



THE INTEGRITY IN PUBLIC LIFE ACT

GUIDELINES FOR FILING DECLARATIONS
FOR SPECIFIED PUBLIC OFFICIALS

REPUBLISHED ON MARCH 31, 2026

WHO ARE PUBLIC OFFICIALS FOR THE PURPOSES OF THE IPL ACT?

PARLIAMENTARY ROLES

- Representatives in the National Assembly
- Senators in the National Assembly
- Speaker in the National Assembly
- Deputy Speaker in the National Assembly
- Representative in the Nevis Island Assembly
- Senators in the Nevis Island Assembly
- President of the Nevis Island Assembly
- Clerk of the National Assembly

CONSTITUTIONAL ROLES

- Members of the Constituency Boundaries Commission
- Supervisor of Elections
- Electoral Commissioners
- Prime Minister
- Leader of the Opposition
- Ministers in the Cabinet
- Ministers in the Nevis Island Assembly
- Attorney-General

WHO ARE PUBLIC OFFICIALS FOR THE PURPOSES OF THE IPL ACT?

EXECUTIVE OFFICIALS

- Solicitor-General
- Senior Legal Officer in the Attorney-General's Chambers
- Director of Public Prosecutions
- Deputy Director of Public Prosecutions
- Director of Audit
- Public Service Commissioners
- Members of the Public Service Board of Appeal
- Police Service Commissioners
- Magistrates
- Registrars of the High Court
- Deputy Registrars of the High Court
- Registrars of Land
- Deputy Registrar of Land
- Head of the Civil Service
- Chief Personnel Officer of the Civil Service
- Financial Secretary
- Registrar of the Intellectual Property Office.
- Permanent Secretaries of the Civil Service
- Ombudsman
- Information Commissioner
- Assistant Secretaries or Directors *at or above the level of grade K40*
- Comptroller of Inland Revenue
- Head of the Central Purchasing Unit
- Commissioner of Police
- Deputy Commissioner of Police

WHO ARE PUBLIC OFFICIALS FOR THE PURPOSES OF THE IPL ACT?

EXECUTIVE OFFICIALS CONT'D

- Assistant Commissioner of Police
- Director of Public Works
- Head of the Citizenship by Investment Unit
- Accountant General
- Comptroller of Customs
- Deputy Comptroller of Customs
- Ambassadors
- Chief Legal Advisor to the Nevis Island Administration
- High Commissioners
- Cabinet Secretary

STATUTORY CORPORATIONS*

- Chairpersons
- Deputy Chairpersons
- Managing Directors
- Chief Executive Officers
- General Managers

* corporations established by an Act of Parliament for a public purpose or as a subsidiary company of that corporation registered under the Companies Act

WHO ARE PUBLIC OFFICIALS FOR THE PURPOSES OF THE IPL ACT?

GOVERNMENT-INTEREST CORPORATIONS**

- Chairpersons
- Deputy Chairpersons
- Managing Directors
- Chief Executive Officers
- General Managers

** a bank or corporation owned by the Government of Saint Christopher and Nevis or in which the Government of Saint Christopher and Nevis has a controlling interest

STATUTORY BODIES***

- Chairpersons
- Deputy Chairpersons
- Managing Directors
- Chief Executive Officers
- General Managers

*** a commission, statutory board, public authority or other body of any description, whether its members are paid or unpaid

WHAT IS THE SUBMISSION DEADLINE TO FILE DECLARATIONS?

- A public official shall file his or her declaration with respect to income, assets and liabilities for 2025 with the Integrity Commission on or before Thursday April 30, 2026
- A person who is appointed as a public official more than 100 days before April 30, 2026, in any year, shall file an initial declaration within 100 days of becoming a public official
- A public official shall in each succeeding calendar year that he or she continues to be a public official, file further declarations on or before April 30
- A public official shall file a declaration in hard copy
- The declaration of a public official shall continue to be filed for a period of two succeeding calendar years after a person has ceased to be a public official, otherwise than by reason of his or her death
- Notwithstanding the above provisions, the Commission may, in any particular case, for good cause, extend the time for the filing of a declaration for a period not exceeding four months

WHERE IS THE INTEGRITY COMMISSION OFFICE?

