THE INSPECTORATE OF GOVERNMENT ONLINE DECLARATION SYSTEM (IG-ODS)

USER MANUAL

MARCH, 2016

FOREWORD

The Inspectorate of Government is at the fore front of adopting accessible and efficient technology to strengthen the fight against corruption in Uganda.

The IG- Online Declaration System (IG- ODS) is a tool which will enable leaders to submit their declarations of income, assets and liabilities online. It was designed to make the declaration of income, assets and liabilities expedient and to eliminate paper declaration forms due to the challenges associated with their storage and accessibility.

The IG- ODS is operationalised by the Electronic Transactions Act, 2011 and the Leadership Code (Declaration Form) Regulations, 2016.

The IG- ODS was designed by staff of the Inspectorate of Government with the generous support of the World Bank Star Initiative and other Development Partners.

This User Manual is a step by step guide on how to fill and file a declaration of income, assets and liabilities online in compliance with the provisions of the Leadership Code Act, 2002.

The IG- ODS shall aid in streamlining asset verification and asset recovery in Uganda and the fight against corruption in general. Leaders are therefore urged to embrace the online declaration system.

Irene Mulyagonja Kakooza
INSPECTOR GENERAL OF GOVERNMENT

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LIST OF FIGURES

ACRYNOMS

IG	-	Inspectorate of Government
IGG	-	Inspector General of Government
IG-ODS	-	Inspectorate of Government Online Declaration System
LCA	-	Leadership Code Act
LCC	-	Leadership Code of Conduct
LGs	-	Local Governments
MDAs	-	Ministries, Departments and Agencies
ODS	-	Online Declaration system
ODS NO	-	Online Declaration System Number
SMS	-	Short Message Services

CHAPTER 1: BACKGROUND

1.1 The Inspectorate of Government is a Constitutional body established under Chapter 13 and Chapter 14 of the Constitution of the Republic of Uganda. The Inspectorate of Government is operationalised under the Inspectorate of Government Act, 2002.

One of the functions of the Inspectorate of Government as provided for under Chapter 13, Article 225 (1) (d) and Chapter 14, Article 234 of the Constitution, is to enforce the Leadership Code of Conduct.

The Leadership Code Act, 2002 whose provisions constitute the Leadership Code of Conduct commenced on 12th July 2002. The Specified Leaders as prescribed in the Act submitted their initial declarations in October 2002 and thereafter every two years in the month of March.

Article 233 (2) (a) of the Constitution and Section 4 of the Leadership Code Act, 2002 requires specified leaders to declare to the Inspector General of Government (IGG) their incomes, assets and liabilities including those of their spouses, children and dependants.

1.2 Declarations made to the Inspector General of Government by the Leaders from 2002 to 2015 were done manually. This required all leaders to fill in hard copies of the forms and submit to the IGG through the IG Headquarters or the Regional Offices. This system was expensive to both the IG and the leaders. The physical forms had to be procured and delivered to the leaders and this process required a lot of money, time and man power. The leaders had to physically return the forms and the IG had to engage man power to receive them. There was need for data entrants to enter the information on the forms into the data base and these forms needed a lot of space for their storage.

Due to the challenges experienced as a result of the manual system, there was need to develop a computer based system to have all declarations made online.

1.3 The IG has developed an Online Declaration System that will enable Leaders to electronically fill in the declaration forms which the IG will receive and enter declarations into the Leadership Code of Conduct (LCC) database. With effect from March 2016, Leaders shall be required to make their declarations of income, assets and liabilities online.

An operational/User Manual for the Online Declaration System has been developed to enable Leaders declare their incomes, assets and liabilities online.

1.4: OBJECTIVES OF THE IG - ODS USER MANUAL

The objectives of the User Manual are;

- To enable the leaders to access and register into the IG-Online Declaration System
- To explain how the system operates and guide the leaders to fill the declaration forms online.
- To ensure that leaders are able to accurately complete and submit their declarations online.
- To explain to the leaders the best security practices.

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CHAPTER 2: REGISTRATION INTO THE IG-ODS

2.1 Updating the leaders' Register

The Accounting Officers of the all MDAs and LGs will submit to the IG, names and reliable contacts specifically mobile phone numbers and email addresses, of all leaders who are specified in the Second Schedule of the Leadership Code Act, 2002.The Accounting Officer is required to submit this information to IG before 30th November prior to the declaration period using the template appended. (***Appendix 1)***

Using the information provided by the Accounting officer, the IG will update the Leaders' Register and create each Leader's IG-ODS Number.

2.2 Invitation to Declare

(i) The Leader will receive an invitation to declare from the Inspectorate of Government through his or her email address that was provided by the Accounting Officer.

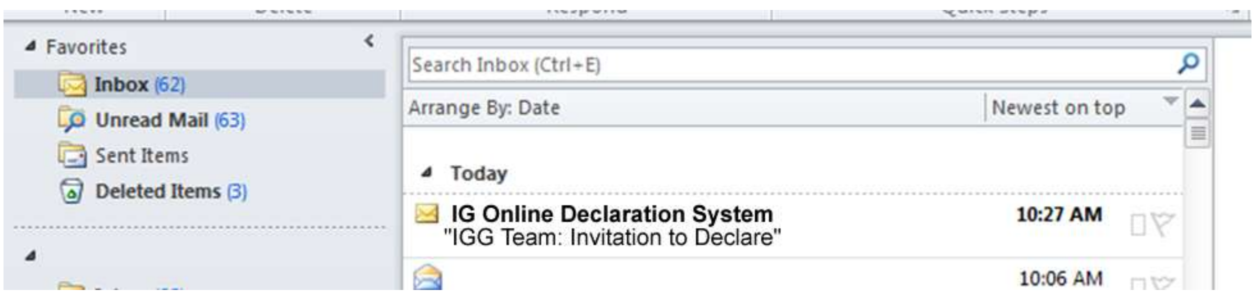
(ii) The leader will also receive an SMS notification of the invitation to declare on his or her mobile phone from 6009..

Note: ***Make sure you are checking the correct email address that was provided to the IG. If you do not find the email in the inbox folder, check the spam/junk folder. In case you received the SMS notification but you do not***

receive the email, send an email to declarations@igg.go.ug or call phone number: +256-(0)414-231183 or +256-(0)776-231184 or +256-(0)702-231184

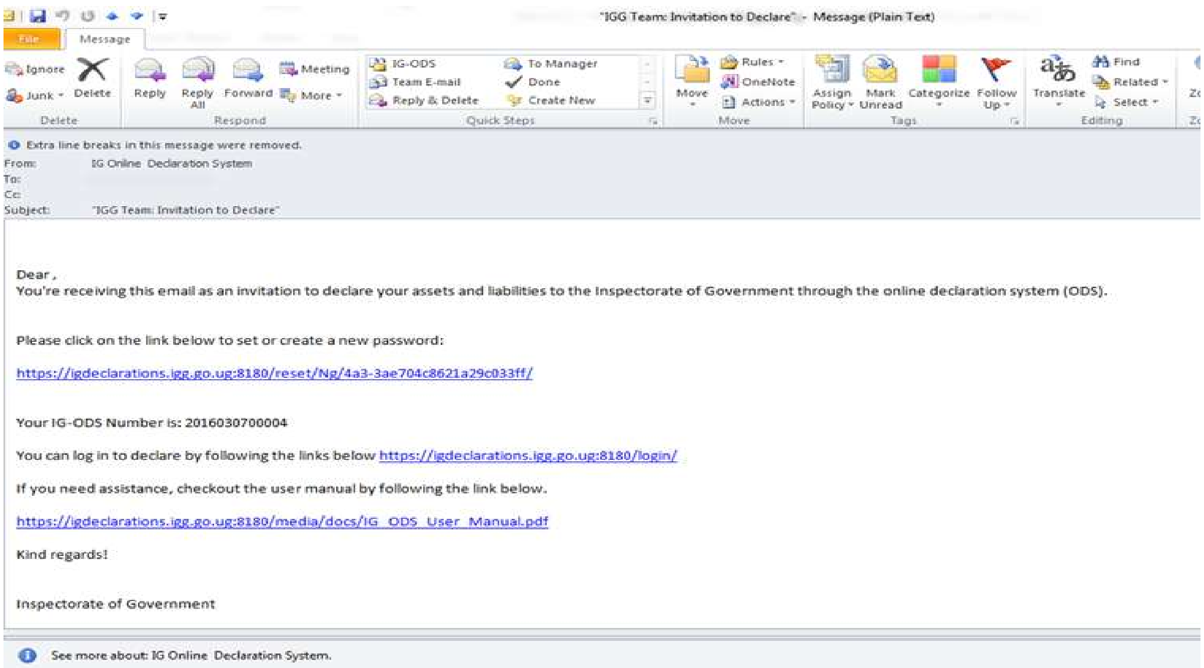
(iii) The invitation email from the IG will appear as shown in the figure below;

Figure 001



(iv) Click on the received email to open. The opened email will appear as shown in the figure below:

Figure 002



This email will contain the following information:

1) IG-ODS Number (This is the leader's login ID)
2) Link to create a PASSWORD
3) Link to access the system and start declaring
4) Link to the IG-ODS USER MANUAL
5) The deadline for declaration.

2.3 IG-ODS NUMBER

The IG-ODS Number is your unique and login Identification number created by the system during registration. It is a numeric number with atleast fourteen (14) digits. Your IG-ODS Number will remain the same even if your Leadership position changes.

N.B: Do not forget your IG-ODS Number because you need it to access the system during the declaration period.

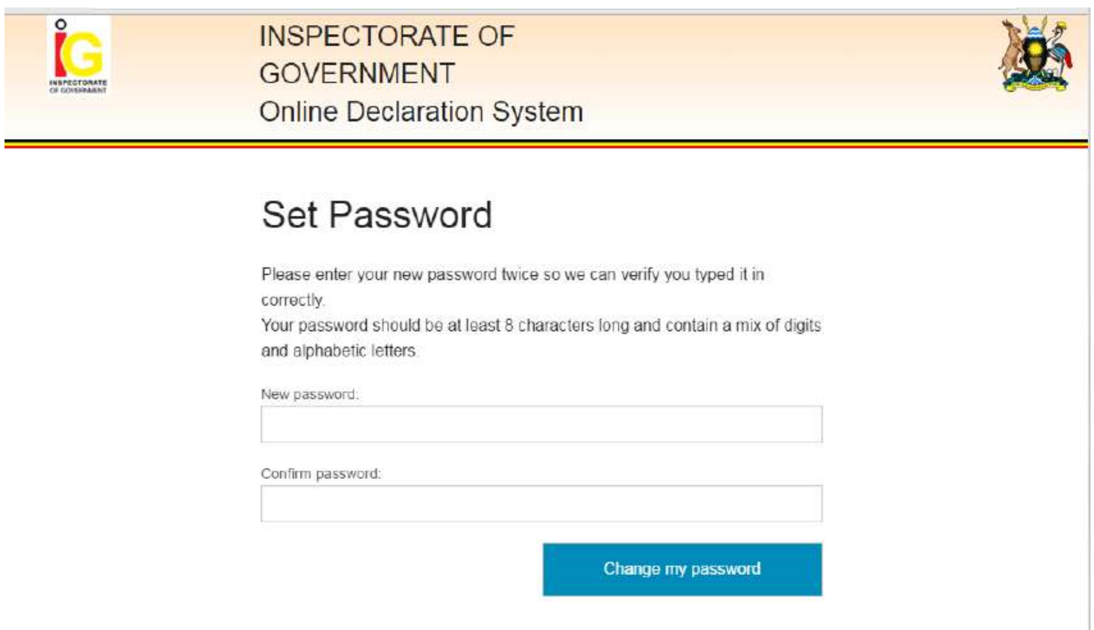
2.4 Creating a Password

To create a password, follow the steps below;

(i) Open the email 'Invitation to declare' sent by IG, click on the **"password set"** link *(**See figure 002** above).*

(ii) The set password page will open as seen in the figure below;

Figure 003



(iii) Type your preferred PASSWORD in the **"NEW PASSWORD"** field. Note that the Password should have a minimum of 8 characters. **Please do not forget your password.**

(iv) Re-type your preferred PASSWORD in the "**CONFIRM PASSWORD"** field.

(v) Click **“CHANGE MY PASSWORD”** button to confirm your password.

(vi) After successfully creating a password, a leader is now ready to log in.

(vii) Click the **“Login”** button to proceed.

(viii) The Login form will appear as shown in the figure below:

Figure 004

CHAPTER 3: ACCESS AND LOGIN TO THE IG-ODS

3.1 Accessing the IG-ODS

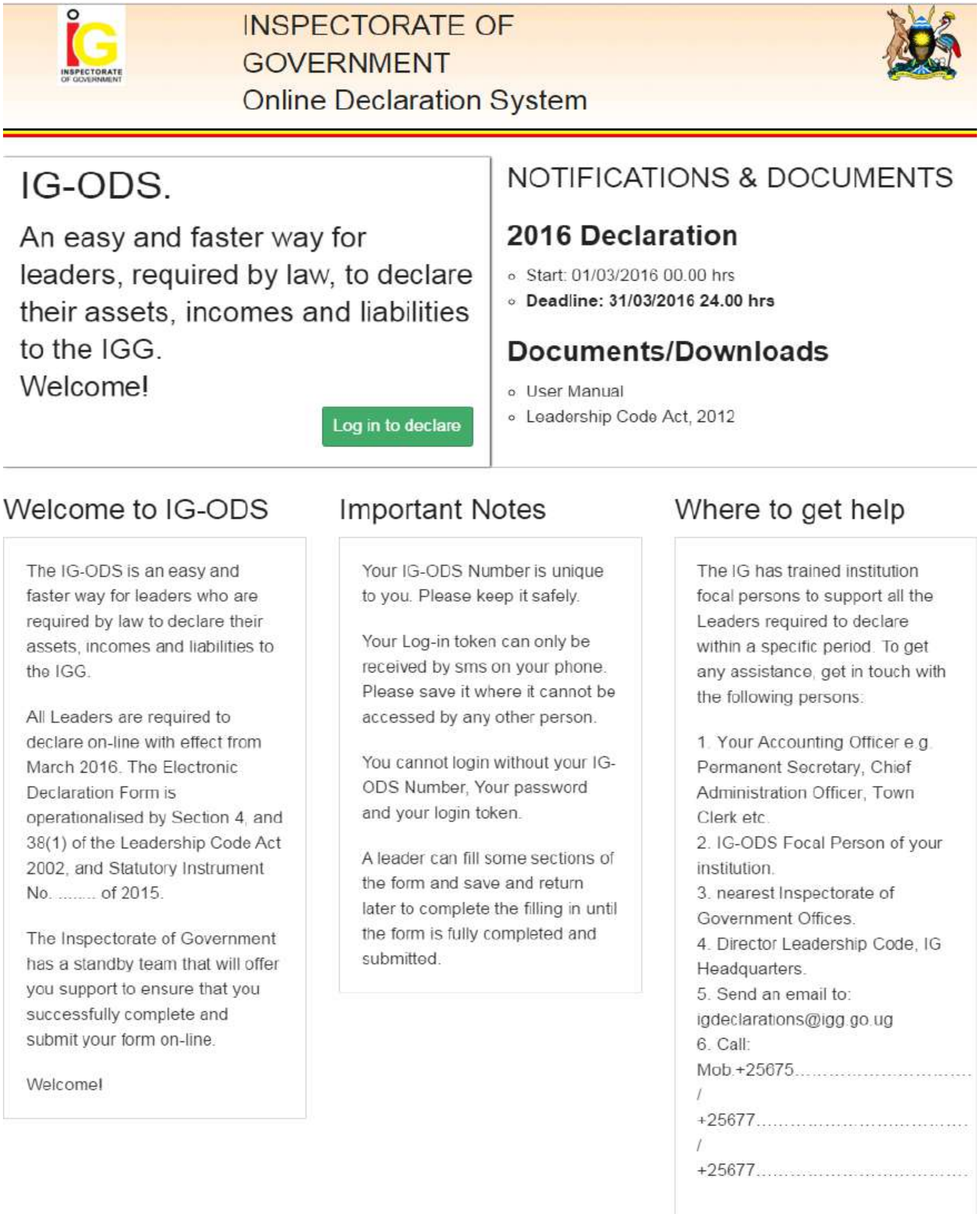
You can access the Online Declaration System in two ways:

a) Through the email **"Invitation to declare to the IGG"** sent by the IG: Click the IG-ODS link to access the system.

b) Through the **IG website:** www.igg.go.ug: Click on the **'Declaration'** button to access the online declaration system.

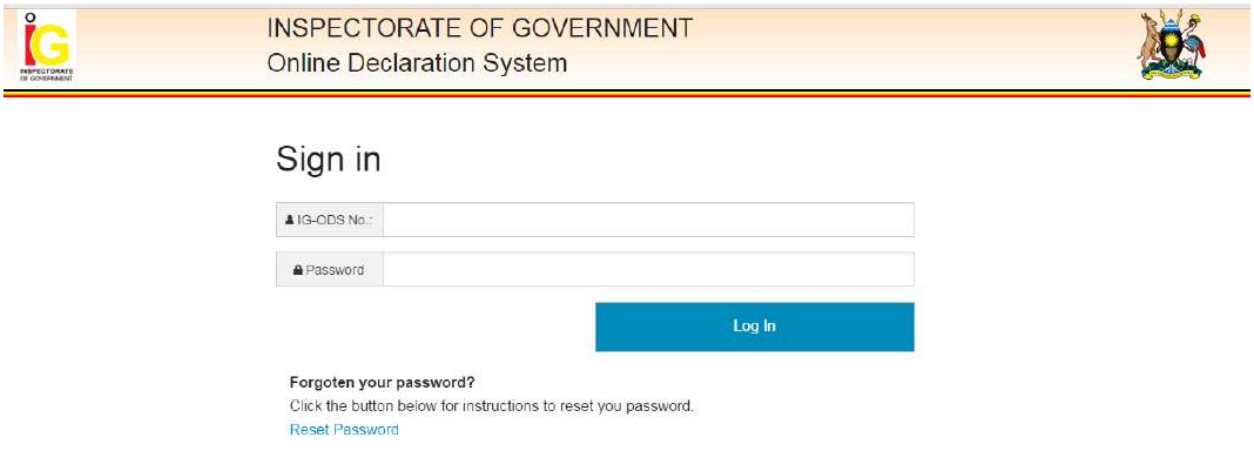
3.1.1 After clicking on the IG-ODS link or the Declaration button on the IG website, the **homepage /Login page** will appear as shown in the figure below:

Figure 005



3.1.2 Click on the **"Login to declare"** button and the Login form will appear as shown in the figure below:

Figure 006



3.1.3 Fill in the Login form:

(a) Enter your **IG-ODS NO** that was received in the email **"invitation to declare to IGG"** sent bythe IG.

