

**DECLARATION OF ASSETS AND LIABILITIES ACT**  
(Act No. 12 of 2019)

**DECLARATION OF ASSETS AND LIABILITIES REGULATIONS, 2019**  
(Published on 20th December, 2019)

**ARRANGEMENT OF REGULATIONS**

**REGULATION**

1. Citation
2. Declaration of assets and liabilities

**SCHEDULE**

IN EXERCISE of the powers conferred on the Minister for Presidential Affairs, Governance and Public Administration by section 21 of the Declaration of Assets and Liabilities Act, the following Regulations are hereby made —

1. These Regulations may be cited as the Declaration of Assets and Liabilities Regulations, 2019. Citation
2. A declaration made under section 7 of the Act shall be in accordance with the Form set out in the Schedule. Declaration of assets and liabilities

SCHEDULE

DECLARATION OF ASSETS AND LIABILITIES FORM  
(reg. 2)

PART I – DECLARATION STATUS

1. Surname of Declarant: .....  
(In block letters)

Other Names: .....

2. Date of Birth: .....

3. Place of Birth: .....  
(Village, District and Country)

4. National Identity Card No./Passport No.: [*\*cancel where inapplicable*].....

5. Citizenship: .....

6. Marital status: .....

7. Address: (a) Postal Address: .....

(b) Physical Address: .....  
.....

(c) Telephone Contact: .....

8. (a) Rank/Position/Title: .....  
.....

(b) Date of Current Appointment: .....

(c) Name of Employer: .....

- (d) Nature of Employment (contract, permanent, temporary etc.).....  
 .....
- (e) Salary per Annum: .....
- (f) Allowances per Annum: .....
- (g) Other Sources of Income: .....
9. (a) Immediate last Appointment (Rank): .....
- (b) Date of Immediate last Appointment: From: .....  
 To: .....
- (c) Name of Immediate last Employer(s):  
 .....  
 .....
10. Tax Identification Number (TIN). .....

**DETAILS OF ALL PROPERTY**

**(a) IMMOVABLE ASSETS**

[Note: Assets in joint ownership indicating the extent of joint ownership will also have to be indicated. Further note that the assets here excludes those of spouse]

\*The indicated types are (a) agricultural land; (b) non-Agricultural Land; (c) buildings (commercial and residential); (d) houses or apartments, etc.; and (e) others, such as interest in the property.

\*At "Location/s", in the case of immovable assets, include assets that are abroad, "Joint Ownership", indicate the name of the other co-owner/s if applicable and at "Owner", in the case of own property, the owner's name (owner, child/children). Further provide location as in the following example –

e.g Phakalane  
 Golf Estate  
 Gaborone



**(b) MOVABLE ASSETS**

**(i) VEHICLES, SHIPS, AIRCRAFT, BOATS, WORKS OF ART, JEWELLERY, PRECIOUS METALS OR OTHER ITEM OF VALUE IN THE DECLARANT'S NAME**

<i>Type and Make</i>	<i>Registration Number</i>	<i>Price Paid</i>	<i>Value at time of declaration</i>	<i>Date Acquired</i>	<i>Current Status (i.e being used)</i>	<i>Source of Finance (Bought, Donated/Won)</i>	<i>Acquired from whom</i>
1.							
2.							
3.							
4.							
5.							



**(c) CASH**

**Cash in bank or other financial institution in Botswana or outside Botswana**

*(Give location of the bank/institution, names of account holder, account number, type of account)*

<i>Bank/Institution Name and Location</i>	<i>Name(s) of Account Holder</i>	<i>Account Type and its Number</i>	<i>Amount</i>	<i>Currency</i>	<i>Source of Funds</i>
1.					
2.					
3.					
4.					
5.					

(d) **OTHER ASSETS** (E.g. LIVESTOCK, CARAVANS, TRAILERS etc.)

