaths Act, 1972 (N.R.C.D. 6) before the public officer takes office or performs official functions.

Clause 50 requires that each public officer is given a copy of the Code of Conduct for the public office in which that person holds office and signs the register of the Code of Conduct.

Clause 51 provides that a public officer shall, for a minimum of three years after the termination of the term of office or employment of the public officer, not take improper advantage of the previous office of that public officer on termination of employment. This applies to representation of or assistance to a person in any business transaction with the former office of that public officer or the Government if the public officer participated personally

or supervised the subject matter of the transaction during the term of office or employment of the public officer.

The Fair Wages and Salaries Commission is mandated under *clause 52* to provide the Commission on Human Rights and Administrative Justice with information on the salaries earned by the persons designated in paragraph 38 of the First Schedule.

Clause 53 requires a public officer to co-operate with the Attorney-General in the performance of the functions of the Attorney-General.

Clauses 54 and *55* deal with Regulations and interpretation. *Clause 56* repeals the Public Officers Act, 1962 (Act 114) and the Public Office Holder's (Declaration of Assets and Disqualification) Act, 1998 (Act 550) but saves any Regulations and other matters made or done under the repealed enactments.

Clause 57 deals with transitional provisions.

GODFRED YEBOAH DAME
Attorney-General and Minister for Justice

Date:

CONDUCT OF PUBLIC OFFICERS BILL, 2022

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SCHEDULES
FIRST SCHEDULE

SECOND SCHEDULE
Declaration of Assets and Liabilities Form

A

BILL

ENTITLED

CONDUCT OF PUBLIC OFFICERS ACT, 2022

AN ACT to provide for the conduct of public officers in the performance of their functions and for related matters.

PASSED by Parliament and assented to by the President:

Qualification

Qualification for holding public office

1. A person shall not be qualified to hold a public office specified in the First Schedule if that person

- (a) has been convicted of
 - (i) a serious offence in the country or elsewhere, or
 - (ii) an offence which involves fraud or dishonesty committed in the country or elsewhere;
- (b) has been found by a commission of inquiry to be unsuitable to hold public office;
- (c) has been found by a commission of inquiry to have
 - (i) acquired assets unlawfully,
 - (ii) defrauded the Republic or the employer of that person, or
 - (iii) misused or abused the office of that person, during the course of service as a public officer or in a previous employment;
- (d) has been found by a court of competent jurisdiction or commission of inquiry to have acted in a manner prejudicial to the public interest or the interest of the employer of that person;
- (e) has been found by the Commission to have
 - (i) acquired assets unlawfully, or
 - (ii) misused or abused the office of that person, during the course of service as a public officer or in a previous employment; or
- (f) is under a death sentence.

Effective date of adverse finding

2. Where a commission of inquiry makes an adverse finding against a person in respect of paragraph (b), (c) or (d) of section 1, the finding shall not take effect unless

- (a) six months have passed since the finding was made and announced to the public, or
- (b) the Government issues a statement in the *Gazette* and in the national media that it does not intend to issue a White Paper on the report of the Commission whichever is the earlier.

Dispensation

3. (1) Despite section 1, a person is qualified to hold a public office if
- (a) ten years or more have passed since the date of the publication of the report of the commission of inquiry; or
 - (b) that person has been pardoned by the President.

(2) The dispensation granted under subsection (1) does not apply to a person seeking to hold office as President or Vice-President.

Declaration of Assets and Liabilities

Declaration of assets

4. (1) The Head of a public institution shall, before the end of each financial year, submit to the Auditor-General

(a) a list of public officers in that institution who hold an office specified in the First Schedule; and

(b) the salaries and positions held by the public officers.

(2) A public officer who holds an office specified in the First Schedule shall submit to the Auditor-General, a declaration of

(a) assets owned directly or indirectly by the public officer, and

(b) liabilities owed directly or indirectly by the public officer.

(3) The public officer shall submit the declaration to the Auditor-General in accordance with article 286 of the Constitution

(a) before taking office,

(b) at the end of each four year period, and

(c) at the end of the term of office of that public officer.

(4) In the case of the Auditor-General, the Auditor-General shall make a declaration of the assets and liabilities of the Auditor-General to the President.

(5) A public officer shall

(a) not take office, or

(b) receive any emolument, entitlement or benefit from the office

unless that public officer provides a written evidence from the Auditor-General or the President, as the case may be, in respect of the declaration required under subsection (2).