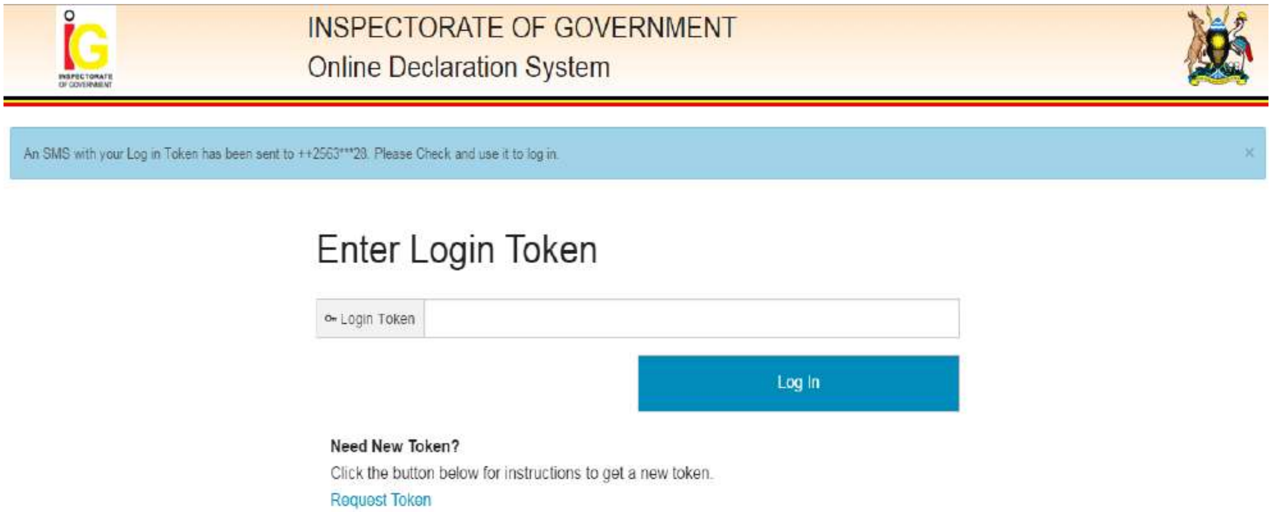
(b) Enter the **PASSWORD** that you created**. *(If you have forgotten your password, please click the "Reset Password" link and follow instructions to set a new password*)**

(c) Click **LOGIN** to proceed.

Upon clicking the Login button, you will receive a **LOGIN TOKEN** by SMS on your mobile phone number from **6009**.

(d) Enter the **Login token** received in the Login Token form as seen in the figure below;

Figure 007

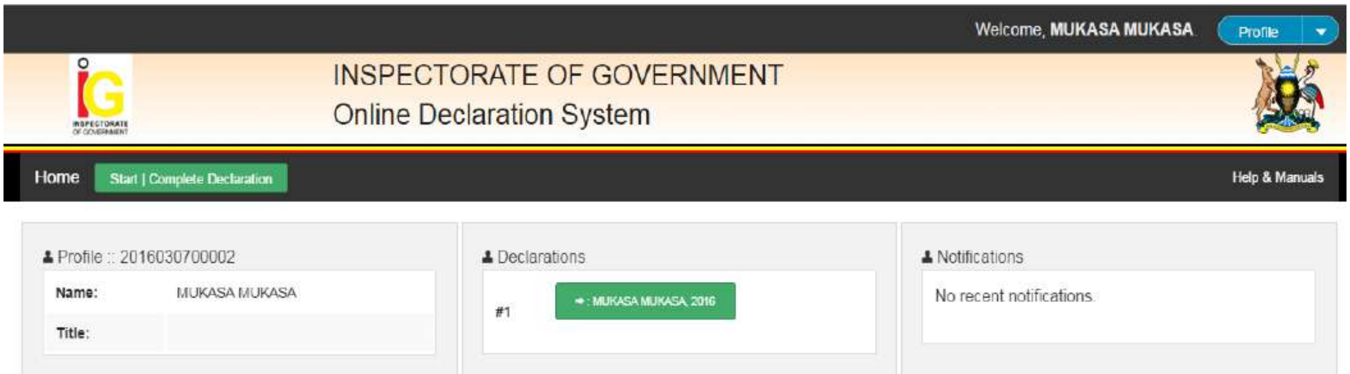


NOTE:

The Login Token is an alphanumeric code with 8 (eight) characters that is sent by SMS to your mobile phone number, to verify that the person declaring is the right person and not an imposter or a computer program.

(e) Click the **"Login"** button to proceed to the your profile page as shown in the figure below;

Figure 008



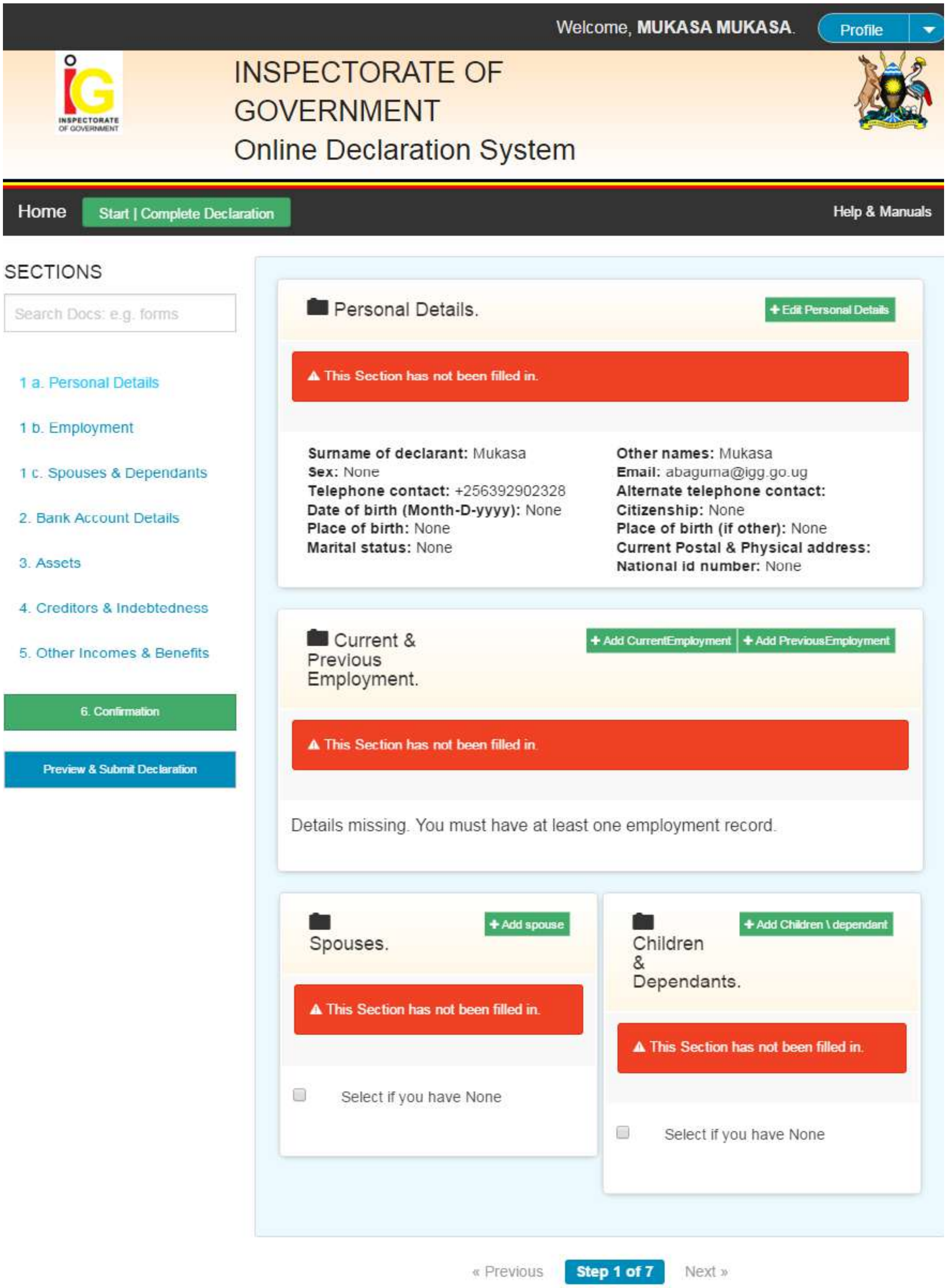
The User profile will display the following;

- A welcome note with the leader's name e.g Welcome Peter Mukasa.
- IG-ODS Number/Login ID.
- Name and Title of Leader e.g.Mukasa John, Director Human Resource.
- The current/ongoing declaration.
- Notifications for the attention of the declarant.
- A link to **'help & manuals'**. (This will appear on every page)
- A button to start/Complete declaration

3.2 Start/Complete declaration

Click the **"Start/Complete declaration"** button to access the declaration form which will appear as shown below:

Figure 009



Welcome, MUKASA MUKASA.
Profile
INSPECTORATE OF GOVERNMENT
Online Declaration System
Home
Start | Complete Declaration
Help & Manuals
SECTIONS
Search Docs: e.g. forms
1 a. Personal Details
1 b. Employment
1 c. Spouses & Dependants
2. Bank Account Details
3. Assets
4. Creditors & Indebtedness
5. Other Incomes & Benefits
6. Confirmation
Preview & Submit Declaration
Personal Details.
+ Edit Personal Details
This Section has not been filled in.
Surname of declarant: Mukasa
Sex: None
Telephone contact: +256392902328
Date of birth (Month-D-yyyy): None
Place of birth: None
Marital status: None
Other names: Mukasa
Email: abaguma@igg.go.ug
Alternate telephone contact:
Citizenship: None
Place of birth (if other): None
Current Postal & Physical address:
National id number: None
Current & Previous Employment.
+ Add CurrentEmployment
+ Add PreviousEmployment
This Section has not been filled in.
Details missing. You must have at least one employment record.
Spouses.
+ Add spouse
This Section has not been filled in.
Select if you have None
Children & Dependants.
+ Add Children \ dependant
This Section has not been filled in.
Select if you have None
« Previous
Step 1 of 7
Next »

- ***Note**: A leader can fill some sections of the form, **save** and exit. A leader will be able to return later to complete filling in the form until it is fully completed and submitted. You must however make sure that you save your form. If you do not save, whatever was filled in will be lost.*

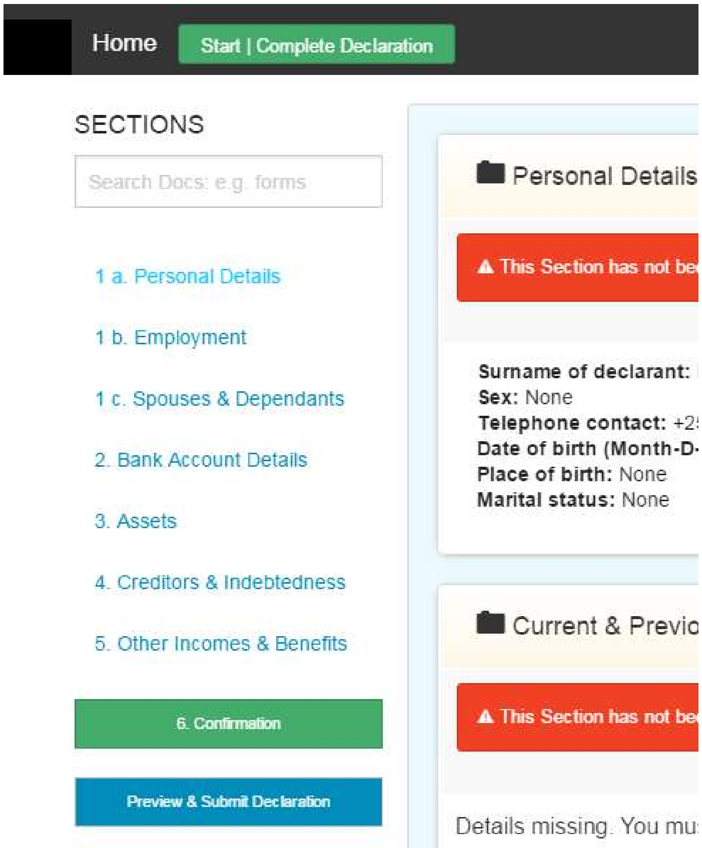
3.2.1 Navigating the Declaration form

The declaration form page shown in **figure 009** above is divided into two namely; Sections of the form and the form itself as explained below;

3.2.2 Sections of the form

On the left hand side of the screen, is a **Menu** showing a list of the different sections of the declaration form. It provides the quick links to the different sections of the form as shown in the figure below;

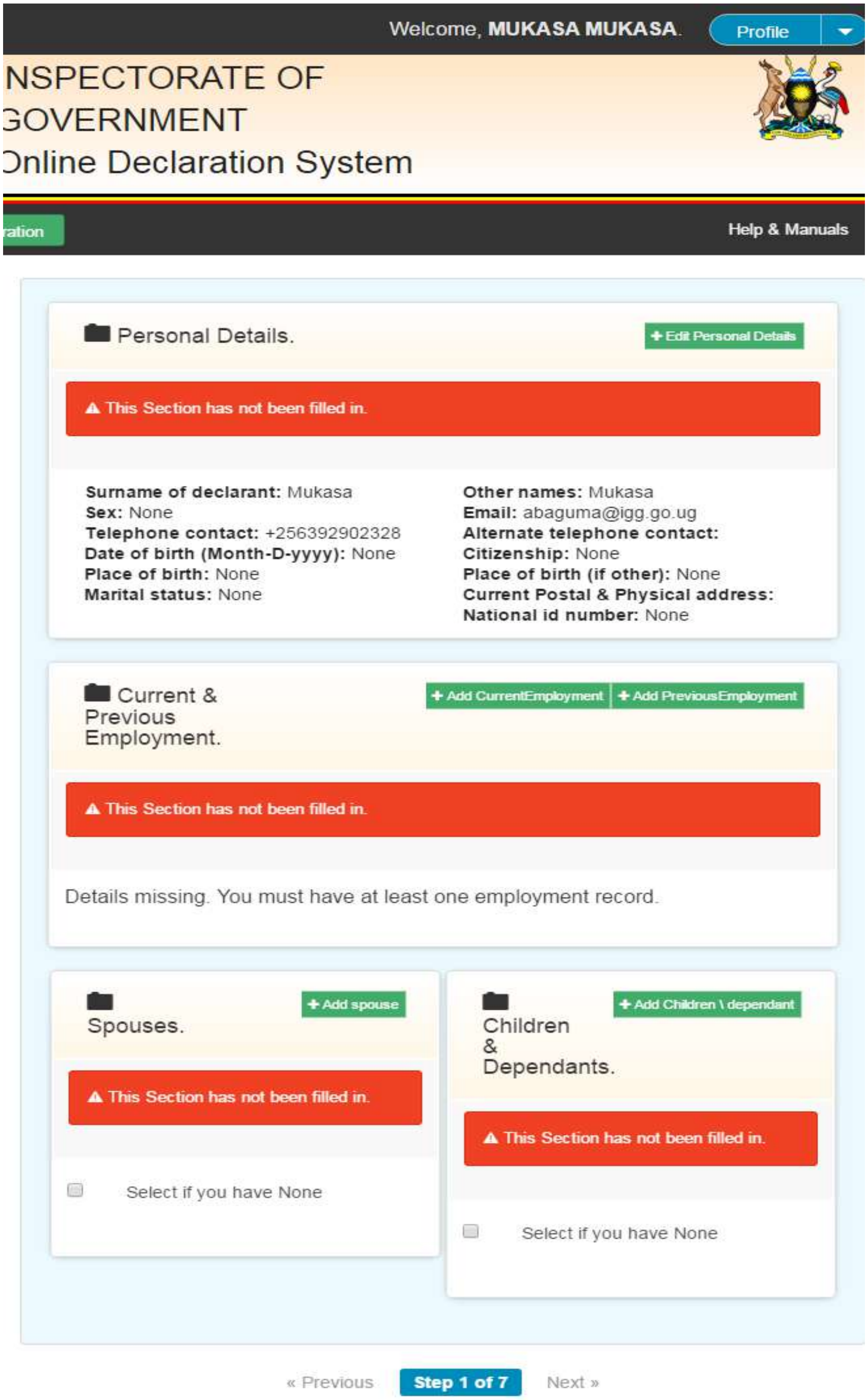
Figure 010 -Sections of the form (add pen mark to show section)



3.2.3 The Form

The active part of the Form to be filled will be displayed as shown in the figure below;