[Note: Assets in joint ownership indicating the extent of joint ownership will also have to be indicated and for livestock, indicate number, breed and brand]

[The note above applies to both Part II and III]

<i>Description</i>	<i>Cost</i>	<i>Date Acquired</i>	<i>Current Status (i.e. being used)</i>	<i>Source of Finance</i>	<i>Registered Owner</i>
1.					
2.					
3.					
4.					
5.					

(e) **OTHER INCOME**

(i) **PARTNERSHIP/SOCIETY/COMPANY SHARES OR MONIES HELD IN TRUST OWNED BY THE DECLARANT**

[Note: Shares abroad to be indicated]

<i>Share Certificate No., including company name</i>	<i>Number and type/class of shares</i>	<i>Price Paid</i>	<i>Date Acquired</i>	<i>Current Status (being used)</i>	<i>Source of Finance</i>	<i>Estimated Current Value</i>
1.						
2.						
3.						
4.						
5.						

(ii) **BILLS, SECURITIES, BONDS NEGOTIABLE INSTRUMENTS OR ANY INSTRUMENT CAPABLE OF BEING NEGOTIATED OWNED BY THE DECLARANT**

<i>Share Certificate No., including company name</i>	<i>Number and type/class of shares</i>	<i>Price Paid</i>	<i>Date Acquired</i>	<i>Current Status (i.e being used)</i>	<i>Source of Finance</i>	<i>Estimated Current Value</i>
1.						
2.						
3.						
4.						
5.						

**(f) TRANSFERRED PROPERTY**

**[Note: This includes property transferred within the past five years]**

**(i) IMMOVABLE ASSETS**

**[Note: These include property that is jointly owned]**

<i>Type or Description*</i>	<i>Plot Size</i>	<i>Survey No./Plot No./Deed No.</i>	<i>Location/s*</i>	<i>Manner of Transfer (whether sold or donated, etc)</i>	<i>Date of Transfer</i>	<i>Person Transferred to*</i>
1.						
2.						
3.						
4.						
5.						

**(ii) MOVABLE ASSETS**

**VEHICLES, SHIPS, AIRCRAFT, BOATS, WORKS OF ART, JEWELLERY, PRECIOUS METALS OR OTHER ITEM OF VALUE IN THE DECLARANT'S NAME**

[Note: These include property that is jointly owned]

<i>Type and Make</i>	<i>Registration Number</i>	<i>Date Transferred</i>	<i>Manner of transfer (e.g. sold or donated)</i>	<i>Person Transferred to</i>
1.				
2.				
3.				
4.				
5.				

**(iii) CASH**

Cash in bank or other financial institution in Botswana or outside Botswana

*(Give location of the bank/institution, names of account holder, account number, type of account)*

<i>Amount Transferred</i>	<i>Date of Transfer</i>	<i>Person Transferred to</i>	<i>Manner of Transfer (Payment or Donation)</i>	<i>Currency</i>	<i>Source of Funds</i>
1					
2.					
3.					
4.					
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(iv) **OTHER INCOME**

(aa) **PARTNERSHIP/SOCIETY/COMPANY SHARES OR MONIES HELD IN TRUST OWNED BY THE DECLARANT**

<i>Number and Type/class of shares</i>	<i>Date of Transfer</i>	<i>Person Transferred to</i>	<i>Manner of Transfer (e.g. sold or donated)</i>	<i>Price Paid (if sold)</i>
1.				
2.				
3.				
4.				
5.				

**(bb) BILLS, SECURITIES, BONDS NEGOTIABLE INSTRUMENTS OR ANY INSTRUMENT CAPABLE OF BEING NEGOTIATED OWNED BY DECLARANT**

<i>Number and type/class of shares</i>	<i>Date of Transfer</i>	<i>Person Transferred to</i>	<i>Manner of Transfer (e.g. sold or donated)</i>	<i>Price Paid (if sold)</i>
1.				
2.				
3.				
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5.				