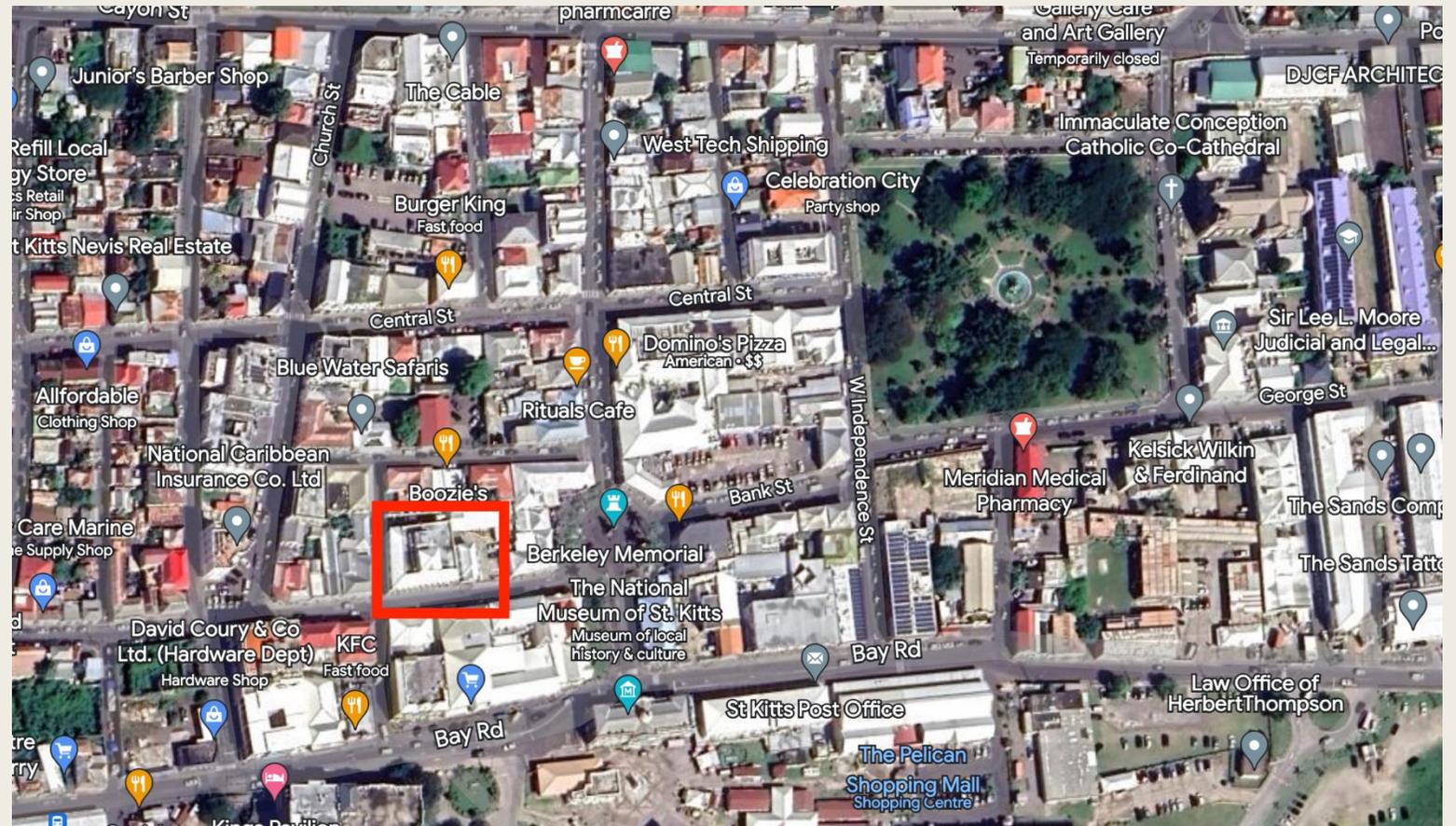


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WHOSE INFORMATION IS TO BE INCLUDED IN AN IPL DECLARATION?

- The Public Official
- The Public Official's Spouse*
- The Public Official's Child/Children**

* a public official's "spouse" means a person to whom the public official is married, or living with in a common law relationship for a period of five years immediately preceding the period that a declaration is required to be filed, but does not include -(a) a spouse who is living separate and apart from the person in public life for a period exceeding three years; and (b) a spouse who ceased to live with the person in public life and proceedings have been instituted for a divorce or judicial separation during the period in which a declaration is required to be filed;

** a public official's "child" means the child of a public official including a step-child, an adopted child or a child born out of wedlock of whom the father has been adjudged the father by a court of competent jurisdiction or whom the father has acknowledged to be his own child who— (a) is under the age of eighteen years and is not married; or (b) is between the age of eighteen and twenty-five years, is not married and is in attendance at a recognized institution of learning after his or her eighteenth birthday and is fully supported by the public official;

WHAT IS THE INFORMATION TO BE FILED WITH AN IPL DECLARATION FORM?