(6) The head of each public institution shall inspect and validate the written evidence of the declaration before

(a) a letter of appointment is issued to the public officer; or

(b) a letter to continue in office is issued by the head of the public institution concerned, in the case of a public officer who has already taken office.

(7) A public officer required under this section to make a declaration shall obtain the requisite form from the office of the Auditor-General.

(8) A written declaration made under this section shall be in the form set out in the Second Schedule.

(9) A public officer who receives an emolument, an entitlement or a benefit contrary to subsection (5) shall refund or return the emolument, entitlement or benefit until the public officer fully complies with this section.

Assets to be declared

5. (1) The assets to be declared by a public officer include
- (a) movable and immovable assets;
 - (b) trust or family property in respect of which the public officer has a beneficial interest;
 - (c) business interests;
 - (d) securities;
 - (e) bank balances;
 - (f) bonds and treasury bills;
 - (g) jewellery or objects of art of the value of ten thousand Ghana Cedis or more;
 - (h) insurance policies; and
 - (i) any other assets of a value determined by the Commission.

(2) The Commissioner may, by legislative instrument, amend the value of the assets specified in paragraphs (g) and (i) of subsection (1).

Assets acquired after declaration

6. Any asset acquired by a public officer after the initial declaration required by section 4 and which is not reasonably attributable to income, gift, loan, inheritance or any other reasonable source shall be deemed to have been acquired in contravention of this Act.

Accuracy of information

7. (1) A public officer shall not submit a declaration or clarification which the public officer knows to be false or misleading.

(2) A public officer who contravenes subsection (1) commits an offence and is liable on summary conviction to a fine of not less than one hundred penalty units and not more than two hundred and fifty penalty units or to a term of imprisonment of not less than six months and not more than two years or to both.

Clarification

8. (1) A public officer who submits a declaration to the Auditor-General shall provide any clarification requested by the Auditor-General in writing within thirty days after the request is made.

- (2) A request for clarification may include
- (a) a request for information that has or may have been omitted;
 - (b) a request for verification of the ownership of any declared assets; or
 - (c) a request that a discrepancy or inconsistency, including a discrepancy or inconsistency that results from information other than information included on the declaration, be explained or corrected.

Failure to submit a declaration or clarification

9. (1) A public officer who fails to submit a declaration or clarification as required under this Act is liable to have the appointment terminated.

(2) A public officer who submits a declaration or clarification that contains information which the public officer knows, or ought to have known to be false or misleading commits an offence and is liable on summary conviction to a fine of not less than one hundred penalty units and not more than two hundred and fifty penalty units or to a term of imprisonment of not less than six months and not more than two years or to both and is in addition liable to have the appointment terminated.

Declaration as evidence

10. In furtherance of clause (3) of article 286 of the Constitution, a declaration made under this Act is admissible evidence before

- (a) a court,
- (b) a commission of inquiry appointed under article 278 of the Constitution, or
- (c) an investigator appointed by the Commissioner.

Complaints in respect of contravention

11. A person who alleges that a public officer has contravened or not complied with a provision of this Act shall make a complaint in accordance with article 287 of the Constitution.

Confidentiality of information

12. (1) The Auditor-General shall keep information obtained under this Act confidential.

- (2) Despite subsection (1), information obtained under this Act and held by the Auditor-General may be accessed by
- (a) an authorised staff of the Commission where a public officer is under investigation,

- (b) the public officer who provided the information or the authorised representative of that public officer, or
 - (c) a person authorised by law to have the information.
- (3) A public officer shall not
 - (a) except as provided in paragraph (b) of subsection (2), access information obtained under this Act and held by the Auditor-General's Office, or
 - (b) in any case disclose or allow access to information held under this Act other than in accordance with subsection (2).
- (4) A public officer who contravenes subsection (3) is liable to suspension for a period of not less than six months.

Publication by Auditor-General

13. (1) The Auditor-General shall publish periodically in the *Gazette*, a daily newspaper of nationwide circulation and on the website of the Auditor-General's Office a list of public officers who

- (a) hold an office specified in the First Schedule, and
- (b) have declared their assets, or
- (c) have defaulted in the declaration of their assets.

(2) The publication referred to in subsection (1) shall be made each year on or before the 30th day of September.

Retention of information

14. (1) The Auditor-General shall keep information in respect of the declaration of assets of a public officer obtained under this Act for not less than five years after the public officer ceases to be a public officer.