(v) **OTHER ASSETS** (E.g. LIVESTOCK CARAVANS, TRAILERS, etc.)

<i>Description</i>	<i>Date of Transfer</i>	<i>Person Transferred to</i>	<i>Manner of Transfer (E.g. Sold or Donated)</i>	<i>Price Paid (if sold)</i>
1.				
2.				
3.				
4.				
5.				

**(g) PRESENT LIABILITIES OF THE DECLARANT**

<i>Creditor (Name and Address)</i>	<i>Type of Liability (Mortgage, Overdraft, and Loans) etc.</i>	<i>Amount and Date</i>
1.		
2.		
3.		
4.		
5.		





4.								
5.								

**(c) CASH**

Cash in bank or other financial institution in Botswana or outside Botswana  
*(Give location of the bank/institution, names of account holder, account number, type of account)*

<i>Bank/Institution Name and Location</i>	<i>Name(s) of Account Holder</i>	<i>Account Type and its Number</i>	<i>Amount</i>	<i>Currency</i>	<i>Source of Funds</i>
1.					
2.					
3.					
4.					

5.					
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(d) **OTHER ASSETS** (E.g. LIVESTOCK CARAVANS, TRAILERS, etc.)

<i>Description</i>	<i>Cost</i>	<i>Date Acquired</i>	<i>Current Status (i.e. being used)</i>	<i>Source of Finance</i>	<i>Registered Owner</i>
1.					
2.					
3.					
4.					
5.					

(e) **OTHER INCOME**

(i) **PARTNERSHIP/SOCIETY/COMPANY SHARES OR MONIES HELD IN TRUST OWNED BY SPOUSE**

[Note: Shares abroad to be indicated]

<i>Share certificate No. including company name</i>	<i>Number and type/class of Shares</i>	<i>Price Paid</i>	<i>Date Acquired</i>	<i>Current Status (being used)</i>	<i>Source of Finance</i>	<i>Estimated Current Value</i>
1.						
2.						
3.						
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5.						

(ii) **BILLS, SECURITIES, BONDS NEGOTIABLE INSTRUMENTS OR ANY INSTRUMENT CAPABLE OF BEING NEGOTIATED OWNED BY SPOUSE**

<i>Number and type/class of Shares</i>	<i>Price Paid</i>	<i>Date Acquired</i>	<i>Current Status (i.e. being used)</i>	<i>Source of Finance</i>	<i>Estimated Current Value</i>
1.					
2.					
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**(f) TRANSFERRED PROPERTY**

**[Note: This includes property transferred within the past five years]**

**(i) IMMOVABLE ASSETS**

<i>Type or Description*</i>	<i>Plot Size</i>	<i>Survey No./Plot No./Deed No.</i>	<i>Location/s*</i>	<i>Manner of Transfer (whether sold or donated, etc)</i>	<i>Date of Transfer</i>	<i>Person Transferred to*</i>
1.						
2.						
3.						
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5.						

(ii) **MOVABLE ASSETS**

VEHICLES, SHIPS, AIRCRAFT, TRAILERS, WORKS OF ART, JEWELLERY, PRECIOUS METALS OR OTHER ITEM OF VALUE IN THE SPOUSE' NAME

[Note: These include property that is jointly owned)

<i>Type and Make</i>	<i>Registration Number</i>	<i>Date Transferred</i>	<i>Manner of transfer (e.g. sold or donated)</i>	<i>Person Transferred to</i>
1.				
2.				
3.				
4.				
5.				

(iii) **OTHER INCOME**

(aa) **PARTNERSHIP/SOCIETY/COMPANY SHARES OR MONIES HELD IN TRUST OWNED BY THE SPOUSE**

<i>Number and type/class of Shares</i>	<i>Date of Transfer</i>	<i>Person Transferred to</i>	<i>Manner of Transfer (e.g. sold or donated)</i>	<i>Price Paid (if sold)</i>
1.				
2.				
3.				
4.				
5.				