Figure 011 -Form Content Area



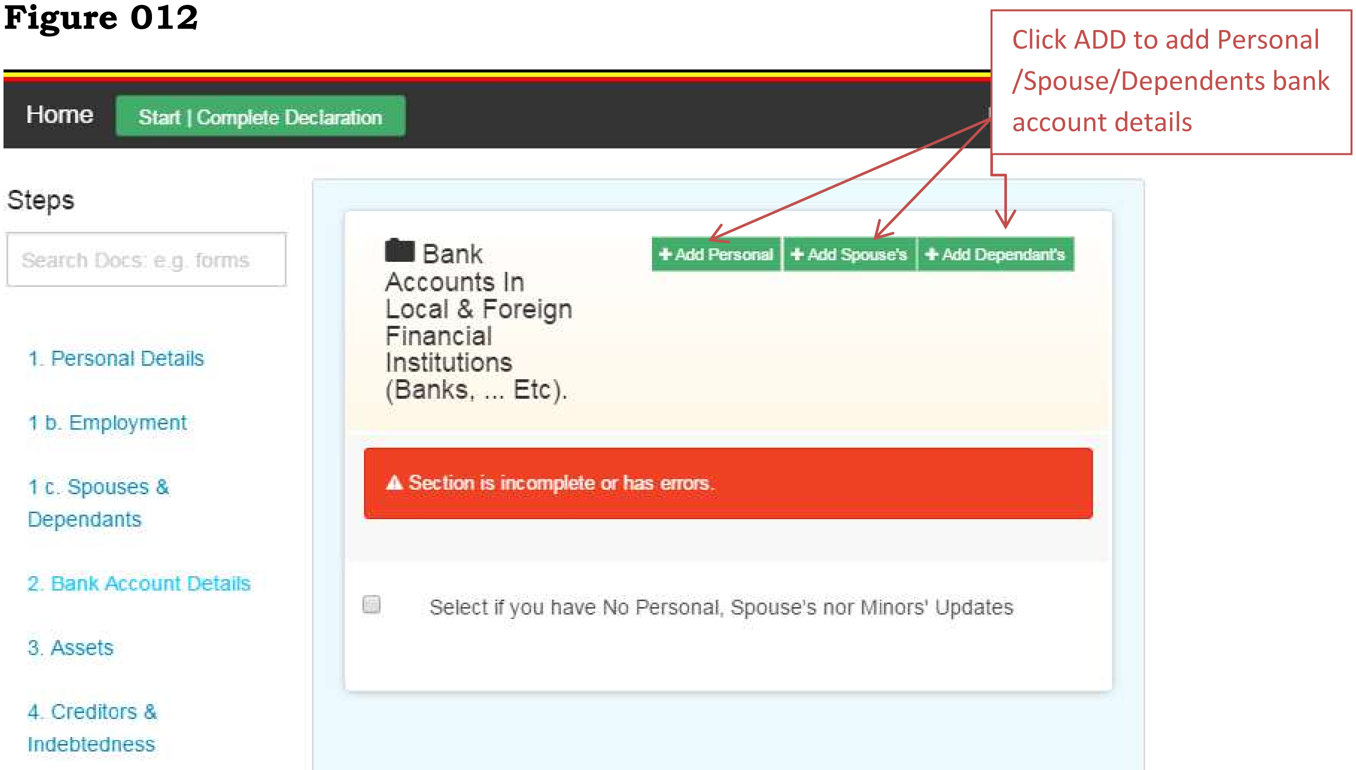
3.2.4 Key Features of the Form

The form has the following features:

ADD/EDIT/DELETE/SAVE/CANCEL/NEXT

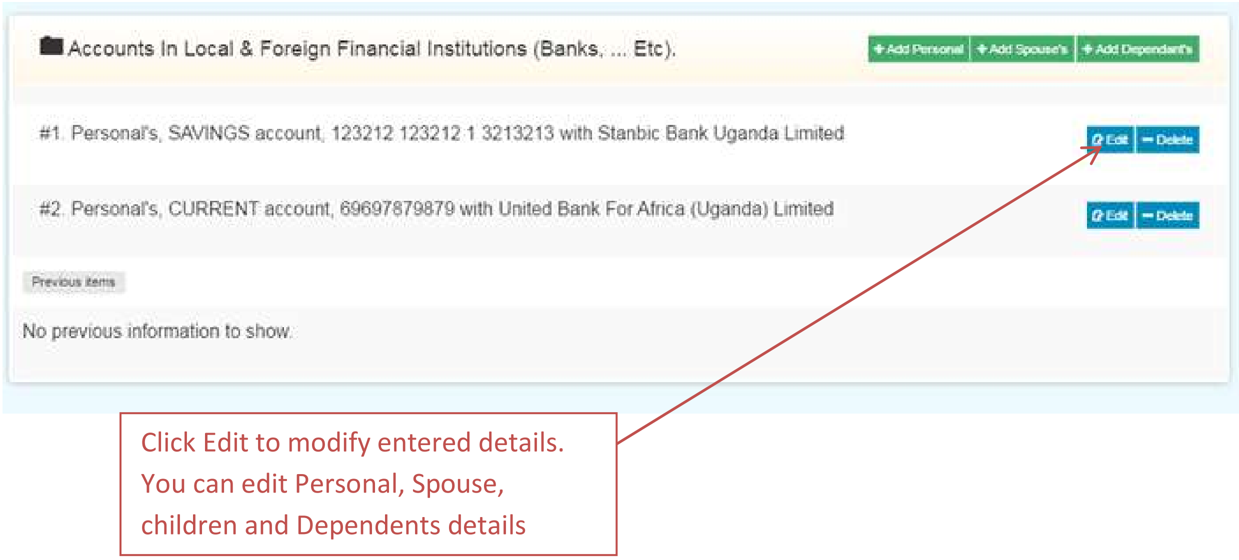
(i) Click **ADD** to enter **Personal**, **Spouse(s), children and Dependants** information as shown in the figure below.

Figure 012



(ii) Click the **EDIT** button to modify or update existing information you have filled in before you submit the form as shown in the figure below:

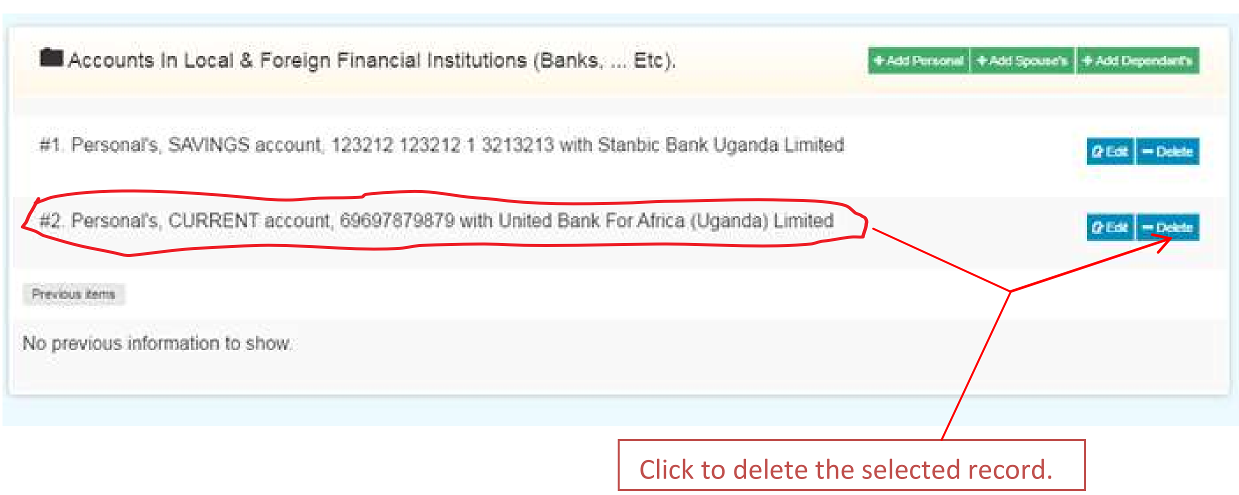
Figure 013



(iii) DELETE

In the event that you have entered and saved incorrect information, use the **Delete** button to remove/erase the record. Unlike the '**Edit button'**, if you click the '**Delete button'** the selected record will be completely removed, erased and lost and it cannot be retrieved later as shown in the figure below;

Figure 014

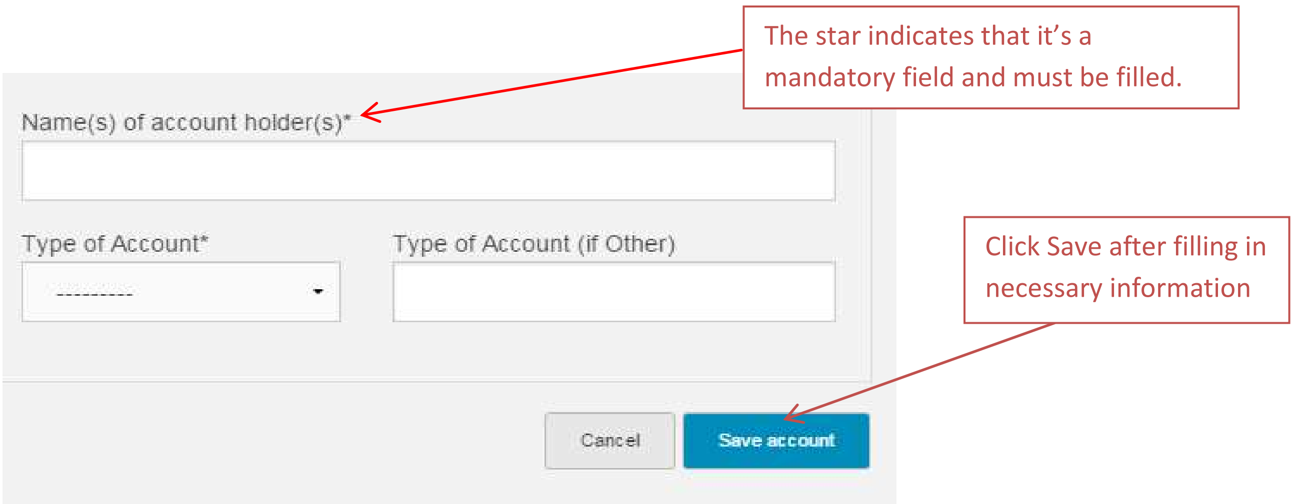


(iv) **SAVE**

After filling in and completing each page of the form, click the **SAVE** button at the bottom of the page to save the entered information. Make sure all the mandatory fields are filled in before you save, because you will not be able to save if these fields are not filled in. If you do not save, that information will be completely lost.

Mandatory fields have a Star (*) at the end of the field name.

Figure 015



Saved information can be edited or modified at any one point by the declarant before submission. Once the form has been submitted, you will not be able to retrieve the form for any edits. It is important therefore that you check all information entered in the form before making a final submission.

(v) **CANCEL**

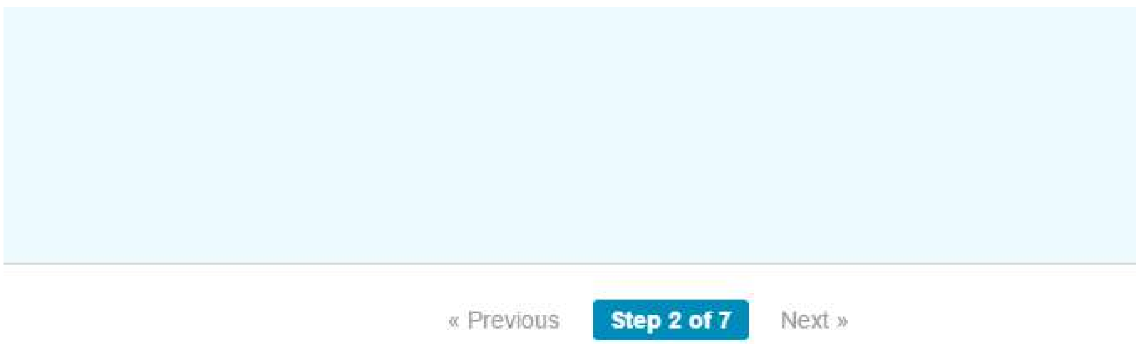
When you enter information in the form, and you click the **'Cancel'** button, any new information entered on the active page will be lost. However, information previously entered and saved will not be lost.

(vi) NEXT & PREVIOUS

Click **“NEXT”** button at the bottom of each section in order to proceed to the next section.

Click **“PREVIOUS”** button at the bottom of each section in order to go back to the previous section.(see figure below)

Figure 016(modify with pen)



CHAPTER 4: FILLING IN THE DECLARATION FORM

The Declaration Form has 10 sections as detailed below:

Section 1 - Personal Information with the following sub sections;

Personal Information
(a) Current and Previous Employment
(b) Spouse
(c) Children and Dependants

Section 2 - Accounts in local and foreign Banks and other Financial institutions (personal, spouse, child/dependant)

Section 3 - Land inside and outside Uganda (personal, spouse, child or dependant)

Section 4 - Vehicles inside and outside Uganda (personal, spouse, child/dependant)

Section 5 - Securities within and outside Uganda (personal, spouse, child or dependant)

Section 6 - Businesses within and outside Uganda (personal, spouse, child/dependant)

Section 7 – Debtors (personal, spouse, child/dependant)

Section 8 - Other assets within and outside Uganda (personal, spouse, child or dependant)

Section 9 - Liabilities within and outside Uganda

Section 10 - Other Incomes and Benefits

Note: ***All these sections must be filled before submission. Remember to save each section by clicking the save button at the bottom of the page. If you click the cancel button, the information entered will not be saved.***

In order to fill all sections of the form scroll down to show all the sections you must fill.

4.1: SECTION 1: Personal Information

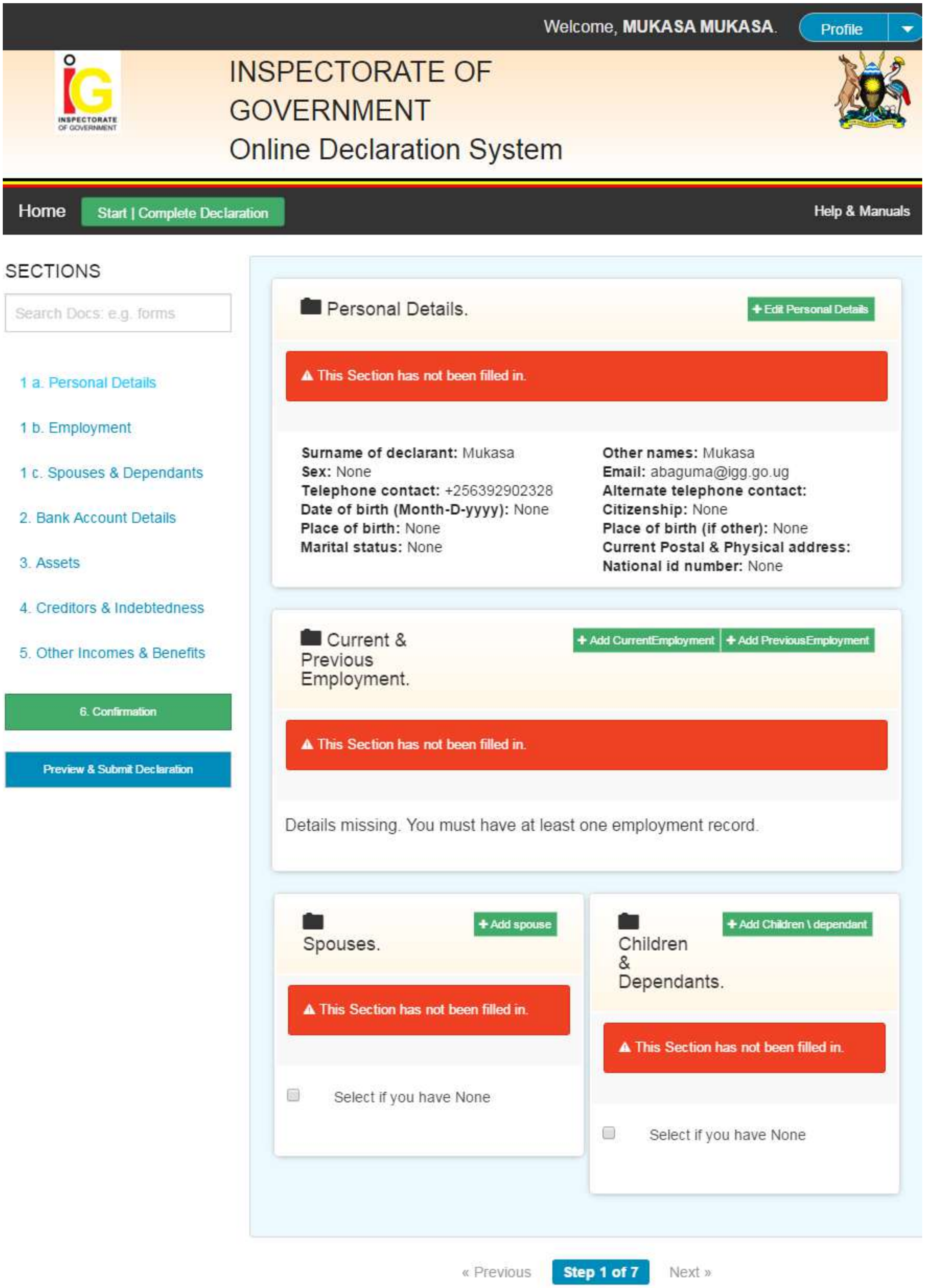
Under this section a Leader is required to fill in his/her personal information, details about his/her spouse(s), children (below 18 years) and all Dependants (regardless of age) as well his/her current and previous employment record.