- (2) The Auditor-General shall keep the information at the Public Records and Archives Administration Department after the expiration of the five years.

Code of Conduct

Provision of Code of Conduct

15. (1) The Public Services Commission shall, within six months after the coming into force of this Act, provide a Code of Conduct for public officers.

- (2) The Code of Conduct shall

- (a) be consistent with the Constitution and the provisions of this Act, and
 - (b) provide requirements as to how the guiding principles in the Code of Conduct may be satisfied.
- (3) A requirement of the Code of Conduct shall not infringe the rights of a public officer as provided in the Constitution, an Act of Parliament or other rules and regulations related to the rights of public officers.
- (4) A public office may develop a Code of Conduct for the public office which shall conform to the Code of Conduct developed by the Public Services Commission.

Publication of Code of Conduct

16. The Public Services Commission shall publish the Code of Conduct for public officers in the *Gazette* and on the website of the Public Services Commission.

Performance of functions

17. A public officer shall
- (a) discharge the duty of that public officer in a professional manner,
 - (b) perform the functions of the public officer in a manner that maintains public confidence in the integrity of the office of the public officer,
 - (c) treat members of the public and other public officers with courtesy and respect and in an impartial, efficient and decisive manner,
 - (d) to the extent appropriate to the office of that public officer, seek to maintain, and where reasonably practicable, improve the standards of performance and level of professionalism in the organisation of that public officer,
 - (e) observe the ethics and professional requirements of a professional body in accordance with the Code of Conduct of that professional body if the public officer is a member of the professional body,
 - (f) not be absent from official duty without proper authorisation or reasonable cause, and
 - (g) observe the dress code of that public office.

Use of office for personal gain

18. (1) A public officer shall not use the office of that public officer for the profit of the public officer or for the profit of any other person.
- (2) A public officer shall not
- (a) use the office of that public officer to improperly acquire property personally or for another person, whether or not the property is paid for; or
 - (b) use or allow information that is acquired in connection with the functions of

that public officer where that information is not available to the public, to be used for personal benefit or to benefit

- (i) another individual, or
- (ii) a company owned by or under the control of the public officer.

Sexual harassment

19. A public officer shall not sexually harass another person.

Solicitation and acceptance of gifts

20. A public officer shall not

- (a) solicit a gift, favour or an advantage that has the potential to influence the proper discharge of the duties or judgment of that public officer,
- (b) accept a gift, favour or an advantage that has the potential to influence the proper discharge of the duties or judgment of that public officer, or
- (c) accept a gift of any value for the discharge of a duty.

Acceptable gifts

21. A public officer may accept any of the following gifts where the gift does not reasonably appear to influence or result in the influence of the performance of the functions of that public officer:

- (a) an unsolicited souvenir that does not exceed the value prescribed by Regulations;
- (b) a gift from a member of the family of the public officer on the basis only of that relationship;
- (c) a reduced membership or other fee for being a member of a professional body, where that reduction is offered generally to the members of that body and made known to the public;
- (d) a gift or benefit from the business employment of a spouse if that gift or benefit is extended to other families and has not been offered on the basis of the functions of that public officer;
- (e) a social invitation from a person other than a person whom the public officer comes into contact with in relation to the functions of the public officer;
- (f) an award, honorary degree or honorarium, if that award, honorary degree or honorarium
 - (i) is given in good faith or is incidental to a genuine award, honorary degree or honorarium given for meritorious public service or professional achievement by the public officer, and
 - (ii) is made as part of an established programme of recognition and funded wholly or in part to ensure continuation of the programme on a regular basis

and the selection of recipients is made in accordance with a transparent criterion.

Duty to check gifts

22. (1) Where a gift, favour or advantage under section 21 is offered to a public officer, that public officer shall consider whether

- (a) the gift, favour or advantage is in appreciation of an official duty or is intended to seek favour or special treatment from the public officer in respect of the performance of the functions of the public officer;
- (b) acceptance of the gift will influence the discharge of an official duty or the performance of an official function in favour of the donor;
- (c) there is an implied obligation to return the favour in an official capacity in favour of the donor, the family of the donor or associates of the donor or the family or associates of the public officer;
- (d) the public officer is prepared to declare the gift and the source of the gift to the organisation that the public officer belongs to and the clients of that organisation and to the Ghana Revenue Authority;
- (e) there is an attempt to influence the public officer to contravene
 - (i) the law,
 - (ii) Regulations,
 - (iii) the Code of Conduct, or
 - (iv) the policy of the organisation that the public officer belongs to; or
- (f) there is an attempt to gain an unfair advantage by influencing the discretionary decisions of the public officer.

