



OFFICE OF THE SERVICES COMMISSIONS
(CENTRAL GOVERNMENT)
MINISTRY OF FINANCE AND THE PUBLIC SERVICE BUILDING
30 NATIONAL HEROES CIRCLE, KINGSTON 4
JAMAICA, WEST INDIES
TEL: 876-922-8600
FAX: 876-924-9764
EMAIL: communications@osc.gov.jm
WEBSITE: www.osc.gov.jm



CIRCULAR No. 2
OSC Ref. C.6647

2nd January, 2019

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 2018** in keeping with the **Integrity Commission Act, 2017**.

The 22nd February, 2018, is the appointed day on which the Integrity Commission Act, 2017 came into operation.

The Statutory Declaration should be submitted no later than **Friday, March 29, 2019** to the:

Integrity Commission
Director of Information and Complaints
Information and Complaints Division
45-47 Barbados Avenue
Kingston 5

or by Registered Mail postdated prior to the deadline to P.O. Box 170, Kingston 10.

Officers are to ensure that they keep a copy 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).

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.**

It is also applicable to the following categories notwithstanding the changes in the nomenclatures in some Ministries/Departments and Agencies over time, the general related functions as listed below:

- a. **Office Management and Procurement**
 - Office Managers
 - Property Officers
 - Property Services Managers
 - Property Maintenance Officers

- Procurement Managers
 - Procurement Officers
 - Office Services Managers
- b. All members of the Jamaica Constabulary Force and the Jamaica Defence Force.
- c. Officers in the following Department/Agency who perform the functions indicated below:
- Tax Administration Jamaica (TAJ),
 - Jamaica Customs Agency and
 - Passport and Immigration Citizenship Agency (PICA)
- Collection of revenues, enforcement, operations, inspection, examination, valuation, verification, assessment, immigration.
- Officers who perform functions as:
Agents, assessors, investigators, intelligence officers, auditors, surveyors, stampers or perform similar functions.
- d. Island Traffic Authority –
- Chief Inspector, Inspector , Inspector 2 and Administrators
- e. Local Authorities –
- i. Kingston and St. Andrew Municipal Corporation - City Engineer, Deputy Superintendent, Assistant Superintendent and Works Overseer
 - ii. Municipal Corporations - Superintendents, Deputy and Assistant Superintendents, Works Overseers and
 - iii. The Municipality of Portmore - Municipal Engineer
- f. Officers responsible for Roads and Works in the Ministry of Transport and Mining/National Works Agency/Ministry of Economic Growth and Job Creation.

In accordance with Section 41 (2) the 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) (c) of the Integrity Commission Act, 2017 and:

- On Summary conviction in a Parish Court will be liable to 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