The Leadership Code Act defines:

- A spouse as ***"a wife or husband"*** to the leader.
- A Child as **"a person under eighteen years of age".**
- A dependant as ***"a person whose means of support is partially or wholly from the leader".***

By default the personal details form will appear when you click the button 'Start/Complete Declaration'. To add personal details click 'Edit Personal Details' from the form content area on the right hand side of the Computer Screen. The personal details form will appear as shown in the figure below:

Figure 017



Welcome, MUKASA MUKASA.
Profile
INSPECTORATE OF GOVERNMENT
Online Declaration System
INSPECTORATE OF GOVERNMENT
Home
Start | Complete Declaration
Help & Manuals
SECTIONS
Search Docs: e.g. forms
1 a. Personal Details
1 b. Employment
1 c. Spouses & Dependants
2. Bank Account Details
3. Assets
4. Creditors & Indebtedness
5. Other Incomes & Benefits
6. Confirmation
Preview & Submit Declaration
Personal Details.
+ Edit Personal Details
This Section has not been filled in.
Surname of declarant: Mukasa
Sex: None
Telephone contact: +256392902328
Date of birth (Month-D-yyyy): None
Place of birth: None
Marital status: None
Other names: Mukasa
Email: abaguma@igg.go.ug
Alternate telephone contact:
Citizenship: None
Place of birth (if other): None
Current Postal & Physical address:
National id number: None
Current & Previous Employment.
+ Add CurrentEmployment
+ Add PreviousEmployment
This Section has not been filled in.
Details missing. You must have at least one employment record.
Spouses.
+ Add spouse
This Section has not been filled in.
Select if you have None
Children & Dependants.
+ Add Children \ dependant
This Section has not been filled in.
Select if you have None
« Previous
Step 1 of 7
Next »

4.1.0 Personal Details

To add personal details, please follow the steps below:

i. Click **“Edit Personal Details”** button and the form for personal details will be displayed

Note: The Surname of declarant, Other Names, Email and Telephone contacts are prefilled and cannot be edited by the Declarant.

ii. Fill in the blank fields as guided here under:

a) **Alternate telephone contact** – Type in another mobile telephone number that can be used to contact you **(if any).**

b) **Sex** – Click to select the appropriate option.

c) Date of Birth – Click to select your Date of Birth from the calendar that appears in the following order Month-Day-Year (MM-D-YYYY).

d) **Marital Status** – Click to select the appropriate option. If none of the given options apply to you, select “other”.

e) **Citizenship** – click the drop down arrow to select the country of citizenship.

f) **Place of birth** – Type the village or sub-county where you were born in the **“Place of birth”** field and a drop down of Country, District Sub-county, Parish and Village will appear. Select and click on the appropriate place of birth. If your place of birth does not appear in the drop down, proceed to the next field name **"Place of birth other"** and type Country, District, Sub-County, Parish and Village in that order.

g) **Current Postal & Physical address**–Type your current postal and physical address.

iii. **Save the Form** – After correctly filling in the form, click on the **"Save"** button to save the entered information.

Note: If you have filled in all the fields, save and close to proceed to next section of the form. If you do not fill in all the fields, you will not be able to save or proceed to the other sections of the form. The form will display/highlight the incorrectly entered and missing field(s) in red. Fill in all the fields highlighted in red and save again.

4.1.1 Current and Previous Employment

In the employment section, a leader is required to fill in current and previous employment details.

It is advisable to make reference to your employment documents like appointment letters, employment contracts, current pay slips among others to be able to accurately fill this section.

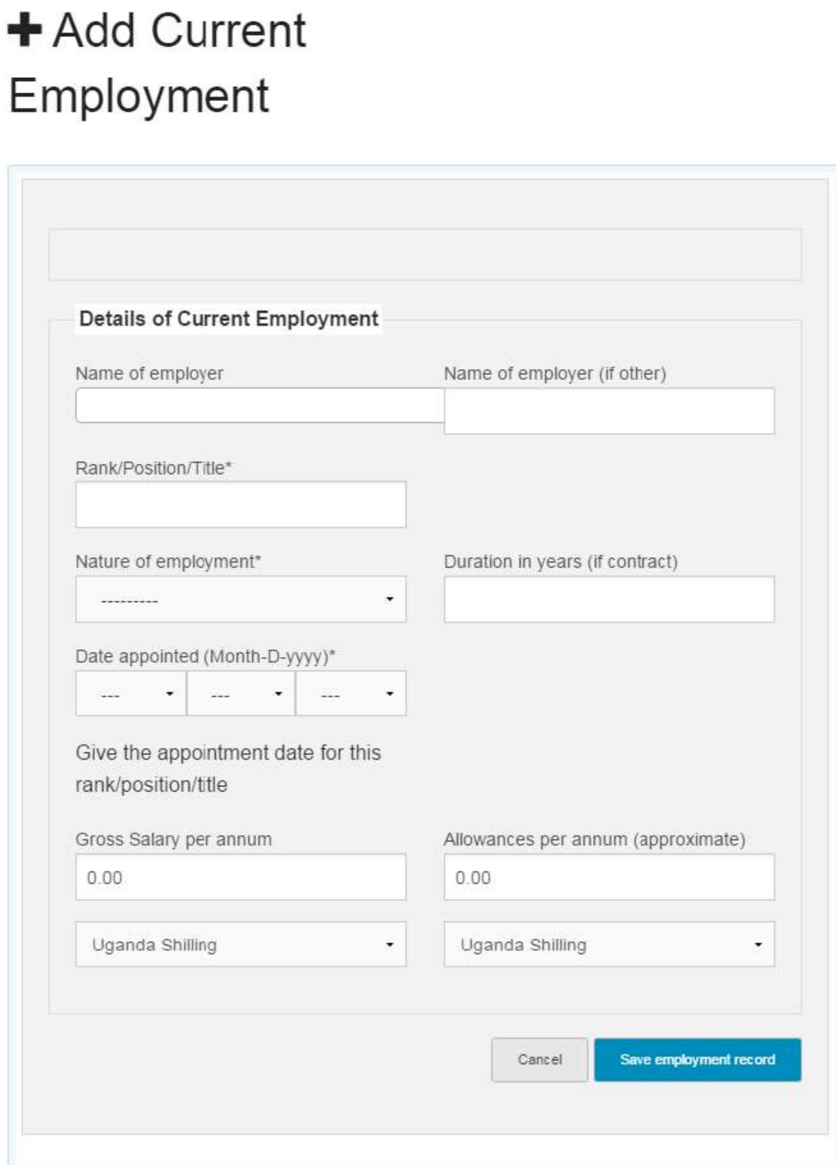
4.1.1.1 Current Employment Details

To add employment details follow the steps below:

i) Click **“Employment”** from the quick menu on the left hand side of computer screen.

ii) Click **“Add Current Employment”** button and the form for current employment details will be displayed as shown in the figure below;

Figure 018



(iii) Steps to follow to fill in current employment details

a) **Name of employer** – Type your current employer and select the appropriate institution from the drop down. If your current employer does not appear in the drop down, proceed to the next field

"Name of employer (if other)" and type the name of your current employer

b) **Rank/position/title** – Type your current job title whether substantive or acting.

c) **Nature of employment** - Click to select the appropriate option.

d) **Duration in years (if contract)** – Type the number of years of your current contract in figures e.g. 1, 2, 3 etc.

e) **Date appointed (Month-D-YYYY)** – Click to select the appropriate date of appointment in the following order; Month-Day-Year (Month-D-YYYY).

f) **Gross Salary per annum** – Type in the gross salary in figures. Note that gross salary per annum is the total amount earned for 12 months before Tax. Uganda Shillings is the default currency. Click and specify the currency if you are not paid in Uganda Shillings.

g) **Allowances per Annum (approximate)** – Type in figures, the total amount of allowances earned in a year. Uganda Shillings is the default currency. Click and specify the currency if you are not paid in Uganda Shillings.

iv. **Save employment record** – After filling in all the fields on the page, click on the **"Save employment record"** button to save the entered information.

Note:

- If you have filled in all the fields, save and close to proceed to the next section of the form. If you do not fill in all the fields, you will not be able to save or proceed to the other sections of the form. The form will display/highlight the incorrectly entered and missing field(s) in red.

- If you hold any other positions of leadership e.g Board member, Member Contracts Committee among others, you are required to fill in details of those other positions. To do this, repeat the above steps by clicking **"Add Current Employment".** Fill the form and save. Repeat until all leadership positions that you hold are declared.

4.1.1.2 Previous Employment Details

A leader is required to fill in the immediate last employment details.

To do this Click **"Add Previous Employment"** and a form similar to that of current employment will appear with the title **"Add Previous Employment"**

Fill this form using the same steps as listed under the current employment details form.

NOTE: You may add various previous employment details.

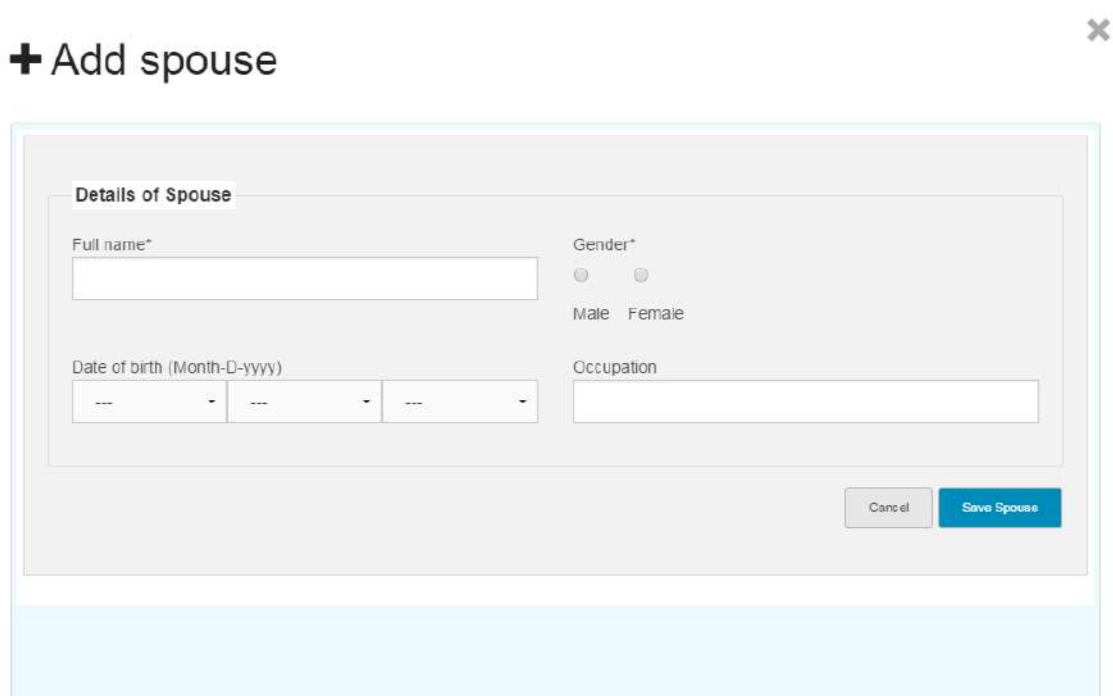
4.1.2 Spouses Details

Spouse

A spouse means a wife or husband to the leader. In case of polygamous families a leader is required to declare all the spouses.

i. Click **"Add Spouse"** button and the form for Spouse details will be displayed as shown in the figure below:

Figure 019



ii. Steps to follow to fill in Spouse's details:

a) **Full name** – Type in the names of your Spouse.

b) **Date of birth (Month-D-YYYY)** – Click to select the appropriate date of birth of the spouse in the following order; Month-Day-Year (Month-D-YYYY).

c) **Gender** – Select the appropriate option.

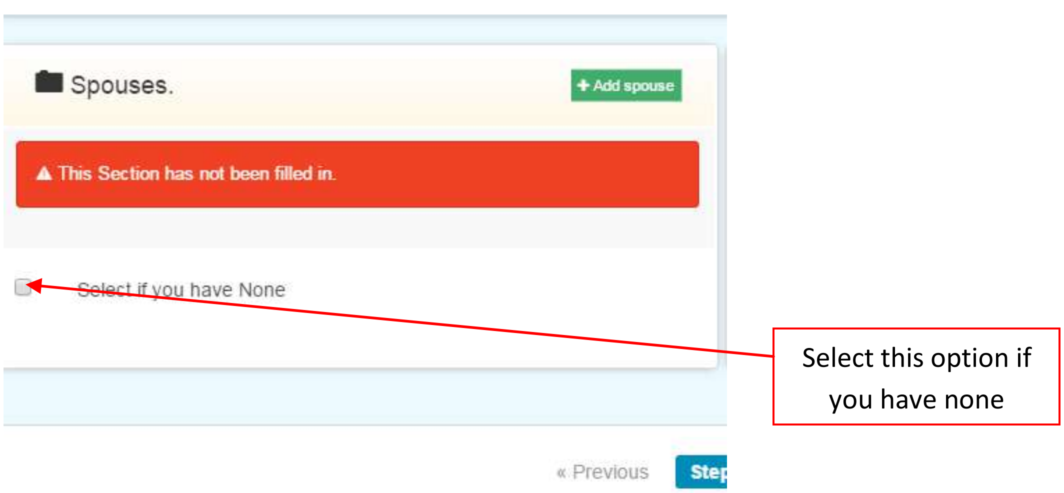
d) **Occupation** – Type in your spouse's occupation.

e) **Save spouse** – After correctly filling in the form, click on the **"Save spouse"** button to save the entered information.

A leader is able to add as many spouses. To do this, after saving, click the **"Add Spouse"** button again and follow the steps above. Repeat the above steps until all the spouses are declared.

If you have no spouse, click on the button with the words **"Select if you have none"** as displayed in figure 17 below. Confirm in order to proceed to the next section of the form.

Figure 020



4.1.3 Children and Dependants Details

A child means a person under eighteen (18) years of age. If a leader declares a child who is above 18 years the system will not accept the entry. Children above 18 years of age are considered as dependants.

A dependant means a person whose means of support is partially or wholly from the leader.

Filling in Children & Dependant Details

i. Click **"Add Child/Dependant"** button and the form for Children and Dependants details will be displayed.

ii. Steps to follow to fill in Children or Dependants details:

a) **Full name** – Type in the names of your Child or Dependant.

f) **Date of birth (Month-D-YYYY)** – Click to select the appropriate date of birth of the child/dependant in the following order; Month-Day-Year (Month-D-YYYY).

b) **Gender** – Select the appropriate option.

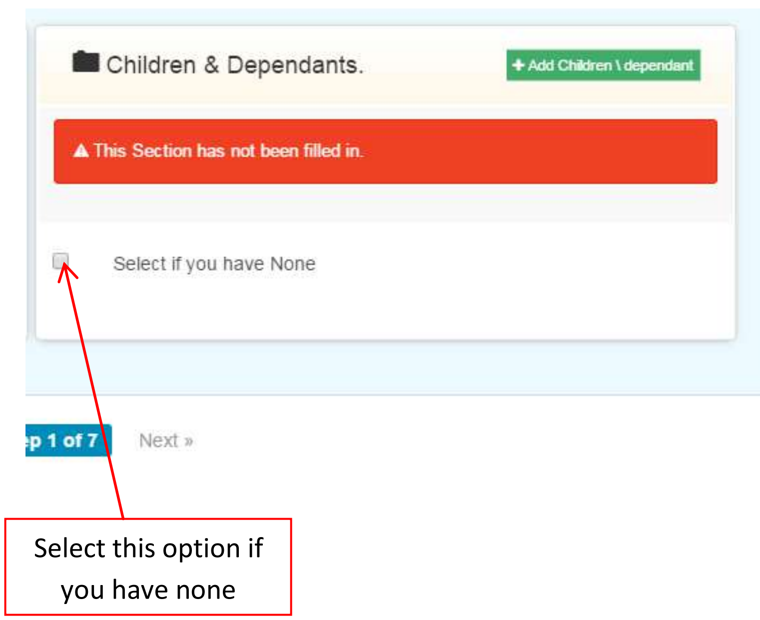
c) **Relationship** – Select the appropriate option.

d) **Save Child/Dependant** – After filling in all the fields of the form, click on the **"Save Child/Dependant"** button to save the entered information

A leader is able to add as many children and dependants. To do this, after saving, click the **"Add Child/Dependant"** button again and follow the steps above. Repeat the above steps until all the children and dependants are declared.

If you have neither children nor dependants, click on the button with the words **"Select if you have none"** and confirm in order to proceed to the next section of the form as shown in the figure below;

Figure 021



4.2 SECTION 2: Accounts in Local and Foreign banks and other financial institutions (Personal, spouse, child/dependant)

A leader is required to declare;

- His or her personal bank accounts in both local and foreign financial institutions.
- His or her spouse(s) accounts in both local and foreign financial institutions.
- His or her children/dependants' bank accounts in both local and foreign financial institutions.
- Jointly held bank / financial accounts within and outside Uganda.

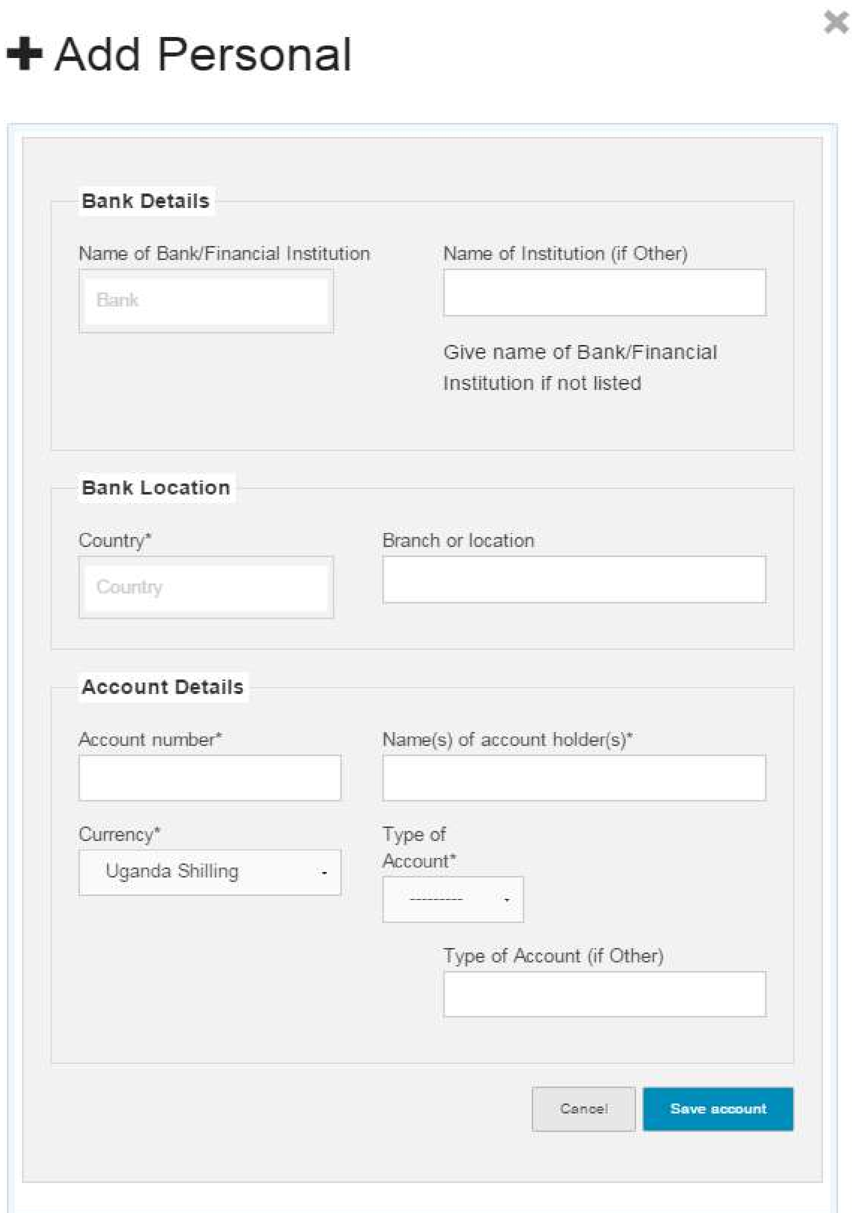
Bank accounts include those held in banks, saving societies, Micro Finance Institutions, electronic accounts among others.