(2) A gift, favour or advantage which falls within paragraphs (a) to (f) of subsection (1) is a prohibited gift.

Conflict of Interest

Avoidance of conflict of interest

23. (1) A public officer shall not act in a manner that puts that public officer in a position where the personal interest of the public officer conflicts or is likely to conflict with the official functions of the public officer.

(2) A public officer whose personal interest conflicts with the official functions of that public officer shall

- (a) declare the personal interest to the head of the public body in which that public officer is employed, or another appropriate body and the Commission in writing or in any other manner prescribed by law and the public officer shall comply with any directions to avoid or resolve the conflict; and

(b) not be present at or participate in any deliberations in connection with that matter.

(3) A public officer who complies with paragraph (a) of subsection (2) is not liable for a matter that arises from the declaration.

Duty to report

24. (1) A public officer shall report to the head of the public body in which that public officer is employed, the Commission or another appropriate body where

(a) there is a situation which gives rise to, or is likely to give rise to a conflict of interest, or

(b) the public officer is in doubt about whether a situation gives rise to, or is likely to give rise to a conflict of interest.

(2) The report of the public officer shall be in accordance with paragraph (a) of subsection (2) of section 23.

Business interests

25. A public officer shall not hold shares or have an interest in a corporation, partnership or other body, directly or through another person, if holding the shares or having that interest will give rise to, or may reasonably appear to give rise to a conflict between the personal interest of that public officer and the functions of that public officer.

Award of contract

26. A public officer shall not award, or seek to award a contract or influence or seek to influence the award of a contract to

(a) the public officer;

(b) the spouse or other relative of the public officer; or

(c) a corporation, partnership or other body in which the public officer has a personal interest.

Financial interest

27. A public officer shall not participate in an official capacity in a matter in which

(a) the public officer has a financial interest, or

(b) a spouse or other member of the family of the public officer has a financial interest.

Self-dealing

28. A public officer shall not, in the performance of an official function, act in a manner which involves the use of the position of that public officer for the personal benefit of that public officer.

Sale or gift of assets of Government by a public officer

29. (1) A public officer shall not sell or make a gift of a vehicle, building or other valuable asset of the Government to

- (a) another public officer,
- (b) a retired public officer, or
- (c) any other person

except in accordance with the disposal of assets as provided in the Public Procurement Act, 2003 (Act 663).

(2) A public officer who contravenes subsection (1) commits an offence and is liable on summary conviction to a fine of not less than one thousand penalty units and not more than five thousand penalty units or to a term of imprisonment of not less than four years and not more than ten years or to both.

Care of public property

30. (1) A public officer shall take reasonable steps to ensure that cash or property that is entrusted to the care of that public officer is adequately protected and not lost, damaged, misused or misappropriated.

(2) A public officer who contravenes subsection (1) is personally liable for any loss that may result from the contravention.

Political neutrality

31. (1) A public officer other than a political office holder shall not, in the performance of an official function,

- (a) act as an agent for or further the interest of a political party, or
- (b) indicate support for or opposition to a political party or a candidate in a public election.

(2) A public officer shall not engage in political activity that may compromise or be seen to compromise the political neutrality of the office of the public officer.

Offer of advice

32. A public officer who offers official advice to a person shall do so honestly and impartially, without fear or favour.

Misleading the public

33. A public officer shall not, knowingly give false or misleading information to anyone in the performance of an official function.

Conduct of private affairs

34. (1) A public officer shall conduct the private affairs of the public officer in a manner that maintains public confidence in the integrity of the office of that public officer.

(2) A public officer shall attend to the financial obligations of that public officer so as to preserve public confidence in the integrity of the office of the public officer.

Selection of public officers

35. A public officer shall follow the prescribed procedure of the institution concerned as regards the selection of another public officer for any public office or purpose.

Agency

36. (1) A public officer shall not

- (a) cause anything to be done through another person that would, if done by the public officer contravene this Act; or
- (b) allow or direct a person under the supervision or control of the public officer to do anything that is a contravention of this Act.

(2) A public officer who acts under the permission or direction of a superior officer is not in contravention of this Act if the public officer did not know or was not in a position to know that the permission or direction contravened this Act.