MANDATORY DOCUMENTS

- Land title documents
- Vehicle ownership documents
- Copies of insurance policies or certificates
- Bank statements containing the account holder's name
- At least two government-issued identification documents

WHAT IS THE INFORMATION TO BE INCLUDED IN AN IPL DECLARATION FORM?

DECLARATION OF ASSETS, LIABILITIES AND INCOME

Declaration of assets and liabilities at.....
(Declaration Date)

and of income for the period of twelve months (or other period where appropriate) ending on that date.

NOTE:

- (a) Where any property is held by the declarant, declarant's spouse or the declarant's child or children in trust for any other person, this should be indicated by a note to that effect.
- (b) The declaration date should be the date as at which pursuant to section 5 the declaration is to be made.
- (c) Where the space in this Form is inadequate a separate sheet of paper may be used and signed by the declarant.

Name of Declarant	Address of Declarant
Name of Declarant's Spouse	Address of Declarant's Spouse
Maiden Name (of Spouse)	

PARTICULARS OF DECLARANT'S CHILDREN

Name	Date of Birth	Address

Signature of Declarant

Date _____

PAGE 1 NOTES

- IPL Declaration Forms can be collected from the Integrity Commission Office.
- Declaration Date does not have to be the deadline date for filing, it can be a date prior.
- New public officials can include income for the period since they became public officials, as prior income in the private sector is *not* applicable.
- “in trust for any other persons” means the *beneficial ownership* of the property lies with that other person, not the declarant, his or her spouse and child/children.

WHAT IS THE INFORMATION TO BE INCLUDED IN AN IPL DECLARATION FORM?

PARTICULARS OF ASSETS HELD BY DECLARANT, SPOUSE AND CHILDREN

BANKS ACCOUNTS

1. TO BE SUPPORTED BY BANKS STATEMENT OR LETTER FROM BANK CONFIRMING BALANCES.

Name and Address of Banks	In whose Name held	Balance in Account

2. CASH IN EXCESS OF..... DOLLARS HELD OTHER THAN IN BANK BY DECLARANT, SPOUSE AND CHILDREN.

Where held	In whose Name held	Amount

3. BONDS, STOCKS, SHARES, AND SIMILAR INVESTMENT INCLUDING ANY SUCH PROPERTY OVER WHICH A RIGHT OF DISPOSITION RESIDES IN THE DECLARANT, SPOUSE AND CHILDREN.

No. and Description	Organization in which held	In whose Name held	Face value	Cost of acquisition where known or market value

Signature of Declarant

Date: _____

PAGE 2 NOTES

- “Bank Accounts” include local and foreign based accounts.
- In Table No. 2 cash in excess of **EC\$25,000** is to be declared.
- In Table No. 3 a “right of disposition” means the right to sell or otherwise dispose of the asset.

WHAT IS THE INFORMATION TO BE INCLUDED IN AN IPL DECLARATION FORM?

4. IMMOVABLE PROPERTY (e.g. HOUSE, LAND AND FARM BUILDINGS) HELD BY DECLARANT, SPOUSE AND CHILDREN

Description						
General	Vol.	Fol.	Where situated	In whose Name held	Purchase price	Estimated current market value

Signature of Declarant

Date: _____

5. MONIES INVESTED IN MORTGAGE OR BUSINESS VENTURE (INCLUDING CROPS AND LIVESTOCK) BY DECLARANT, SPOUSE AND CHILDREN

Type of Investment	In whose name	Amount invested in project	Terms	Interest rate	Annual Income

6. PARTICULARS OF MOTOR VEHICLES OWNED BY, OR ON HIRE FOR ANY PERIOD TO, OR ON LOAN FOR A PERIOD IN EXCESS OF TWO MONTHS TO THE DECLARANT, SPOUSE OR CHILDREN

Description	Owner's Name	Age of Vehicle	Terms of Hireage (if hired)	Purchase Price

PAGE 3 NOTES

- In Table No. 4 “immovable property” means real estate or property affixed to land, or property that cannot be moved from one place to another. It is generally connected to the ground or land on which it sits. The term immovable property also includes the land.
- Table No. 5 to include information about investment or business ventures from which financial returns are received or expected.
- Table No. 6 means information about motor vehicles you own, you lease or you have borrowed from someone else for over 2 months.