4.2.1 Personal Bank Account Details

To add personal bank accounts follow the steps below;

(i) Click **"Add Personal"** button and the form for personal bank details will be displayed as shown in the figure below;

Figure 022



ii) Steps to follow to fill in Personal Bank Account details

A. Bank Details:

a) Name of Bank/Financial Institution – Type and select the appropriate bank/institution. If your bank/institution does not appear in the drop down, proceed to the next field name **“Name of institution (if other)”** and type the name of your Bank or institution.

B. Bank Location:

a) Country–Click the drop down to select the country where the bank/financial institution is located.

b) Branch or Location: Type your bank/institution branch name and location.

C. Account Details:

a) Account number - Type in your bank/institution account number.

b) Name(s) of account holder(s) – Type in the name(s) in which the account is held.

c) Currency - Uganda Shillings is the default currency. Click and specify the currency if your account is not held in Uganda Shillings.

d) Type of account - Click and select from the dropdown options. If your account type does not appear in the drop down, select **“other”** and proceed to the next field name **“Type of Account (if other)”** and enter the appropriate account type.

(iii) **Save Account** – After filling in all the fields of the form, click on the **"Save Account"** button to save the entered information.

You can add as many personal bank/financial accounts. To do this, after saving, click the **"Add Personal"** button again and follow the steps above. Repeat the above steps until all the personal bank/financial accounts have been added.

If you have no personal bank / financial accounts, click on the button with the words **"Select if you have none"** and confirm in order to proceed to the next section of the Declaration form.

4.2.2 Spouse Bank Account Details

A leader is required to fill in the bank/financial account details of his or her spouse. To do this click **"Add Spouse's"** and a form similar to that of Personal Bank Details will appear with the title **"Add Spouse's".**

Fill this form following the same steps as listed under the personal bank account details form except that you select the name of the spouse from the dropdown.

Note: The names of spouse(s) entered in the personal details form are automatically saved. Thus, on clicking the spouse field under Bank details, a dropdown of name(s) of the spouse(s) will appear. Select and click the appropriate name, fill the form and save.

4.2.3 Children/Dependant's Bank Account Details

A leader is required to fill in the bank/financial account details of his or her children / dependants. To do this click **"Add Dependant's"** and a form similar to that of Personal Bank Details will appear with the title **"Add Dependant's"**

Fill this form following the same steps as listed under the personal bank account details form except that you select the name of the child/dependant from the dropdown.

Note: The names of children/dependant(s) entered in the personal details form are automatically saved. Thus, upon clicking the Child/Dependant field under Bank details, a dropdown of the name(s) of the Child(ren) /dependant(s) will appear. Select and click the appropriate name, fill the form and save.

Assets

Assets inside and outside Uganda

Definition: An Asset means a thing owned by a person such as property which has value and can be sold or used to pay a debt.

Assets include the following;

i. Land inside and outside Uganda
ii. Vehicles inside and outside Uganda
iii. Securities inside and outside Uganda
iv. Businesses inside and outside Uganda
v. Debtors inside and outside Uganda
vi. Other Assets inside and outside Uganda

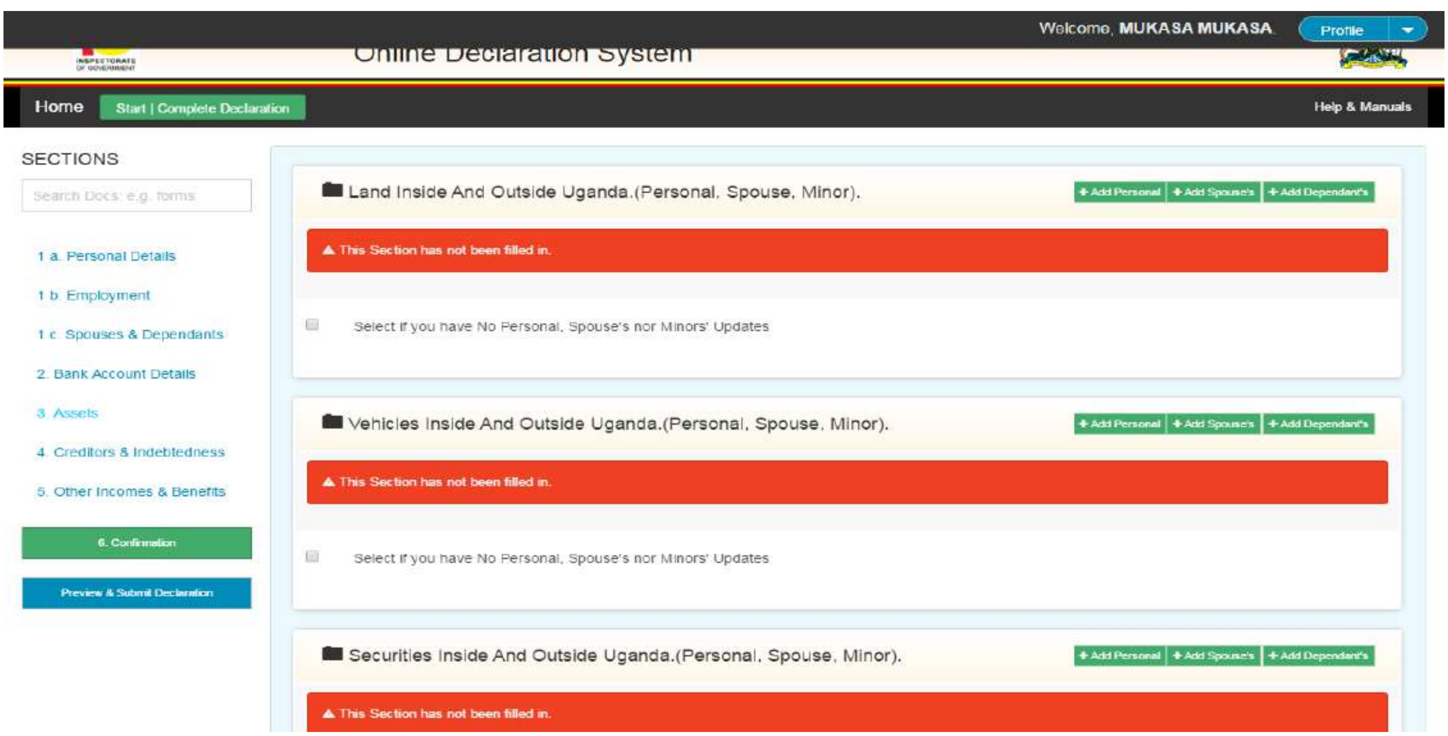
A leader is required to declare his or her assets, this includes jointly owned assets, assets belonging to his or her spouse(s), children and dependants.

While filling in details of Assets please make sure you fill all the mandatory fields. Make sure that you provide accurate information as indicated on the relevant documents. It is advisable to refer to documents like Certificates of Title, Sale and Purchase Agreements, Vehicle Log Books, Share Certificates, among others, to be able to give accurate information.

Filling in the Asset form Details

To add asset details click "**Assets**" from the quick menu on the left hand side of the Computer Screen. The assets details form will appear as shown in the figure below:

Figure 023



4.3 SECTION 3: Land inside and outside Uganda (Personal, Spouse, Child/Dependant)

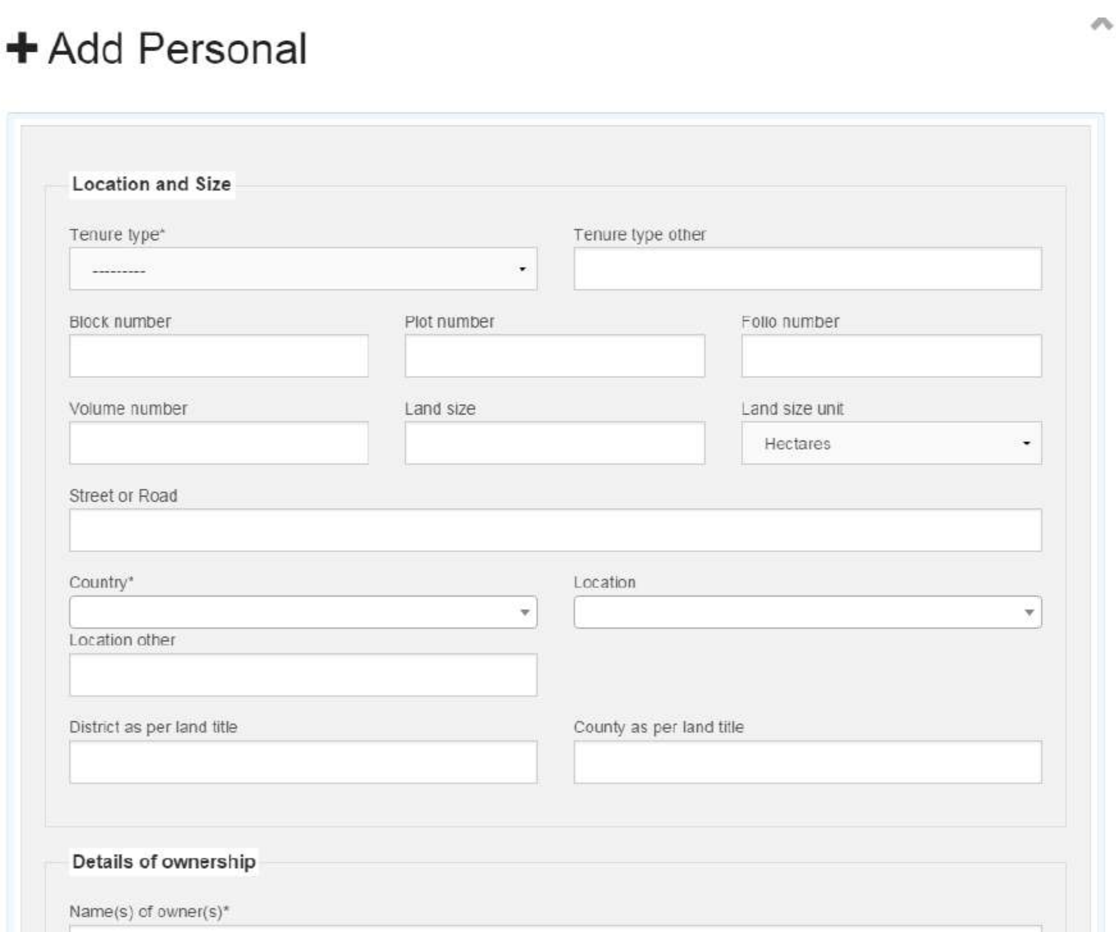
The form for land details includes both developed and undeveloped land.

To add Land inside and outside Uganda follow the steps below;

4.3.1 Personal Land Details

(i) Click **"AddPersonal"** button and the form for Land details will be displayed as shown below;

Figure 024



ii) Steps to follow to fill in Personal land details

A. Location and Size

- **Tenure Type:** Click to select the appropriate tenure type from the dropdown. If the appropriate tenure type does not appear in the drop down select "**Other**", to proceed to the next field name **"Tenure type other"** and enter the appropriate tenure type.

- **Block number:** Type in the Block number that appears on the Certificate of Title of the Land (this applies to Mailo and Freehold Tenure systems).

- **Plot number:** Type in the Plot number that appears on the Certificate of Title of the Land (this applies to Mailo, Leasehold and Freehold Tenure systems).

- **Folio number:** Type in the Folio number that appears on the Certificate of Title of the Land (this applies to Leasehold and Freehold Tenure systems).

- **Volume number:** Type in the Volume number that appears on the Certificate of Title of the Land (this applies to Leasehold and Freehold Tenure systems).

- **Land Size:** Type in the correct size of the Land e.g. 0.1,0.25, 1.0, 2.0 etc. Do not type in the units e.g. Acres, hectares etc.

- **Land Size Unit:** Click to select the correct Land size unite.g. Acres, hectares, Square Kilometers, Square Miles etc.

- **Street or Road:** Type in the street, road, avenue, close, link, lane, as the case may be, where the Land is located.

- **Country:** Click to select the country where the Land is located from the dropdown.

    v. **Location:** Type the village or sub-county where the land is located in the **"Location"** field and a drop down of Country, District Sub-county, Parish and Village will appear. Select and click on the appropriate location of the land. If the location of your land does not appear in the drop down, proceed to the next field name **"Location other"** and type Country, District, Sub-County, Parish and Village in that order.

- **District as per land title:** Type in the District where the land is located as indicated on the Certificate of Title.

    - **County as per land title:** Type in the County where the land is located as indicated on the Certificate of Title.

B. Details of ownership

- **Name(s) of owner(s):** Type in the name(s) of owner(s) of the Land.

C. Details of acquisition and Price

- **Date Acquired (Month-D-YYYY)** – Click to select the appropriate date of acquisition of the land in the following order; Month-Day-Year (Month-D-YYYY).

- **Acquisition type:** Click to select the way the land was acquired. If the appropriate acquisition type does not appear in the drop down, select "**Other**", to proceed to the next field name **"Acquisition type other"** and enter the appropriate acquisition type.

- **Cost at acquisition (approx.):** Type in the amount, in figures, at which the land was acquired.

- **Sources of Funds (if purchased):** State the source of funds used to purchase this Land.

- **Name of donor (if donated):** If the Land was donated or given to you as a gift, state the names of the person(s) who donated it to you.

- **Relationship to donor (if donated):** State your relationship with the person who gave you the Land.

- **Name of decedent (if inherited):** If the Land was inherited state the names of the person who bequeathed or left it to you

- **Relationship to decedent (if inherited):** State your relationship with the person who gave you the Land.

D. Details of development

- **Nature of developments:** Click to select the appropriate developments on the Land.
- **Specify Nature of developments:** If the Land is developed describe the developments there on e.g. if you have selected;
  - Buildings specify whether it is a school, residential house(s), office block, or hotel as the case may be.
  - Agriculture specify the type of agricultural activities being carried out e.g. livestock farming, crop growing, plantations (coffee, tea, sugar cane, banana ….) etc.

If developed by self, fill in the following fields;

- **Development costs:** Type in the estimated cost incurred to carry out the developments on the Land.
- **Date development started: (Month-D-yyyy)** – Click to select the appropriate date when the development of this land started in the following order; Month-Day-Year (Month-D-YYYY).
- **Date development ended**: **(Month-D-yyyy)** – Click to select the appropriate date when the development of the land ended in the following order; Month-Day-Year (Month-D-YYYY).
- **Source of funds for development:** State the source of funds used to develop this Land.

E. Usage and Income details

- **Usage type:** Click and select the appropriate usage type from the dropdown. If the required usage does not appear in the Dropdown, select **"other"** and proceed.

- **Income per annum:** If the Land is used for commercial purposes, type in the amount of money generated per annum/year.

- **Currency** - Uganda Shillings is the default currency. Click and specify the currency if the income is received in another currency.

ii) **Save Land** – After filling in all the fields of the form, click on the **"Save Land"** button to save the entered information.

You can add as many pieces of Land as you own. To do this, after saving, click the **"add Personal"** button again and follow the steps above. Repeat the above steps until all the pieces of Land that belong to you have been declared.

4.3.2 Spouse Land Details

A leader is required to fill in the details of the Land for his or her spouse. To do this click on the **"Add Spouse's"** button and a form similar to that of Personal Land Details will appear with the title **"Add Spouse's".**

Fill this form following the same steps as listed under the personal Land details form except that you select the name of the spouse from the dropdown.

Note: The name of spouses(s) entered in the personal details form are automatically saved. Thus, on clicking the spouse field under Land details, a dropdown of name(s) of the spouse(s) will appear. Click to select the appropriate name, fill the form and save. Repeat the steps until all pieces of land belonging to your spouse(s) are declared.

4.3.3 Children/Dependant's Land Details

A leader is required to fill in the Land details for his or her children / dependants. To do this click the **"Add Dependant's"** button and a form similar to that of Personal Land Details will appear with the title **"Add Dependant's".**

Fill this form following the same steps as listed under the Personal Land details form except that you select the name of the child/dependant from the dropdown.

Note: *The names of children/dependant(s) entered in the personal details form are automatically saved. Thus, on clicking the Child/Dependant field under Land details, a dropdown of name(s) of the Child(ren) /dependant(s) will appear. Click and select the appropriate names, fill the form and save. Repeat the steps until all the land belonging to your Children/Dependants are declared.*

If there is no Land inside or outside Uganda belonging to you, your spouse(s), Children and Dependants, click on the button with the words **“Select if you have none”** and confirm in order to proceed to the next section of the Declaration form.