(3) A public officer shall not act as an agent of a foreign or local person or company where doing so would create a situation of conflict of interest or compromise the position of the public officer.

Reporting improper directives

37. Where a public officer considers that an action required of the public officer

(a) is a contravention of this Act or any other law or code of conduct, or

(b) is otherwise improper or unethical,

that public officer shall report the matter to the Commission or other appropriate authority as soon as is practicable.

Consumption of alcoholic beverage and psychotropic substances

38. (1) A public officer shall not be under the influence of any alcoholic beverage or psychotropic substance while performing or purporting to perform the functions of that public officer.

(2) A public officer who contravenes subsection (1) commits a misconduct and is subject to the disciplinary rules of the public service concerned.

Vindication of acts and character by a public officer

39. (1) A public officer shall not have recourse to any court or to the media for the vindication of an official act that is the subject matter of adverse criticism or attack, whether or not of a defamatory nature, without the written consent of the head of the institution to which the public officer belongs.

(2) Where the public officer is the head of the institution, the public officer shall seek consent from

(a) the Minister of the respective Ministry, Department or Agency if the public officer is in the Public Service; or

(b) the chairperson of the Board of the public corporation if the public officer is in a public corporation.

(3) Subsection (1) does not prevent a public officer from seeking to vindicate the private character of that public officer and does not apply to an act done by the public officer in a private capacity.

(4) Despite subsection (1), a public officer may have recourse to a court or the media to vindicate an official act which is the subject matter of adverse criticism or attack without the consent of the head of institution to which the public officer belongs if no adverse directive is received by the public officer from the head of the institution to which the public officer belongs within five working days after the date of the request for consent.

Publication in the media

40. (1) A public officer may, in the discharge of an official duty, publish a book, contribute to or participate in discussions in the media after the public officer obtains approval from the superior officer of that public officer.

(2) A public officer who publishes a book, contributes to or participates in discussions in the media and expresses a personal opinion shall make it clear that the opinion is personal and not an official opinion.

Communication of information

41. A public officer shall communicate information related to official duties and official documents in accordance with law and the directives of the institution to which the public officer belongs.

Enforcement of Code of Conduct

Investigations

42. (1) A complaint that a public officer has contravened or has not complied with a provision of this Act shall be made to the Commissioner who shall, unless that public officer makes a written admission of the contravention or non-compliance, investigate the matter.

(2) Where the complaint relates to the Commissioner the complaint shall be made to the Chief Justice who shall, unless the Commissioner makes a written admission of the contravention or non-compliance, cause the matter to be investigated.

(3) A report in respect of investigations conducted under subsection (2) shall be submitted within thirty days after the completion of the investigations.

(4) An investigation may be conducted even after the public officer alleged to have contravened this Act has ceased to be a public officer.

Action after investigations

43. (1) Where an investigation discloses that a public officer has contravened this Act, the Commission shall take the action that the Commission considers appropriate against the public officer, including

- (a) taking disciplinary action which is within the power of the Commission, or
- (b) referring the matter to an appropriate body or person if the Commission does not have the power to take the disciplinary action that the Commission considers appropriate.

(2) A disciplinary action referred to under subsection (1) includes

- (a) a reprimand;
- (b) suspension;
- (c) withholding of salary;
- (d) forfeiture of a benefit;
- (e) removal from office; and
- (f) reduction in rank.

(3) The Commission shall inform the public officer of the action the Commission has taken.

Action after investigation of Commissioner

44. (1) Where an investigation discloses that the Commissioner has contravened this Act, the Chief Justice shall take the action that the Chief Justice considers appropriate against the Commissioner.

(2) The Chief Justice shall inform the Commissioner of the action the Chief Justice has taken.

Referral for criminal proceedings

45. If, in the course or at the end of an investigation, the Commission or the Chief Justice as the case may be is of the view that criminal proceedings ought to be instituted, the Commission or the Chief Justice shall refer the matter to the Attorney-General.

Publication of actions

46. (1) The Commission shall publish in the Gazette any action the Commission takes in furtherance of this Act.

(2) For the purposes of subsection (1), the publication in the Gazette shall give

- (a) a description of the contravention of the Code of Conduct by the public officer,
- (b) the circumstances of the contravention,
- (c) the extent of the culpability of the public officer,
- (d) a summary of the evidence upon which the contravention was determined, and
- (e) a description of the action the Commission took against the public officer or, if the Commission referred the matter to another body or person, the action taken by that other body or person.