*(bb)* **BILLS, SECURITIES, BONDS NEGOTIABLE INSTRUMENTS OR ANY INSTRUMENT CAPABLE OF BEING NEGOTIATED OWNED BY THE SPOUSE**

<i>Number and Details of Shares</i>	<i>Date of Transfer</i>	<i>Person Transferred to</i>	<i>Manner of Transfer (e.g. sold or donated)</i>	<i>Price Paid (if sold)</i>
1.				
2.				
3.				
4.				
5.				

(iv) **CASH**

Cash in bank or other financial institution in Botswana or outside Botswana

*(Give location of the bank/institution, names of account holder, account number, type of account)*

<i>Amount Transferred</i>	<i>Date of Transfer</i>	<i>Person Transferred to</i>	<i>Manner of Transfer (Payment or Donation)</i>	<i>Currency</i>	<i>Source of Funds</i>
1					
2.					
3.					
4.					
5.					

(v) **OTHER ASSETS** (E.g. LIVESTOCK CARAVANS, TRAILERS, etc.)

<i>Description</i>	<i>Date of Transfer</i>	<i>Person Transferred to</i>	<i>Manner of Transfer (E.g. Sold or Donated)</i>	<i>Price Paid (if sold)</i>
1.				
2.				
3.				
4.				
5.				

**(g) PRESENT LIABILITIES OF SPOUSE**

<i>Creditor (Name and Address)</i>	<i>Type of Liability (Mortgage, Overdraft, and Loans) etc.</i>	<i>Amount and Date</i>
1.		
2.		
3.		
4.		
5.		





3.								
4.								
5.								

(c) CASH

Cash in bank or other financial institution in Botswana or outside Botswana

*(Give location of the bank/institution, names of account holder, account number, type of account)*

<i>Bank/Institution Name and Location</i>	<i>Name(s) of Account Holder</i>	<i>Account Type and its Number</i>	<i>Amount</i>	<i>Currency</i>	<i>Source of Funds</i>
1.					

2.					
3.					
4.					
5.					

(d) **OTHER ASSETS (E.g. LIVESTOCK CARAVANS, TRAILERS)**

<i>Description</i>	<i>Cost</i>	<i>Date Acquired</i>	<i>Current Status (i.e being used)</i>	<i>Source of Finance</i>	<i>Registered Owner</i>
1.					
2.					
3.					

4.					
5.					

(e) **OTHER INCOME**

(i) **PARTNERSHIP/SOCIETY/COMPANY SHARES OR MONIES HELD IN TRUST OWNED BY THE DECLARANT'S CHILDREN OR DEPENDENTS**

[Note: Shares abroad to be indicated]

<i>Number and type/class of Shares</i>	<i>Price Paid</i>	<i>Date Acquired</i>	<i>Current Status (being used)</i>	<i>Source of Finance</i>	<i>Estimated Current Value</i>
1.					
2.					
3.					
4.					

5.					

(ii) **BILLS, SECURITIES, BONDS NEGOTIABLE INSTRUMENTS OR ANY INSTRUMENT CAPABLE OF BEING NEGOTIATED OWNED BY THE DECLARANT'S CHILDREN OR DEPENDENTS**

<i>Number and Details of Shares</i>	<i>Price Paid</i>	<i>Date Acquired</i>	<i>Current Status (i.e being used)</i>	<i>Source of Finance</i>	<i>Estimated Current Value</i>
1.					
2.					
3.					
4.					
5.					

**(f) TRANSFERRED PROPERTY**

[Note: This includes property transferred within the past five years]

**(i) IMMOVABLE ASSETS**

<i>Type or Description*</i>	<i>Plot Size</i>	<i>Survey No./Plot No./Deed No.</i>	<i>Location/s*</i>	<i>Manner of Transfer (whether sold or donated, etc)</i>	<i>Date of Transfer</i>	<i>Person Transferred to*</i>
1.						
2.						
3.						
4.						
5.						