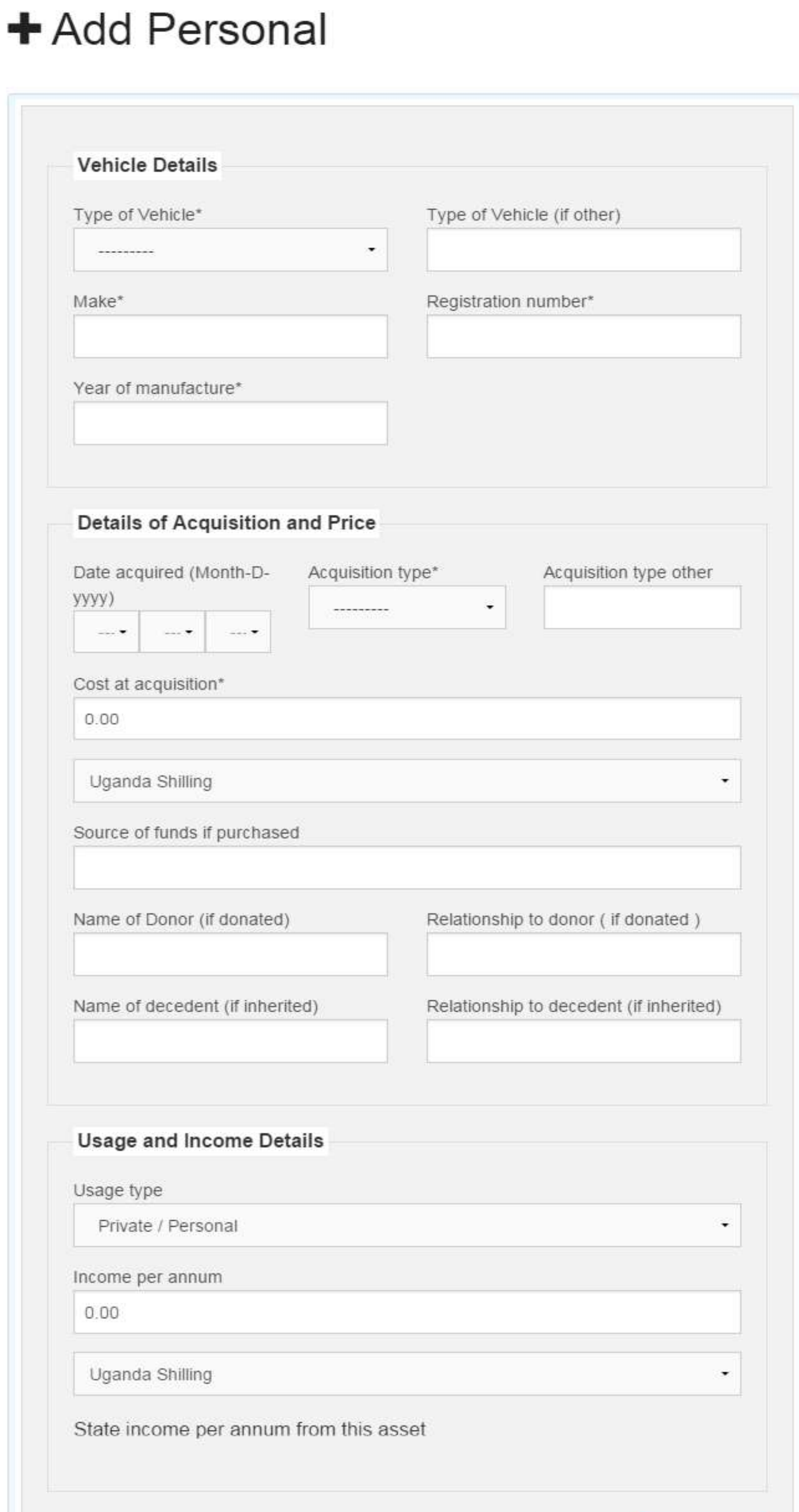
4.4 SECTION 4: Vehicles inside and outside Uganda (Personal, Spouse, Child/Dependant)

To add vehicles inside and outside Uganda follow the steps below;

4.4.1 Personal Vehicle details

(i) Click **"Add Personal"** button and the form for Personal vehicle details will be displayed as shown in figure below:

Figure 025



+ Add Personal
Vehicle Details
Type of Vehicle*

Type of Vehicle (if other)
Make*
Registration number*
Year of manufacture*
Details of Acquisition and Price
Date acquired (Month-D-yyyy)
Acquisition type*

Acquisition type other
Cost at acquisition*
0.00
Uganda Shilling
Source of funds if purchased
Name of Donor (if donated)
Relationship to donor (if donated)
Name of decedent (if inherited)
Relationship to decedent (if inherited)
Usage and Income Details
Usage type
Private / Personal
Income per annum
0.00
Uganda Shilling
State income per annum from this asset

(ii) Steps to follow to fill in Personal vehicle details

(A) Vehicle Details:

- **Type of vehicle:** Click to select the type of vehicle from the dropdown options. If the type of vehicle does not appear in the drop down, select "**other"** and proceed to the next field name **"Type of vehicle (if other)"** and enter the appropriate type of vehicle.

- **Make:** Type in the make of the vehicle as indicated in the log book.

- **Registration number:** Type in the registration number of the vehicle as indicated in the log book.

- **Year of manufacture:** Type in the year of manufacture of the motor vehicle.

(B) Details of acquisition and Price

- **Date Acquired (Month-D-yyyy)** – Click to select the appropriate date of acquisition of the vehicle in the following order; Month-Day-Year (Month-D-YYYY).

- **Acquisition type:** Click to select the way in which the vehicle was acquired. If the appropriate acquisition type does not appear in the dropdown select "**Other**", to proceed to the next field name **“Acquisition type other”** and enter the appropriate acquisition type.

- **Cost at acquisition (approx.):** Type in figures the price at which the vehicle was acquired.

- **Source of Funds (if purchased):** State the source of funds used to purchase the vehicle.

- **Name of donor (if donated):** If the vehicle was donated or given to you as a gift, state the names of the person who donated it to you.

- **Relationship to donor (if donated):** state your relationship with the person who gave you the vehicle.

- **Name of decedent (if inherited):**If the vehicle was inherited state the names of the person who bequeathed or left it to you

- **Relationship to decedent (if inherited):**state your relationship with the person who gave you the vehicle.

(C) Usage and Income details

- **Usage type**: Click and select the appropriate usage type from the dropdown. If your usage type does not appear in the drop down, select **“other”** and proceed.

- **Income per annum:** If the vehicle is used for commercial purposes type in the amount of money generated per annum/ year.

- **Currency:** Uganda Shillings is the default currency. Click and specify the currency if the income is received in another currency.

iii) **Save Vehicle:** After filling in all the fields of the form, click on the **"Save Vehicle"** button to save the entered information.

You can add as many vehicles. To do this, after saving, click the **"add Personal"** button again and follow the steps above. Repeat the above steps until all the vehicles that belong to you have been declared.

4.4.2 Spouse Vehicle Details

A leader is required to fill in the vehicle details of his or her spouse. To do this click **"Add Spouse's"** and a form similar to that of Personal Vehicle Details will appear with the title **"Add Spouse's".**

Fill this form following the same steps as listed under the personal Vehicle details form except that you select the name of the spouse from the dropdown.

Note: The names of spouse(s) entered in the personal details form are automatically saved. Thus, on clicking the spouse field under Vehicle details, a dropdown of name(s) of the spouse(s) will appear. Select and click the appropriate name, fill the form and save. Repeat the

steps until all vehicles belonging to your spouse(s) are declared.

4.4.3 Children/Dependant's Vehicle Details

A leader is required to fill in the Vehicle details of his or her children / dependants. To do this click **"Add Dependant's"** and a form similar to that of Personal Vehicle Details will appear with the title **"Add Dependant's".**

Fill this form following the same steps as listed under the personal vehicle details form except that you select the name of the child/dependant from the dropdown.

Note: The names of children/dependant(s) entered in the personal details form are automatically saved. Thus, on clicking the Child/Dependant field under Vehicle details, a dropdown of name(s) of the Child/dependant(s) will appear. Select and click the appropriate name, fill the form and save. Repeat the steps until all vehicles belonging to your Children / Dependants are declared.

If there is no vehicle inside or outside Uganda belonging to you, your spouse(s), Children and Dependants, click on the button with the words **"Select if you have No Personal, Spouse's nor Children's updates"** and confirm in order to proceed to the next section of the Declaration form.

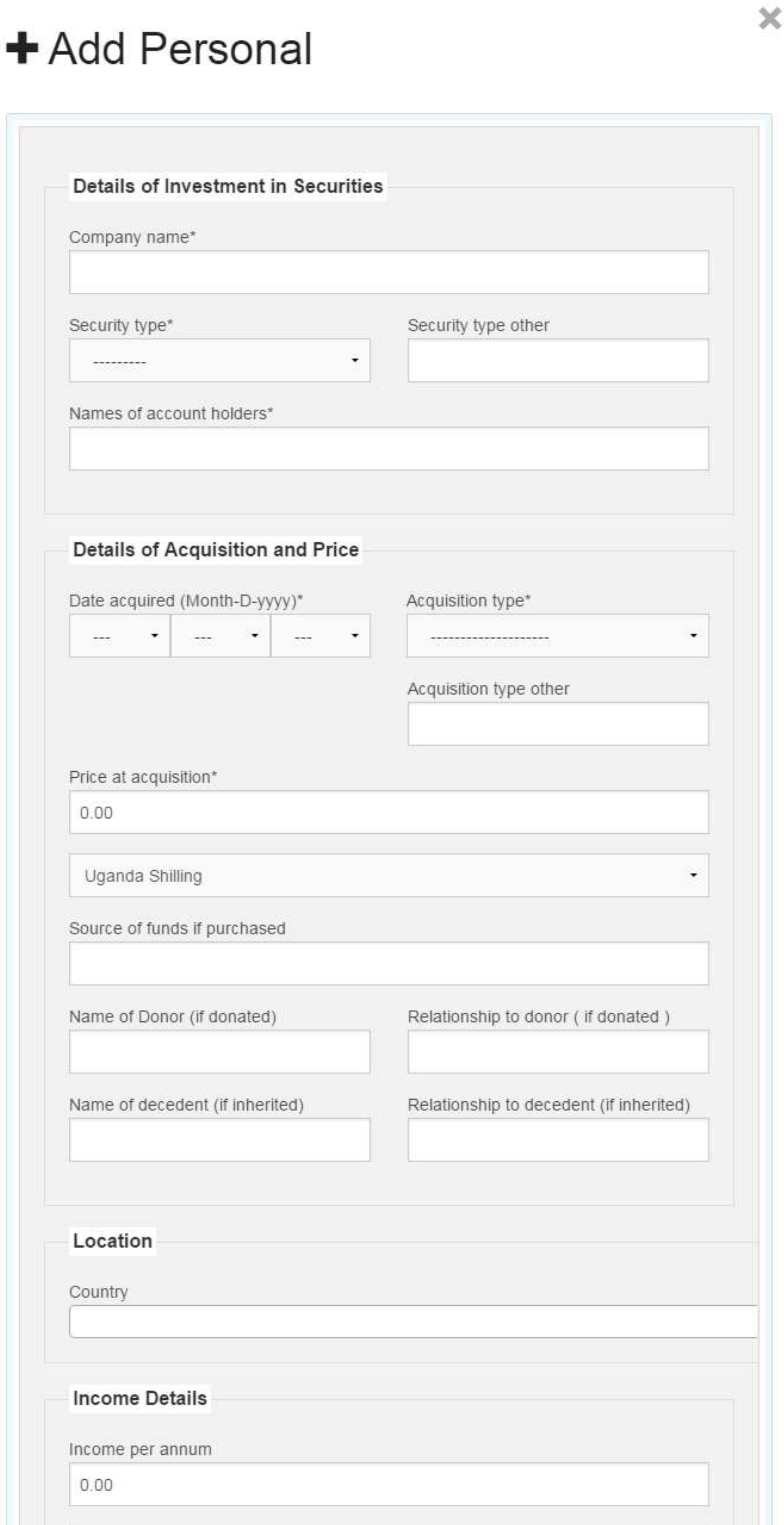
4.5 SECTION 5: Securities inside and outside Uganda (Personal, Spouse, Child/Dependant)

To add Securities inside and outside Uganda follow the steps below;

4.5.1 Personal Investments in Securities

(i) Click **"Add Personal"** button and the form for Personal securities will be displayed as shown below;

Figure 026



Add Personal
Details of Investment in Securities
Company name*
Security type*
Security type other
Names of account holders*
Details of Acquisition and Price
Date acquired (Month-D-yyyy)*
Acquisition type*
Acquisition type other
Price at acquisition*
0.00
Uganda Shilling
Source of funds if purchased
Name of Donor (if donated)
Relationship to donor (if donated)
Name of decedent (if inherited)
Relationship to decedent (if inherited)
Location
Country
Income Details
Income per annum
0.00

(ii) Steps to follow to fill in details of Personal Investments in securities

A) Details of Investment in Securities:

- **Company name** – Type in the name of the company or institution in which the securities are held.
- **Security type** - Click and select the appropriate type of security that you hold. If the appropriate type of security does not appear in the drop down select "**Other**", to proceed to the next field name **"Security type other"** and enter the appropriate type of security.
- **Name of security holder(s) -** Type in the names of the security holders.

B) Details of acquisition and Price

- **Date Acquired (Month-D-yyyy) –** Click to select the appropriate date of acquisition of the security in the following order; Month-Day-Year (Month-D-YYYY).
- **Acquisition type:** Click and select the appropriate way in which the security was acquired. If the appropriate acquisition type does not appear in the drop down select "**Other**", to proceed to the next field name **"**Acquisition **type other"** and enter the appropriate acquisition type.
- **Price at acquisition (approx.):** Type in figures the amount of money or the price at which the security was acquired.

- **Sources of Funds (if purchased):** State the source of funds used to purchase this security.
- **Name of donor (if donated):** If the security was donated or given to you as a gift, state the names of the person who donated it to you.
- **Relationship to donor (if donated):** state your relationship with the person who gave you the security.
- **Name of decedent (if inherited):**If the security was inherited state the names of the person who bequeathed or left it to you.
- **Relationship to decedent (if inherited):** State your relationship with the person who gave you the security.

C) Location

- **Country:** Click, type and select the country where the securitiesare held.

D) Income details

- **Income per annum:** type in the amount of money generated per annum/ year from the investment in the securities.

- **Currency:** Uganda Shillings is the default currency. Click and specify the currency if the income is received in another currency.

iii) **Save Investment in Securities:** After filling in all the fields in the form, click on the **"Save Investment in Securities"** button to save the entered information.

You can add as many investments in securities. To do this, after saving, click the **"add Personal"** button again and follow the steps above. Repeat the above steps until all the investments in securities that belong to you have been declared.

4.5.2 Spouse Investments in Securities

A leader is required to fill in details of the investment in securities of his or her spouse. To do this, click **"Add Spouse's"** and a form similar to that of Personal Investments in Securities will appear with the title **"Add Spouse's".**

Fill this form following the same steps as listed under the Personal Investments in Securities form except that you select the name of the spouse from the dropdown.

Note: The names of spouse(s) entered in the personal details form are automatically saved. Thus, on clicking the spouse field under Personal Investments in Securities, a dropdown of name(s) of the spouse(s) will appear. Select and click the appropriate name, fill the form and save. Repeat the steps until all Investments in Securities belonging to your spouse(s) are declared.

4.5.3 Children/Dependant Investments in Securities

A leader is required to fill in the Investments in securities of his or her children/dependants. To do this click **"Add Dependant's"** and a form similar to that of Personal Investments in Securities will appear with the title **"Add Dependant's".**

Fill this form following the same steps as listed under the Personal Investments in Securities form except that you select the name of the child/dependant from the dropdown.

Note: The names of children/dependant(s) entered in the personal details form are automatically saved. Thus, on clicking the Child/Dependant field under Investments in Securities, a dropdown of name(s) of the Child(ren)/dependant(s) will appear. Select and click the appropriate name, fill the form and save. Repeat the steps until all investments in securities belonging to your Children/Dependants are declared.

If there are no investments in securities inside or outside Uganda belonging to you, your Spouse(s), Children and Dependants, click on the button with the words **"Select if you have No Personal, Spouse's nor Children's updates"** and confirm in order to proceed to the next section of the Declaration form.