(3) The Commission shall not publish the identity or any other details of a person other than the public officer, if in the opinion of the Commission, the publication would be unfair or otherwise inappropriate.

Miscellaneous Provisions

Instructions to a public officer

47. (1) Where a public officer is required to act on the instruction of a superior officer, the instruction of the superior officer shall be given in writing.

(2) An oral instruction by a superior officer shall be confirmed in writing within seventy-two hours after giving the oral instruction.

General sanction for contravention of Act

48. A public officer who contravenes a provision in this Act for which a sanction is not provided shall be subject to the disciplinary rules of the public body concerned.

Public officers' oath

49. The Head of a public institution shall ensure that each public officer of that public institution takes and subscribes to the oath of office required under the Oaths Act, 1972 (N.R.C.D. 6) before the public officer takes office or performs official functions.

Signing of Code of Conduct

50. A person who at the commencement of this Act holds a public office shall

- (a)* be given a copy of the Code of Conduct; and
- (b)* sign the register of the Code of Conduct

of the public body in which that person holds office.

Post employment

51. (1) A public officer shall not take improper advantage of the previous office of that public officer on termination of employment.

(2) A public officer shall not assist or represent any person in a business transaction with the former office of that public officer or the government if that public officer participated personally or supervised the subject matter of the transaction during the term of office or employment of the public officer.

(3) Subsection (2) applies for a period of two years after the termination of the term of office or employment of that public officer.

Provision of information on salaries by Fair Wages and Salaries Commission

52. The Fair Wages and Salaries Commission shall provide the Commission with information on the salaries earned by the persons designated in paragraph 38 of the First Schedule.

Co-operation

53. (1) A public officer shall co-operate with the Attorney-General in the performance of the functions of the Attorney-General under article 88 of the Constitution.

- (2) For purposes of subsection (1), “co-operate” includes
- (a)* timely submission of facts and documents to the Attorney-General to enable the Attorney-General advice on whether or not to commence an action on behalf of the State;
 - (b)* timely response to a writ, a statement of case, a statement of defence, an application and any other process filed in court;

- (c)* timely submission of a witness statement and a document to be tendered in evidence;
- (d)* participation in a case conference; and
- (e)* attendance in court.

(3) A public officer who fails to comply with subsection (1) is liable to one or more of the disciplinary actions specified in paragraphs (b) to (f) of subsection (2) of section 43.

Regulations

54. (1) The Commissioner may, by legislative instrument, make Regulations for the forfeiture and disposal of prohibited gifts.

- (2) The Auditor-General may, by legislative instrument, make Regulations for
 - (a)* the declaration of assets and liabilities;
 - (b)* the verification of assets for the purpose of investigation or judicial proceeding before
 - (i)* a court; or
 - (ii)* a commission of inquiry appointed under article 278 of the Constitution; and
 - (c)* the access to the declaration by the person who made the declaration and any other lawfully authorised person.
- (3) The Attorney-General may, by legislative instrument, make Regulations for
 - (a)* the conduct of public officers; and
 - (b)* the effective implementation of this Act.

Interpretation

55. In this Act, unless the context otherwise requires,

“appropriate body” means the agency responsible for the discipline of a public officer;

“Auditor-General” means the person appointed to that office under paragraph (b) of clause (1) of article 70 of the Constitution and includes a Deputy Auditor-General;

“Commission” means the Commission on Human Rights and Administrative Justice established under the Commission on Human Rights and Administrative Justice Act, 1993 (Act 456);

“commission of inquiry” includes a committee of inquiry;

“Commissioner” means the Commissioner for Human Rights and Administrative Justice appointed to that office under paragraph (a) of clause (1) of article 70 of the Constitution and includes a Deputy Commissioner;

“conflict of interest” includes

- (a)* an interest or benefit, financial or otherwise, direct or indirect;
- (b)* participation in any business transaction or professional activity other than the official duty of a public officer;