WHAT IS THE INFORMATION TO BE INCLUDED IN AN IPL DECLARATION FORM?

7. VALUES HELD IN SAFETY DEPOSIT BOXES OR PERSONAL SAFES, BY DECLARANT, SPOUSE AND CHILDREN.

Where held	Owner's name	Contents	\$ Value

PAGE 4 NOTES

- Table No. 7 means “VALUABLES HELD IN SAFETY DEPOSIT BOXES OR PERSONAL SAFES, BY DECLARANT, SPOUSE AND CHILDREN”.
- In Table No. 9 “any other property” should include property valued more than **EC\$25,000 each**.

8. INSURANCE POLICIES HELD BY DECLARANT, SPOUSE AND CHILDREN

Insurance Company	Type of Policy	Date Insured	Date Maturity	Name of Insured	Annual Premium	Face Value	Surrender Value

9. ANY OTHER PROPERTY OWNED BY DECLARANT, SPOUSE AND CHILDREN

Description	Owner's Name	By whom being held	In what capacity being held	Estimate

WHAT IS THE INFORMATION TO BE INCLUDED IN AN IPL DECLARATION FORM?

10. OTHER PROPERTY OWNED BY DECLARANT, SPOUSE AND CHILDREN BEING HELD BY A PERSON OTHER THAN OWNER, WHETHER IN TRUST OR OTHERWISE

Description	Owner's Name	By whom being held	In what capacity being held	Estimated Market Value

Signature of Declarant

Date: _____

11. PARTICULARS OF INCOME FROM ALL SOURCES OF DECLARANT, SPOUSE AND CHILDREN (INCLUDING PERQUISITES SUCH AS HOUSE, ENTERTAINMENT ALLOWANCES, RENTAL, etc.)

Type of Income	Recipient's Name	Source	Gross Amount for period under review

PAGE 5 NOTES

- In Table No. 10 “other property” should include property valued more than **EC\$25,000 each**.
- In Table No. 11 “perquisites” means income regarded as a special right or privilege enjoyed as a result of one’s position.

WHAT IS THE INFORMATION TO BE INCLUDED IN AN IPL DECLARATION FORM?

12. PARTICULARS OF LIABILITIES (INCLUDING GUARANTEES) OF DECLARANT, SPOUSE AND CHILDREN

CERTIFICATE FROM CREDITORS OR PARTY TO WHICH GUARANTEE GIVEN SHOULD BE PROVIDED

Nature of Liability	Person Liable	To whom Liable	Amount

Signature of Declarant

Date: _____

13. PARTICULARS OF ANY PROPERTY ACQUIRED OR DISPOSED OF BY DECLARANT, SPOUSE AND CHILDREN DURING PERIOD OF 12 MONTHS OR OTHER PERIOD (WHERE APPROPRIATE) ENDING ON.....

Description of Property	Acquisition of Disposal	Cost of Acquisition	Price of Disposal

I do solemnly and sincerely declare that the particulars given by me herein are, to the best of my knowledge, true, accurate and complete and I hereby authorize my bankers and/or other financial advisors to provide such information to the Commission as may be reasonably requested by the Commission to verify the contents of this Declaration.

Signature of Declarant

Date: _____

Signed at

Thisday of..... before

Commissioner of Oaths

PAGE 6 NOTES

- In Table No. 13, “any property” should include property valued more than **EC\$25,000 each** and the “ending on” date should be the date of the declaration.
- Commissioners of Oath are available to witness declaration signatures at the Registry of the High Court, Sir Tapley Seaton Annex, Independence Square East, Basseterre, St Kitts on business days between 8:30am and 3:30pm.



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GUIDELINES FOR FILING DECLARATIONS FOR SPECIFIED PUBLIC OFFICIALS

FOR ANY QUESTIONS, CONTACT THE INTEGRITY COMMISSION AT: ADMIN@IPLSKN.ORG
OR THE ATTORNEY GENERAL'S OFFICE AT: ATTORNEYGENERAL@GOV.KN

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