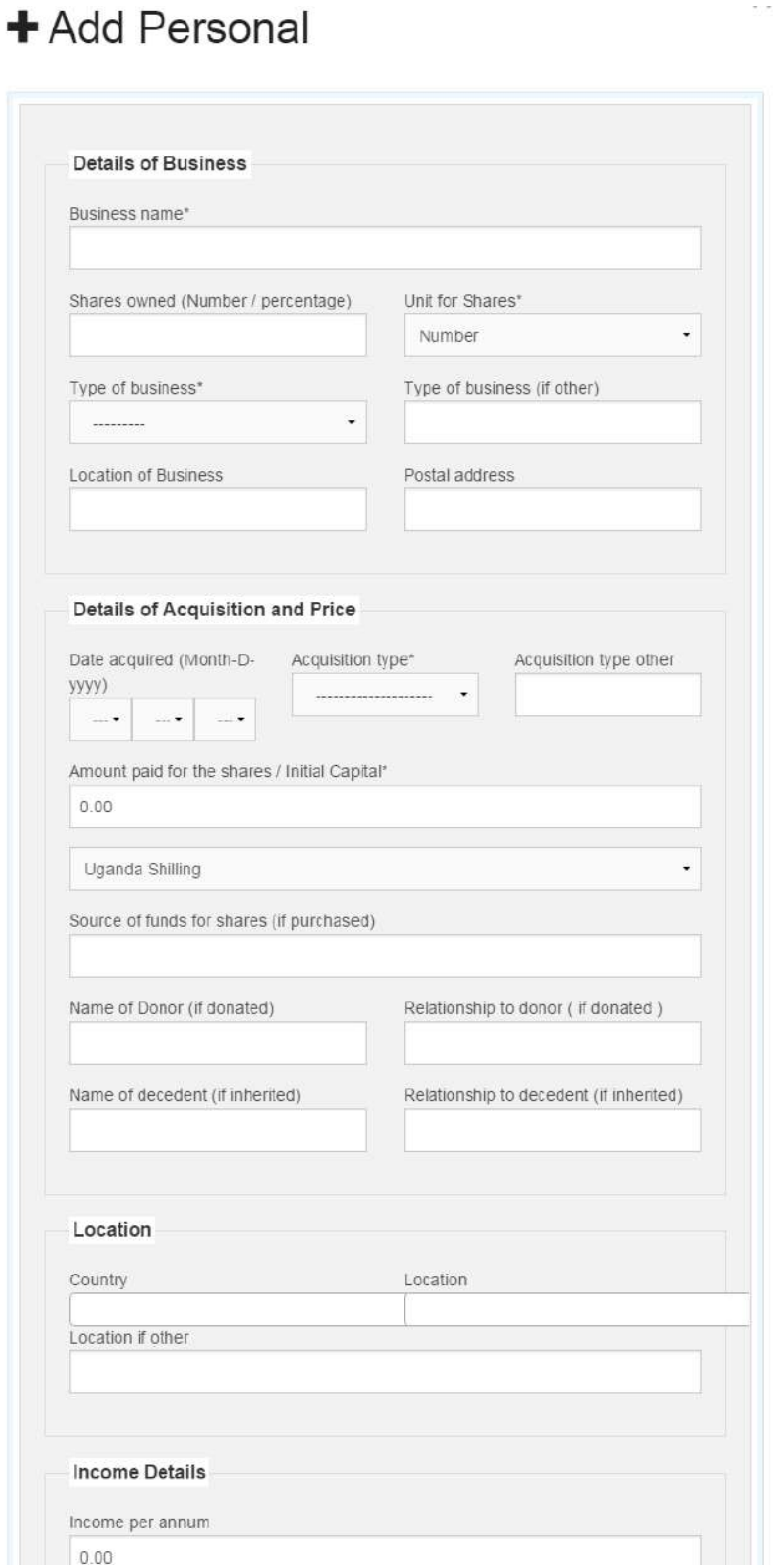
4.6 SECTION 6: Businesses inside and outside Uganda (Personal, Spouse, Child/Dependant)

To add Businesses inside and outside Uganda follow the steps below;

4.6.1 Personal Business details

(i) Click **“Add Personal”** button and the form for Personal Business’ details will be displayed as shown in below;

Figure 027



✚ Add Personal

Details of Business

Business name*

Shares owned (Number / percentage)

Unit for Shares*

Number

Type of business*

Type of business (if other)

Location of Business

Postal address

Details of Acquisition and Price

Date acquired (Month-D-yyyy)

--- --- ---

Acquisition type*

Acquisition type other

Amount paid for the shares / Initial Capital*

0.00

Uganda Shilling

Source of funds for shares (if purchased)

Name of Donor (if donated)

Relationship to donor (if donated)

Name of decedent (if inherited)

Relationship to decedent (if inherited)

Location

Country

Location

Location if other

Income Details

Income per annum

0.00

(ii) Steps to follow to fill in Personal business details

A. Details of Business:

- **Company name** – Type in the name of the company or business.
- **Shares owned (Number / Percentage)** –Type in the number of shares you own in the business. Type in number or percentage of shares owned.
- **Unit for shares** –Click and select the appropriate unit in which the shares are owned.
- **Type of business -** Click and select the appropriate type of business that you own. If the appropriate type of business does not appear in the drop down select "**Other**", to proceed to the next field name **"Type of business (if other)"** and enter the appropriate type of Business.
- **Location of business -** Type the location where the business is located.
- **Postal address –** Type the postal address of the business.

B. Details of acquisition and Price

- **Date Acquired (Month-D-yyyy)** – Click to select the appropriate date of acquisition of the business in the following order; Month-Day-Year (Month-D-YYYY).
- **Acquisition type:** Click and select the appropriate way in which the business was acquired. If the appropriate acquisition type does not appear in the drop down select "**Other**", to proceed to the next field name **"**Acquisition **type other"** and enter the appropriate acquisition type.

- **Amount paid for the shares / Initial Capital:** Type in figures the amount of money paid for the shares or the initial capital to acquire the business.
- **Source of Funds (if purchased):** State the source of funds used to acquire this business.
- **Name of donor (if donated):** If the business was donated or given to you as a gift, state the names of the person who donated it to you.
- **Relationship to donor (if donated):** state your relationship with the person who gave you the business.
- **Name of decedent (if inherited):** If the business was inherited state the names of the person who bequeathed or left it to you
- **Relationship to decedent (if inherited):** state your relationship with the person who gave you the business.

C. Location

- **Country:** Click, type and select the country where the business is located.

- **Location:** Click and type the village or Sub County where the Land is located in the **"Location"** field. A drop down of Country, District Sub-county, Parish and Village will appear. Select and click on the appropriate Location of the business. If the Location does not appear in the drop down, proceed to the next field name **"Location other"** and type Country, District, Sub-County, Parish and Village in that order.

D. Income details

- **Income per annum:** type in the amount of money generated per annum/ year from the business.

- **Currency -** Uganda Shillings is the default currency. Click and specify the currency if the income is received in another currency.

iii. Save Business – After correctly filling in the form, click on the "Save business" button to save the entered information.

NOTE: You can add many more personal businesses. To do this, after saving, click the **"Add Personal"** button again and follow the steps above. Repeat the above steps until all the businesses that belong to you have been declared.

4.6.2 Spouse Business details

A leader is required to fill in details of businesses of his or her spouse. To do this click **"Add Spouse's"** and a form similar to that of Personal business details will appear with the title **"Add Spouse's".**

Fill this form following the same steps as listed under the Personal business details form except that you select the name of the spouse from the dropdown.

Note: The names of spouse(s) entered in the personal details form are automatically saved. Thus, on clicking the spouse field under details of business, a dropdown of name(s) of the spouse(s) will appear. Select and click the appropriate name, fill the form and save. Repeat the

steps until all businesses belonging to your spouse(s) are declared.

4.6.3 Children/Dependant's Business details

A leader is required to fill in the details of the businesses of his or her children/dependants. To do this click **"Add Dependant's"** and a form similar to that of Personal business details will appear with the title **"Add Dependant's".**

Fill in this form following the same steps as listed under the Personal business details form except that you select the name of the child/dependant from the dropdown.

Note: The names of children/dependant(s) entered in the personal details form are automatically saved. Thus, on clicking the Child/Dependant field under Details of Business, a dropdown of name(s) of the Child/dependant(s) will appear. Select and click the appropriate name, fill the form and save. Repeat the steps until all businesses belonging to your Children/Dependants are declared.

If there are no businesses inside or outside Uganda belonging to you, your spouse(s), Children and Dependants, click on the button with the words **"Select if you have No Personal, Spouse's nor Children's updates"** and confirm in order to proceed to the next section of the Declaration form.

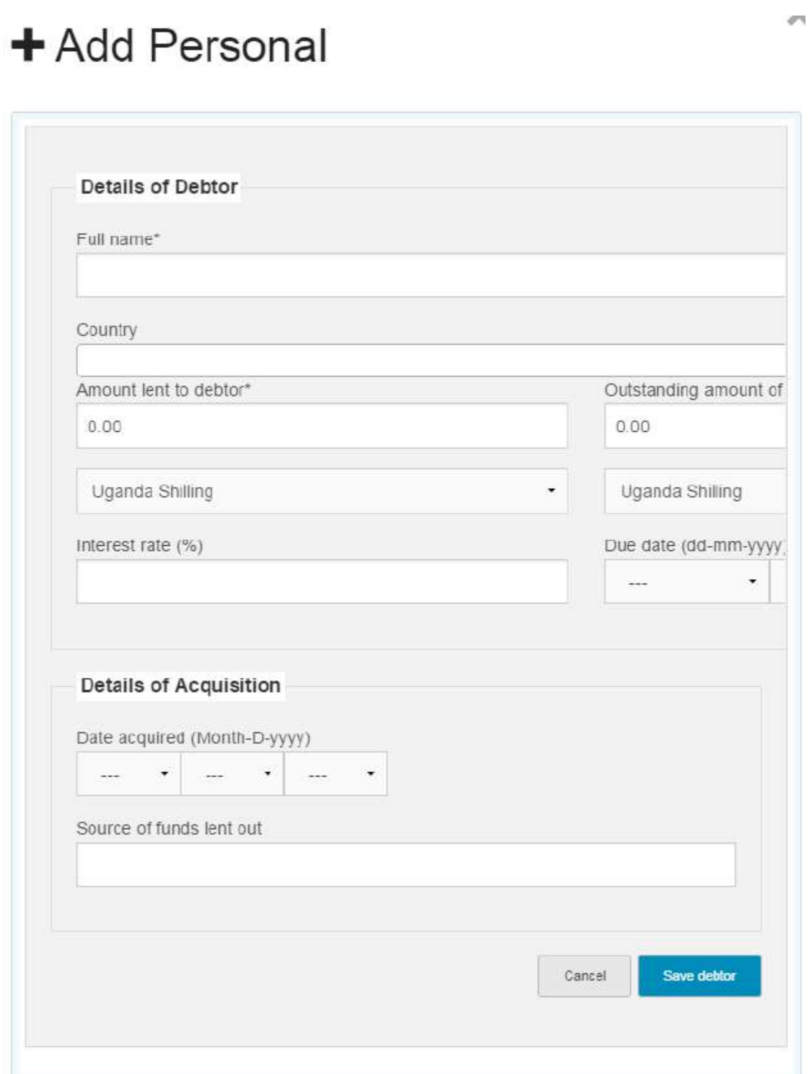
4.7 SECTION 7: Debtors (Personal, Spouse, Child/Dependant)

To add Debtors inside and outside Uganda follow the steps below;

4.7.1 Personal Debtors

(i) Click **"Add Personal"** button and the form for Personal Debtors' details will be displayed as shown below;

Figure 028



(ii) Steps to follow to fill in details of Personal debtors

A) Details of Debtor:

- **Full name** – Type in the name(s) of your debtor.
- **Country** –Click, type and select the country where your debtor is located.
- **Amount lent to the debtor** - Type in figures the amount of money lent to your debtor.

- **Outstanding amount of loan** – Type in figures the outstanding amount of the loan.

- **Interest rate (%)**–Type in percentage the interest charged on the loan.

- **Due date -** Click to select the appropriate date when complete recovery of the debt is expected in the following order; Month-Day-Year (Month-D-YYYY).

B) Details of Acquisition

- **Date acquired (Month-D-yyyy):** Click to select the appropriate date on which the loan was given out in the following order Day-Month-Year (DD-MM-YYYY) or select it from the calendar that appears.

- **Source of funds lent out:**State the source of the funds lent out to the debtor.

(iii) **Save debtor:** After filling in all the fields of the form, click on the **"Save debtor"** button to save the entered information.

You can add many more personal debtors. To do this, after saving, click the **"Add Personal"** button again and follow the steps above. Repeat the above steps until all the personal debtors have been declared.

4.7.2 Spouse Debtors

A leader is required to fill in details of debtorsbelonging to his or her spouse. To do this click **"Add Spouse's"** and a form similar to that of Personal debtors will appear with the title **"Add Spouse's".**

Fill this form following the same steps as listed under the Personal debtors form except that you select the name of the spouse from the dropdown.

Note: The names of spouse (s) entered in the personal details form are automatically saved. Thus, on clicking the spouse field under details of debtor, a dropdown of name(s) of the spouse(s) will appear. Select and click the appropriate name, fill the form and save. Repeat the steps until all debtors belonging to your spouse(s) are declared.

4.7.3 Children/Dependants Debtors

A leader is required to fill in details of debtors belonging to his or her children/dependants. To do this click **"Add Dependant's"** and a form similar to that of Personal debtors will appear with the title **"Add Dependant's".**

Fill this form following the same steps as listed under the Personal debtors form except that you select the name of the child/dependant from the dropdown.

Note: The names of child(ren)/dependant(s) entered in the personal details form are automatically saved. Thus, on clicking the Child/Dependant field under Details of Debtor, a dropdown of name(s) of the Child(ren) /dependant(s) will appear. Select and click the appropriate name, fill the form and save. Repeat the steps until all debtors belonging to your Children/Dependants are declared.

If there are no debtors inside or outside Uganda belonging to you, your spouse(s), Children and Dependants, click on the button with the words **"Select if you have No Personal, Spouse's nor Children's updates"** and confirm in order to proceed to the next section of the Declaration form.

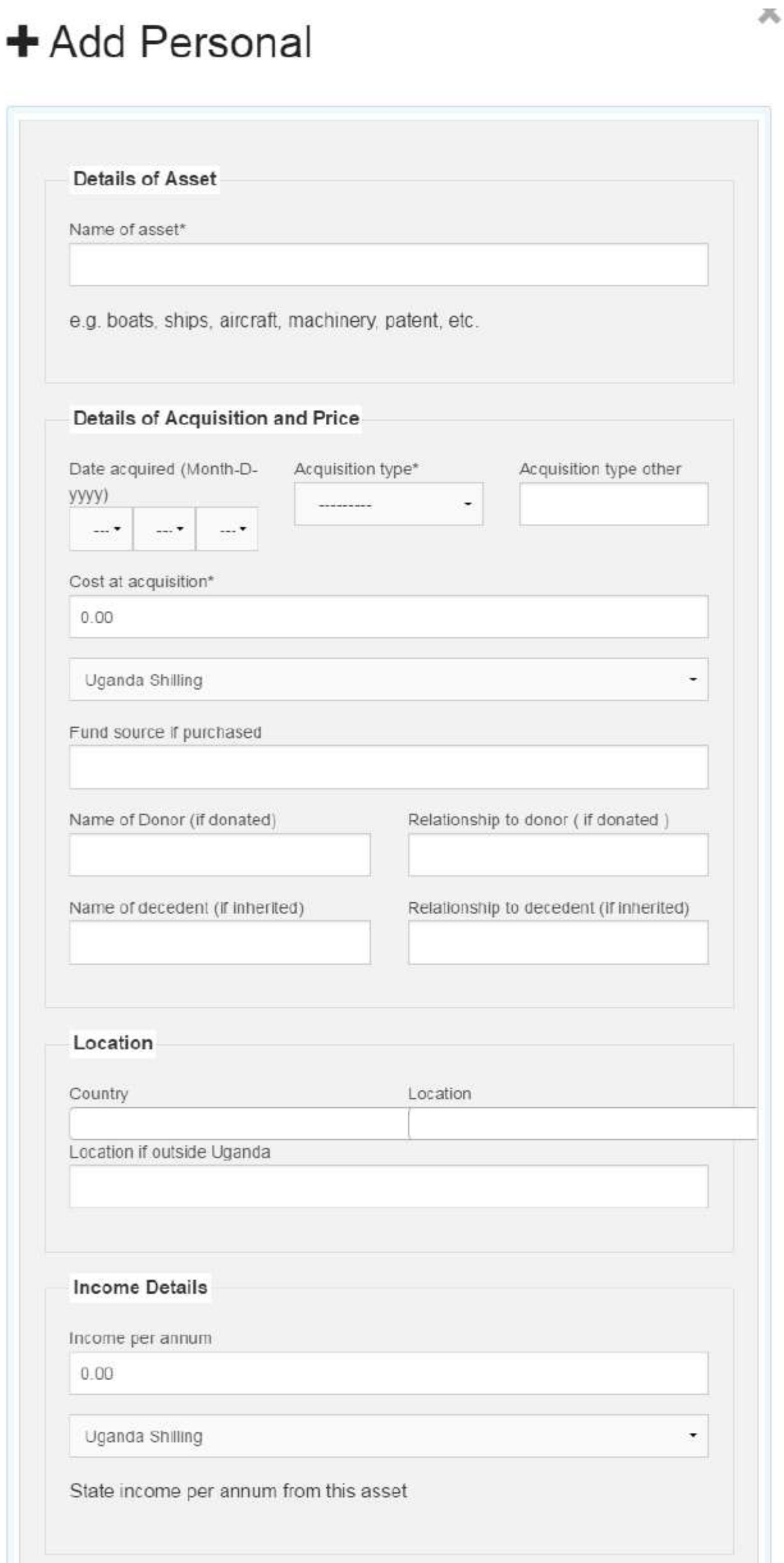
4.8 SECTION 8: Other assets inside and outside Uganda (Personal, Spouse, Child/Dependant)

To add other assets inside and outside Uganda follow the steps below;

4.8.1 Personal details of Other assets

(i) Click **“Add Personal”** button and the form for other Personal Assets’ details will be displayed as shown below:

Figure 029


+ Add Personal
Details of Asset
Name of asset*
e.g. boats, ships, aircraft, machinery, patent, etc.
Details of Acquisition and Price
Date acquired (Month-D-yyyy)
Acquisition type*
Acquisition type other
Cost at acquisition*
0.00
Uganda Shilling
Fund source if purchased
Name of Donor (if donated)
Relationship to donor (if donated)
Name of decedent (if inherited)
Relationship to decedent (if inherited)
Location
Country
Location
Location if outside Uganda
Income Details
Income per annum
0.00
Uganda Shilling
State income per annum from this asset

(ii) Steps to follow to fill in Personal details of Other assets

A. Details of Other Assets:

- **Name of asset:** Type in the name of the asset.

B. Details of Acquisition and Price

- **Date acquired (Month-D-YYYY):** Click to select the appropriate date on which the asset was acquired in the following order Month-Day-Year (Month-D-YYYY).

- **Acquisition type:** Click to select the appropriate way in which the asset was acquired. If the appropriate acquisition type does not appear in the drop down select "**Other**", to proceed to the next field name **"**Acquisition **type other"** and enter the appropriate acquisition type.

- **Cost at acquisition:** Type in figures the cost or the price at which the asset was acquired.

- **Sources of Funds (if purchased):** State the source of funds used to acquire this asset.

- **Name of donor (if donated):** If the asset was donated or given to you as a gift, state the names of the person who donated it to you.

- **Relationship to donor (if donated):** State your relationship with the person who gave you the asset.

- **Name of decedent (if inherited):** If the asset was inherited state the names of the person who bequeathed or left it to you

- **Relationship to decedent (if inherited):** State your relationship with the person who gave you the asset.

C. Location

- **Country:** Click, type and select the country where the asset is located.

- **Location:** Click, type the village or Sub County where the asset is located in the **"Location"** field and a drop down of Country, District Sub-county, Parish and Village will appear. Select and click on the appropriate Location. If the Location does not appear in the drop down, proceed to the next field name **"Location other"** and type Country, District, Sub-County, Parish and Village in that order.