- (c) incurring a personal obligation of any nature; or
 - (d) an act or omissionwhich has, or may reasonably appear to have the potential to be contrary to the functions of the officer;
- “court” means a court of competent jurisdiction;
- “extended family” means a group of people who trace their lineage from a common ancestor;
- “family” includes extended family;
- “family property” includes any property whether movable or immovable, which belongs to the members collectively of a particular family or is held for the benefit of those members and any receipts or proceeds from that property;
- “foreign person” means
 - (a) a person who is not a citizen of this country;
 - (b) an organisation
 - (i) established outside the country, or
 - (ii) owned or controlled by a foreign government, organisation or individual;
- “gift” means cash or an item of value given without payment which in the circumstances specified in sections 20 and 22 may be reasonably likely to influence or result in the influence of the performance of the functions of a public officer;
- “honorarium” means a payment made or something of economic value given to a public officer in exchange for service where custom or propriety prevents the setting of a price;
- “institution” means an entity that uses public funds;
- “personal interest” includes the interest of a spouse or a member of the extended family of a public officer;
- “psychotropic substance” means a substance that is specified in the Seventh Schedule to the Narcotics Control Commission Act, 2020 (Act 1019) or anything that contains a substance specified in that Schedule;
- “public interest” includes a right or advantage that enures or is intended to enure to the benefit generally of the whole of the people of the Republic;
- “public office” includes an office the emoluments attached to which are paid directly from the Consolidated Fund or directly out of moneys provided by Parliament and an office in a public corporation established entirely out of public funds or moneys provided by Parliament;
- “public officer” means a person who holds a public office;
- “Public Records and Archives Administration Department” means the department established by the Public Records and Archives Administration Department (Establishment) Instrument, 1996 (L.I. 1628);
- “record” means data generated, sent, received or stored;
- “serious offence” includes

- (a) participation in an organised criminal group, terrorism and terrorist financing, money laundering, human trafficking, people smuggling, sexual exploitation, illicit trafficking in narcotic drugs, illicit arms trafficking, trafficking in stolen goods or other goods, corruption and bribery, serious fraud, counterfeiting and piracy of products, smuggling, extortion, forgery, insider trading and market manipulation,
- (b) murder, grievous bodily harm, armed robbery or theft where these are predicate offences for a serious offence, and
- (c) any other offence punishable with imprisonment for a period of not less than twelve months;

“sexual harassment” includes an unwelcome conduct, verbal or non-verbal, of a sexual nature that detrimentally affects the work environment or leads to adverse consequences for a victim of the harassment; and

“spouse” includes multiple wives.

Repeals and savings

56. (1) The following enactments are repealed:

(a) Public Officers Act, 1962 (Act 114); and

(b) Public Office Holder’s (Declaration of Assets and Disqualification) Act, 1998 (Act 550).

(2) Despite subsection (1), regulations, notices, orders or directions or any other act lawfully made, given or done under the repealed enactments and in force immediately before the coming into force of this Act, shall be considered to have been made or done under this Act and shall on the coming into force of this Act continue in force until amended or revoked in accordance with this Act.

(3) Subsection (1) shall not affect Act 114 in the operation of offences committed, penalties imposed or proceedings commenced before the coming into force of this Act.

Transitional provisions

57. (1) Section 50 shall come into force within six months after the commencement of this Act.

(2) A public officer who assumed office before the coming into force of this Act but has not subscribed to the oath of office required under the Oaths Act, 1972 (N.R.C.D. 6) shall, within six months after the coming into force of this Act, take and subscribe to the oath of office.

FIRST SCHEDULE

(Sections 1, 4(1)(a), 4(2), 13(1)(a) and 52)

1. President of the Republic.
2. Vice-President of the Republic.
3. Speaker, Deputy Speaker and a Member of Parliament.
4. Minister of State or Deputy Minister.
5. Chief Justice.
6. Justice of the Superior Court of Judicature.
7. Commissioner and Deputy Commissioners for Human Rights and Administrative Justice.
8. Judicial officer.
9. Ambassador or High Commissioner.
10. Secretary to the Cabinet.
11. Head, Office of the Civil Service.
12. Head of Ministry or a government department or equivalent office in the Civil Service.

