



OFFICE OF THE SERVICES COMMISSIONS  
(CENTRAL GOVERNMENT)  
MINISTRY OF FINANCE BUILDING  
30 NATIONAL HEROES CIRCLE  
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**CIRCULAR No. 32**  
**OSC Ref. C.6647**

26<sup>th</sup> January, 2018

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 2017, in keeping with the Corruption (Prevention) Act.**

The Statutory Declaration should be submitted no later than **Thursday, March 29, 2018 to:**

**Commission For The Prevention Of Corruption  
45 Barbados Avenue  
Kingston 5**

**Or by Registered Mail postdated prior to the deadline, to the above address.**

**Officers are to ensure that they keep a copy of the Statutory Declaration and the Registered Slip submitted, for their records.**

A Public Officer to whom the Corruption (Prevention) Act, 2001 applies is required to furnish a statutory declaration of his/her assets, liabilities and income as set out in the required Form in the Act for the period specified to the Commission for the Prevention of Corruption.

This Circular is applicable to the following as stipulated in the Act:

1. Public servants who are employed in the public, municipal or a parochial service of Jamaica; and
2. Public servants who are in receipt of emoluments of **two (2) million dollars** or more a year; and
3. Public servants who fall under Parts I and II of the Schedule of the Corruption (Prevention) Regulations, 2003.

**Parts I and II** of the Schedule of the Corruption (Prevention) Regulations, 2003 set out the posts in respect of which statutory declarations are required. While there might have been changes in the nomenclatures in some of the Ministries/Departments/Agencies overtime, the general related functions as highlighted below require that persons in those categories would be required to file a statutory declaration:

**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. The posts which now fall under Tax Administration Jamaica, The Jamaica Customs Agency, and Passport Immigration and Citizenship Agency (PICA) which are responsible for:**

- Collection of revenues, enforcement, operations, inspection, examination, valuation, verification, assessment, immigration;

- Officers who act as agents, assessors, investigators, intelligence officers, auditors, surveyors, stampers or perform similar functions in those bodies.
- d. Island Traffic Authority Inspectors and Administrators;
- e. Kingston and St Andrew (Municipal) Corporation - City Engineer, Deputy Superintendent, Assistant Superintendent, Works Overseers;  
  
Parish Councils (Municipal Corporations) - Superintendents, Deputy and Assistant Superintendents, Works Overseers; and  
  
Portmore Municipal Council (Corporation) - Municipal Engineer.
- f. Ministry of Transport and Mining/National Works Agency/Ministry of Economic Growth and Job Creation Officers responsible for Roads and Works.

**The Commission is authorized under Section 4(5A)(a) of the Corruption (Prevention) Act to require at any time in writing a public servant to furnish a statutory declaration.**

Statutory Declarations should be filed for the calendar year - **1<sup>st</sup> January to 31<sup>st</sup> December.**

Public Officers should submit the statutory declarations no later than the **31<sup>st</sup> March** of the following year to the Commission for the Prevention of Corruption.

Officers who fail to furnish the Statutory Declarations within the period specified are in breach of the Corruption (Prevention) Act and commit an offence and;

- on Summary conviction in a Resident Magistrate's Court (Parish Court) are liable to a fine not exceeding Two Hundred Thousand (\$200,000) Dollars, or imprisonment for a term not exceeding two (2) years or both such fine and imprisonment. (Section 15 (2) of the Act);
- The appropriate Service Commission, Board or Authority may take such disciplinary action in relation to a report made by the Commission for the Prevention of Corruption as it thinks appropriate in any particular case. (Section 12 (3) of the Act).

**Officers are advised to become acquainted with the provisions of the Corruption (Prevention) Act as well as the Corruption (Prevention) Regulations, 2003 to prevent any criminal or disciplinary action being taken against them.**

**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 eligible officers.**



Mrs. Jacqueline Mendez, JP  
Chief Personnel Officer (acting)