D. Income details

- **Income per annum:** Type in the amount of money generated per annum/ year from the asset

- **Currency:** Uganda Shillings is the default currency. Click and specify the currency if the income is received in another currency.

iii) Save Other asset: After correctly filling in the form, click on the **"Save other asset"** button to save the entered information.

You can add many moreother assets. To do this, after saving, click the **"add Personal"** button again and follow the steps above. Repeat the above steps until all the other assets that belong to you have been declared.

4.8.2 Spouse details of Other assets

A leader is required to fill in details of other assetsbelonging to his or her spouse. To do this click **"Add Spouse's"** and a form similar to that of Personal details of Other assets will appear with the title **"Add Spouse's".**

Fill this form following the same steps as listed under the Personal details of Other assets form except that you select the name of the spouse from the dropdown.

Note: The names of spouse(s) entered in the personal details form are automatically saved. Thus, on clicking the spouse field under details of Asset, a dropdown of name(s) of the spouse(s) will appear. Select and click the appropriate name, fill the form and save. Repeat the steps until all other assets belonging to your spouse(s) are declared.

4.8.3 Children/Dependant’s details of Other assets

A leader is required to fill in details of other assets belonging to his or her children/dependants. To do this click **“Add Dependant’s”** and a form similar to that of Personal other assetswill appear with the title **“Add Dependant’s”.**

Fill this form following the same steps as listed under the Personal details of Other assets form except that you select the name of the child/ dependant from the dropdown.

Note: The names of child(ren)/dependant(s) entered in the personal details form are automatically saved. Thus, on clicking the Child/Dependant field under Details of Asset, a dropdown of name(s) of the Child/dependant(s) will appear. Select and click the appropriate name, fill the form and save. Repeat the steps until all other assets belonging to your Children/Dependants are declared.

If there are no other assetsinside or outside Uganda belonging to you, your spouse(s), Children and Dependants, click on the button with the words **“Select if you have No Personal, Spouse’s nor Children’s updates”** and confirm in order to proceed to the next section of the Declaration form.

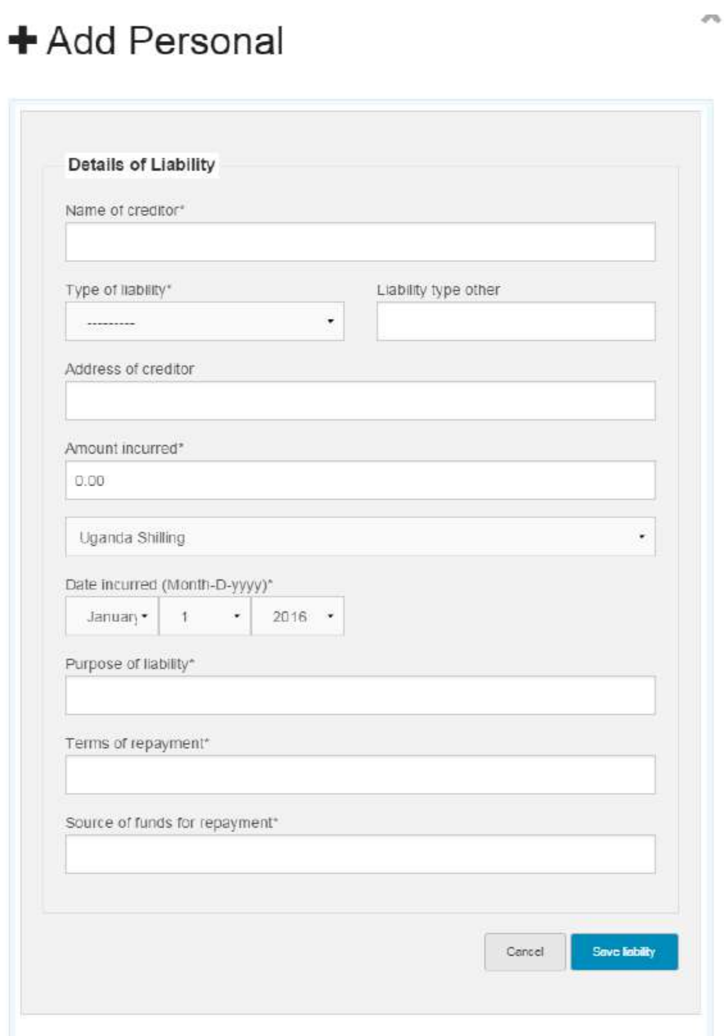
4.9 SECTION 9: Liabilities within and outside Uganda

To add liabilities inside and outside Uganda follow the steps below;

4.9.1 Personal Liabilities

(i) Click **"Add Personal"** button and the form for Personal Liabilities details will be displayed as shown below;

Figure 030



(ii) Steps to follow to fill in personal liabilities

A. Details of Liability:

- **Name of creditor**: Type in the name(s) of your creditor.

- **Type of liability:** Click to select the appropriate type of liability. If the appropriate type of liability does not appear in the drop down select "**Other**", to proceed to the next field name **"Liability type other"** and enter the appropriate type of liability.

- **Address of creditor:** Type in the address of the creditor**.**

- **Amount incurred:** Type in figures of the amount of money incurred from the creditor.

- **Uganda Shillings:** is the default currency. Click and specify the currency if the liability is incurred in another currency.

- **Date incurred (Month-D-YYYY):** Click to select the appropriate date when the liability was incurred in the following order Month-Day-Year (Month-D-YYYY).

- **Purpose of liability:** Type in thepurpose of the liability.

- **Terms of repayment:** Type in the terms of repayment of the liability e.g. monthly, quarterly, semi annually repayments etc.

- **Source of funds for repayment:** State the source of funds for repayment of the liability.

iii) **Save liability** – After filling in all the fields of the form, click on the **"Save liability"** button to save the entered information.

You can add many morepersonal liabilities. To do this, after saving, click the **"Add Personal"** button again and follow the steps above. Repeat the above steps until all the personal liabilities have been declared.

4.9.2 Spouse's liabilities

A leader is required to fill in details of liabilities belonging to his or her spouse. To do this click **"Add Spouse's"** and a form similar to that of Personal liabilities will appear with the title **"Add Spouse's".**

Fill this form following the same steps as listed under the Personal liabilities form except that you select the name of the spouse from the dropdown.

Note: The name of spouses(s) entered in the personal details form are automatically saved. Thus, on clicking the spouse field under details of liability, a dropdown of name(s) of the spouse(s) will appear.Select and click the appropriate name, fill the form and save. Repeat the

steps until all liabilities belonging to your spouse(s) are declared.

4.9.3 Children/Dependants' liabilities

A leader is required to fill in details of liabilities belonging to his or her children/dependants. To do this click **"Add Dependant's"** and a form similar to that of Personal liabilities will appear with the title **"Add Dependant's".**

Fill this form following the same steps as listed under the Personal liabilities form except that you select the name of the child/dependant from the dropdown.

Note: The names of child(ren) /dependant(s) entered in the personal details form are automatically saved. Thus, on clicking the Child/Dependant field under Details of liability, a dropdown of name(s) of the Child/dependant(s) will appear. Select and click the appropriate name, fill the form and save.Repeat the steps until all liabilities belonging to your Children/Dependants are declared.

If there are no Liabilities inside and outside Uganda belonging to you, your spouse(s), Children and Dependants, click on the button with the words **"Select if you have No Personal, Spouse's nor Children's updates"** and confirm in order to proceed to the next section of the Declaration form.

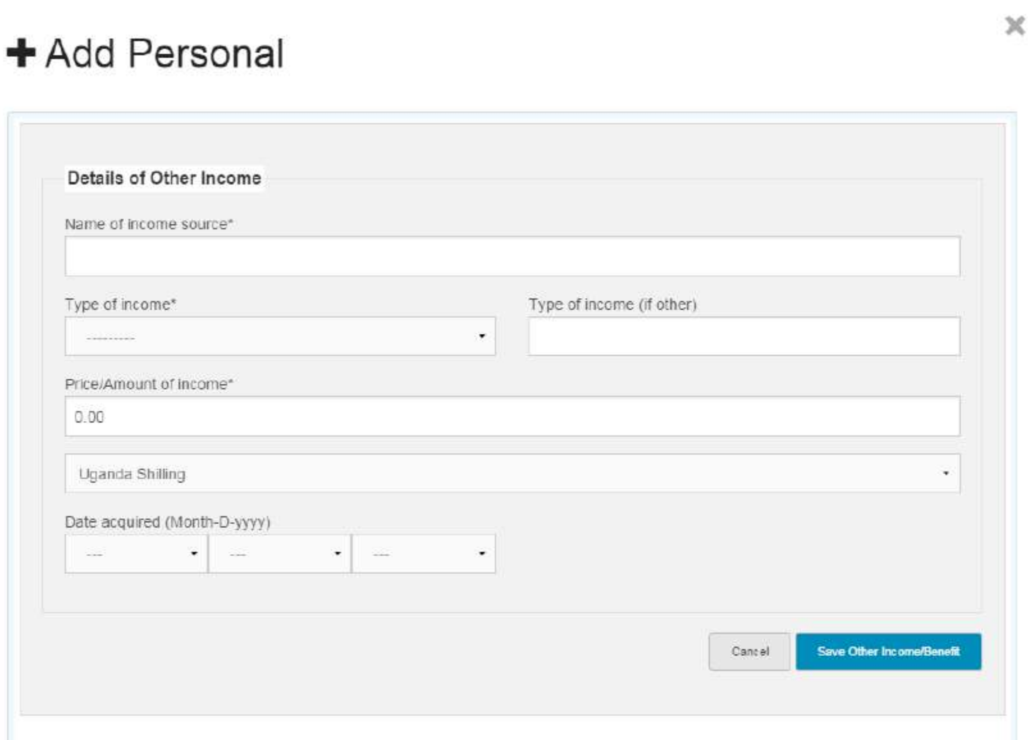
4.10 SECTION 10: Other incomes & Benefits

To add other Incomes & Benefits inside and outside Uganda follow the steps below;

4.10.1 Personal details of Other incomes & benefits

(i) Click **"Add Personal"** button and the form for other Personal details of Otherincomes & benefits will be displayed as shown below;

Figure 031



(ii) Steps to follow in personal details of Other incomes and benefits

A. Details of Other incomes and benefits:

- **Name of income source** – Type in the name of the income source.

- **Type of income** - Click and select the appropriate type of income. If the appropriate type of income does not appear in the drop down select “**Other**”, to proceed to the next field name **“Type of income other”** and enter the appropriate income type.

- **Price/Amount of income**- Type in figures the amount of money received from the source of income.**Uganda Shillings** is the default currency. Click and specify the currency if the liability is incurred in another currency.

- **Date acquired (dd-mm-yyyy):** Click to select the appropriate date on which the income was acquired in the following order; Month-Day-Year (Month-D-YYYY).

(iii) **Save Other Incomes and Benefits** – After filling in all the fields of the form, click on the **“Save Other Incomes/Benefits”** button to save the entered information.

You can add many more Other Incomes/Benefits. To do this, after saving, click the **“add Personal”** button again and follow the steps above. Repeat the above steps until all the other incomes/benefits that belong to you have been declared.

4.10.2 Spouse details of Other Incomes & Benefits

A leader is required to fill in details of other incomes & benefits earned by his or her spouse. To do this click **"Add Spouse's"** and a form similar to that of personal details of Other incomes & benefits will appear with the title **"Add Spouse's".**

Fill this form following the same steps as listed under the personal details of Other incomes and benefits form except that you select the name of the spouse from the dropdown.

Note: The names of spouse(s) entered in the personal details form are automatically saved. Thus, on clicking the spouse field under Details of Other Income, a dropdown of name(s) of the spouse(s) will appear. Select and click the appropriate name, fill the form and save. Repeat the steps until all other incomes and benefits belonging to your spouse(s) are declared.

4.10.3 Children/Dependants' details of Other incomes and benefits

A leader is required to fill in details of other incomes and benefits belonging to his or her children/dependants. To do this click **"Add Dependant's"** and a form similar to that of personal details of Other incomes and benefits will appear with the title **"Add Dependant's".**

Fill this form following the same steps as listed under the personal details of Other incomes and benefits form except that you select the name of the child/dependant from the dropdown.

Note: The names of child(ren)/dependant(s) entered in the personal details form are automatically saved. Thus, on clicking the Child/Dependant field under Details of Other Income, a dropdown of name(s) of the Child(ren)/dependant(s) will appear. Select and click the appropriate name, fill the form and save. Repeat the steps until all other income and benefits belonging to your Children/Dependants are declared.

If there are no other Incomes & Benefits inside or outside Uganda earned by you, your spouse(s), Children and Dependants, click on the button with the words **"Select if you have No Personal, Spouse's nor Children's updates"** and confirm in order to proceed to the next section of the Declaration form.

CHAPTER 5: CONFIRMATION AND SUBMISSION OF THE DECLARATION

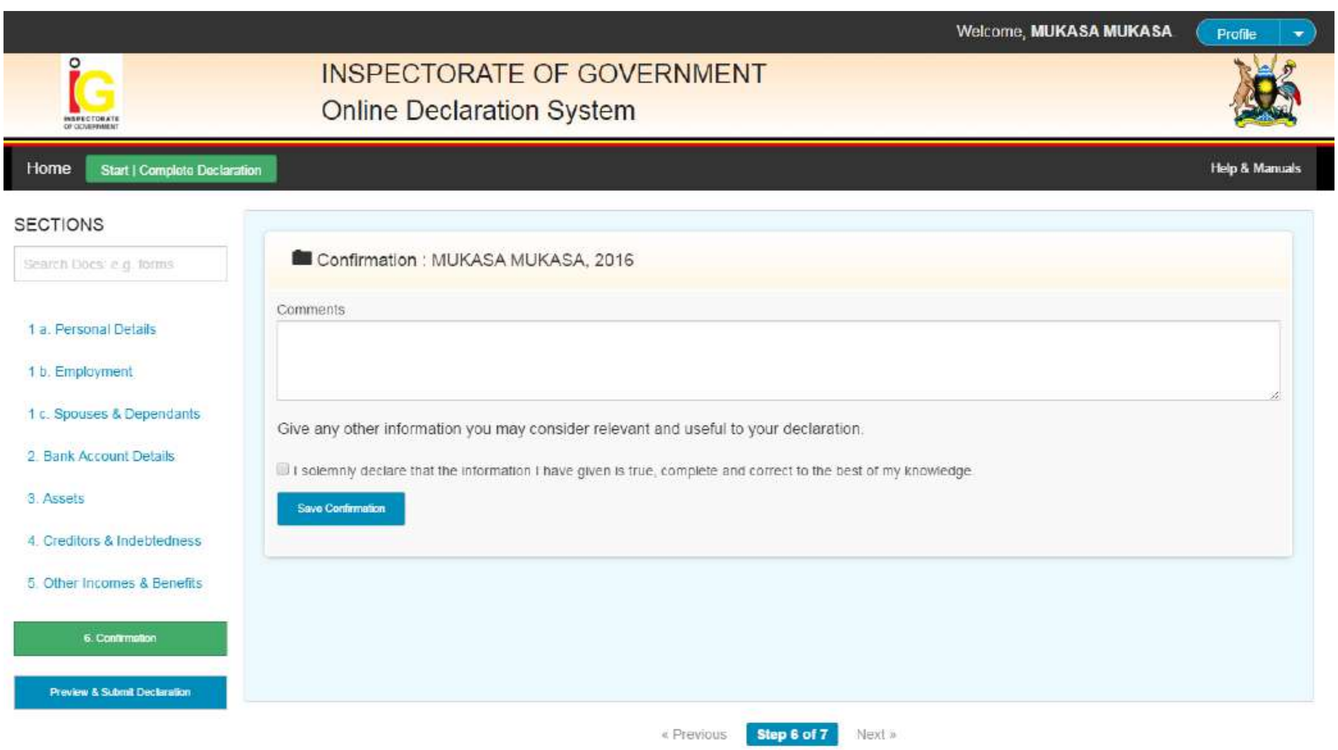
5.1 Confirmation

Confirmation of the declaration form is done when all the sections of the form have been filled correctly.

To confirm declaration follow the steps below;

(i) Click **"Confirmation"** button at the bottom of the Sections menu or **"Next"** button at the bottom of the page after completing **step 9** and the confirmation form will appear as shown in the figure below:

Figure 032



(ii) Steps to follow to Confirm and Submit the declaration

a) **Comments** – Type in your comments and any other information you may consider appropriate and useful to your declaration.

b) Click the check box with the words **“I solemnly declare that the information I have given is true, complete and correct to the best of my knowledge”**

c) Click on the **“Save Confirmation”** button to confirm and save your declaration.

A report of the declared form is displayed. Read through it thoroughly.

d) Scroll down to the bottom of the report.

e) Click the button “**Print before submission (last chance)** to print a copy of the form. The printed copy belongs to you.

f) Submit declaration – Click on the **“Submit declaration”** button to submit your declaration. You will immediately receive a submission Token on your mobile phone number.

g) Type the submission Token in the IG-ODS token submission token form. (see figure 033 below)

Figure 033

h) Click "**Submit**" to complete submission of declaration. "**Cancel"**– You can click "Cancel" in order to review your information, and print out a copy for filing. However, if you click "Cancel", your declaration will not be submitted. The declaration will only be submitted when you click the "Submit" button again.

i) You will receive an acknowledgement slip in your email address.

CHAPTER 6: COMMUNICATION AND SUPPORT

A leader can get help through the following options;

(i) Click the Help & Manuals button on the top right hand corner of the IG-ODS system to access the user's manual which provides a step by step guide on how to fill the form.

(ii) Contact the Accounting Officer of your institution e.g. Permanent Secretary, Chief Administration Officer, Town Clerk etc or the IG-ODS Focal Person of your institution

(iii) Contact or visit the nearest Regional Inspectorate of Government Office.

(iv) Visit the IG headquarters, Directorate of Leadership Code.

For more information, please call 0414-231183(landline), 0702-231184 and 0776-231184 (Mobile) or send an email to declarations@igg.go.ug or visit the IG website www.igg.go.ug.