13. Chairperson, chief executive officer, managing director, secretary, general manager and departmental head of a public corporation or company in which the Republic has a State interest.
14. Governor and Deputy Governors of Bank of Ghana.
15. Chairman, Deputy Chairmen and other members of the Electoral Commission.
16. Chairman, Deputy Chairmen and other members of the National Commission on Civic Education.
17. Chairman and members of the National Media Commission.
18. Chairman, Vice-Chairman and members of the Public Services Commission.
19. Chairman and other members of a governing body of a public corporation.
20. The District Assemblies Common Fund Administrator.
21. Head of Chancery of Ghana Embassy or High Commission.
22. Heads of departments of the Bank of Ghana.
23. Service Chiefs (Air Force, Army, Navy and any other Service established by law).
24. Inspector-General of Police and Commissioners of Police.
25. Head of the Ghana Immigration Service.
26. Head of the Ghana National Fire Service.
27. Member of a Tender Board at the Central, Regional and District Assembly levels and other public entities.
28. Officials of the Driver and Vehicle Licensing Authority not below the rank of a clerical officer.
29. Presidential staffer or aide.
30. An officer of the Ghana National Fire Service.
31. An officer of the Ghana Immigration Service.
32. An officer of the Ghana Revenue Authority.
33. An officer of the Police Service.
34. An officer of the Prisons Service.
35. Regional Coordinating Directors, District Chief Executives, Presiding member and District Coordinating Director of Metropolitan, Municipal or District Assembly.
36. Head of the Local Government Service.
37. Persons who are
 - (a) heads of,
 - (b) accountants in,
 - (c) internal auditors in,
 - (d) procurement officers in, and
 - (e) planning and budget officers in
 finance and procurement departments of Government Ministries, Departments and Agencies, Districts, Municipal and Metropolitan Assemblies.
38. An officer in any other public office or public institution, the salary attached to which is equivalent to or above the salary of a Director in the Civil Service.

SECOND SCHEDULE

(Section 4 (8))

Declaration of Assets and Liabilities Form

(Foolscap sheets can be used if the space provided for the answers is not sufficient. The number of the question must be clearly shown and a line drawn to separate the number from the beginning of another question. All answers must cover assets in and outside the Republic).

1. Personal particulars

(a) Surname

(b) Other Names.....

(c) Date of Birth.....

(d) Place of Birth.....

(e) Position and Place of Employment

(f) Date of Appointment to Present Position.....

(g) Address (Residential)

(h) Address (Postal)

2. Assets

(a) Movable and immovable assets

Land, houses and other buildings (including fixtures)	Address and location of property	Nature of interest in land	Mode of acquisition-inheritance, assignment, gift, purchase	Cost of land or property as at time of acquisition	Estimated value of land or property as at date of declaration	Rent earned from the property per annum (gross)

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(b) Trust or family property in respect of which the public officer has a beneficial interest

Nature of trust property or family property	Address and location of asset or property	Estimated value of asset as at date of acquisition	Estimated value of asset as at date of declaration

(c) Business interests

Name and Nature of business, profession, (sole proprietor, partnership, shares in companies, poultry farming, transport, fishing and shops)	Place of employment or address of business	Date of creation or acquisition of business	Value of business as at date of creation or acquisition of business	Estimated value of business as at date of declaration

(d) Securities

Name and nature of security or investment	Account number, location and address of security holding company or investment fund manager	Date of acquisition of security investment	Cost of security or investment	Estimated value of security or investment as at date of declaration

(e) Bank balances

Name of account holder	Name and address of Bank	Branch	Name and type of account	Balance

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(f) Bonds and treasury bills

Name of bank, Investment Company	Date of purchase or acquisition of bonds or treasury bills	Value of bond or treasury bill as at date of purchase or acquisition	Estimated value of bond or treasury bill as at date of declaration

(g) Jewellery or object of art values at more than ten thousand Ghana Cedis

Object of art (sculpture, cultural pieces, heirloom)	Location of object of art	Date of acquisition of object of art	Value of object of art as at date of acquisition of object of art	Estimated value of object of art as at date of declaration

(h) Insurance policies

Name and type of insurance policy	Registered office address of insurance company	Insurance policy number	Value of insurance policy	Maturity date of insurance policy

(i) Other assets valued at ten thousand Ghana Cedis or more

Name and type of asset	Location, address of asset if asset is immovable, or security holding	Cost of asset as at date of acquisition	Estimated value of asset as at date of declaration	Income or rent earned from the asset

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3. Liabilities

(a) Mortgage, loan, judgment debt

Nature or type of liability (mortgage, loan, judgment debt)	Name and address of creditor	Date of creation of liability	Extent or total sum of liability	Date of maturity of liability

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(b) Any other information relevant to the declaration of assets and liabilities.

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CERTIFICATION

I hereby declare that the information and particulars given by me are true and accurate to the best of my knowledge and belief.

.....
Date

.....
(Signature of Declarant)

.....
Date

.....
(Name and Signature of Witness)