(ii) **MOVABLE ASSETS**

VEHICLES, SHIPS, AIRCRAFT, BOATS, WORKS OF ART, JEWELLERY, PRECIOUS METALS OR OTHER ITEM OF VALUE IN THE NAME OF THE DECLARANT'S CHILDREN OR DEPENDENTS

[Note: These include property that is jointly owned]

<i>Type and Make</i>	<i>Registration Number</i>	<i>Date Transferred</i>	<i>Manner of transfer (e.g. sold or donated)</i>	<i>Person Transferred to</i>
1.				
2.				
3.				
4.				
5.				

(iii) CASH

Cash in bank or other financial institution in Botswana or outside Botswana

(Give location of the bank/institution, names of account holder, account number, type of account)

<i>Amount Transferred</i>	<i>Date of Transfer</i>	<i>Person Transferred to</i>	<i>Manner of Transfer (Payment or Donation)</i>	<i>Currency</i>	<i>Source of Funds</i>
1.					
2.					
3.					
4.					
5.					

(iv) **OTHER INCOME**

*(aa)* **PARTNERSHIP/SOCIETY/COMPANY SHARES OR MONIES HELD IN TRUST OWNED BY THE DECLARANT'S CHILDREN OR DEPENDENTS**

<i>Number and Type/Class of Share</i>	<i>Share Certificate No., including company name</i>	<i>Price Paid</i>	<i>Date Acquired</i>	<i>Current Status (being used)</i>	<i>Source of Finance</i>	<i>Estimated Current Value</i>
1.						
2.						
3.						
4.						
5.						

**(bb) BILLS, SECURITIES, BONDS NEGOTIABLE INSTRUMENTS OR ANY INSTRUMENT CAPABLE OF BEING NEGOTIATED OWNED BY THE DECLARANT'S CHILDREN OR DEPENDENTS**

<i>Number and type/class of Shares</i>	<i>Date of Transfer</i>	<i>Person Transferred to</i>	<i>Manner of Transfer (e.g. sold or donated)</i>	<i>Price Paid (if sold)</i>
1.				
2.				
3.				
4.				
5.				

(v) **OTHER ASSETS** (E.g. LIVESTOCK CARAVANS, TRAILERS, etc.)

<i>Description</i>	<i>Date of Transfer</i>	<i>Person Transferred to</i>	<i>Manner of Transfer (E.g. Sold or Donated)</i>	<i>Price Paid (if sold)</i>
1.				
2.				
3.				
4.				
5.				

**(g) PRESENT LIABILITIES OF DECLARANT'S CHILDREN BELOW 18 YEARS AND DEPENDENTS**

<i>Creditor (Name and Address</i>	<i>Type of Liability (Mortgage, Overdraft, and Loans) etc.</i>	<i>Amount and Date</i>
1.		
2.		
3.		
4.		
5.		

I, ....., solemnly declare that the information that I have given above is, to the best of my knowledge, true, complete, accurate and correct.

Signature of Declarant:.....

Sworn to and signed before me at.....on the .....day of .....20.....

\_\_\_\_\_  
COMMISSIONER OF OATHS

\_\_\_\_\_  
DESIGNATION

FOR OFFICIAL USE

Date of Declaration.....

Date of Receipt of Declaration.....

Action Taken (a) Acknowledgment Slip issued.....

(b) Filed.....

(c) Sent for Verification/Clarification.....

(d) Comments.....

.....  
.....  
.....  
.....  
.....  
.....

Name of Receiving Officer: .....

Signature: .....

Position: .....

**ACKNOWLEDGMENT SLIP**

Name of Declarant.....

Address .....

Date of Declaration.....

Date of Receipt of Declaration.....

Delivered by .....

Comments .....

Name: .....

For/Director-General

MADE this 19th day of December, 2019.

**KABO N. S. MORWAENG,**  
*Minister for Presidential Affairs, Governance  
and Public Administration.*