



17TH

**ANNUAL REPORT
TO PARLIAMENT**

BY

**THE INTEGRITY COMMISSION OF
THE COMMONWEALTH OF DOMINICA
ON ITS ACTIVITIES
FOR THE YEAR ENDING
31ST AUGUST, 2025**



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CHAIRMAN'S LETTER OF TRANSMITTAL

31st August, 2025

Hon. Rayburn Blackmoore
Minister for National Security and Legal Affairs
Ministry of National Security and Legal Affairs
Financial Centre
ROSEAU

Dear Honourable Minister,

Under section 48(1) of the Integrity in Public Office Act, 2003, No. 6 of 2003, Parliament enacted: ‘... the Commission shall as soon as possible but not later than two months after the end of each financial year, make a report to the Minister of its activities in the preceding year and the report shall be tabled in the House of Assembly not later than three months after receiving the report.’

I hereby submit, for tabling before the House of Assembly, the Commission's Annual Report for the fiscal year 2024/2025, in accordance with the relevant provisions.

This report details the activities and operations of the Commission during the period 1st September 2024 to 31st August 2025.

The Commission extends its sincere appreciation for your cooperation and assistance in fulfilling its mandate and looks forward to your continued support in ensuring the effective implementation of the provisions of the Act.

Sincerely,

.....
Stephenson Hyacinth
CHAIRMAN
INTEGRITY COMMISSION



INTEGRITY COMMISSION - PRAYER

Prayer

We stand before you, Holy Spirit
Conscious of our imperfections
but aware that we gather in your name.

Come to us, remain with us
Enlighten our hearts and give us light and strength
So that all our decisions may be
Just and fair and in accordance with our Oath of Office.

Guide us by your wisdom,
Support us by your power, for you are God,
Sharing the glory of Father and Son.

You desire justice for all:
Enable us to uphold the rights of others,
Do not allow us to be misled by ignorance
or corrupted by fear or favour.
Unite us to yourself in the bond of love
and keep us faithful to all that is true. Amen.



VISION AND MISSION STATEMENTS

Vision

To foster the development of a nation free of corruption and governed by persons in public life who are imbued with the highest standard of integrity.

Mission

To establish effective oversight of the financial affairs of persons in public life in order to foster a culture of integrity, accountability and probity, and to respond to complaints of corruption in public office.



1. INTEGRITY IN PUBLIC OFFICE ACT, 2003

1.1 Statutory Authority

The Integrity Commission is governed by the Integrity in Public Office Act 2003, No. 6 of 2003. The Act was amended in December 2015 by the IPO (Amendment) Act, 2015.

The Integrity in Public Office Act can be found at Chapter 23:04 of the Consolidated Laws of Dominica, 2017

1.2 Purpose of the Act

The Integrity in Public Office Act provides for the establishment of an Integrity Commission for the purpose of receiving declarations on the financial affairs of persons holding specific positions in public life, in order to establish probity, integrity and accountability in public life and for related matters.

1.3 Functions of the Integrity Commission

The functions of the Commission as specified in section 9 of the Act are as follows:

“The Commission shall –

- (a) receive, examine and retain all declarations filed with it under this Act;*
- (b) make such inquiries as it considers necessary in order to verify or determine the accuracy of any declarations filed under this Act;*
- (c) without prejudice to the provisions of any other enactment, inquire into any allegations of bribery or act of corruption under this Act;*
- (d) receive and investigate complaints regarding non-compliance with any provision of this Act; and*
- (e) perform such other functions as is required under this Act.”*

2. THE INTEGRITY COMMISSION

2.1 CURRENT MEMBERSHIP

At the date of this report, the current membership of the Dominica Integrity Commission is:

Chairman:	Stephenson Hyacinth
Member:	Thomas John Holmes

The Dominica Integrity Commission, which came into operation from 2nd September, 2008, saw the culmination of its sixth term on 15th February, 2025.

On 16th February, 2025, the administration of the prescribed oaths and the receipt of instruments of appointment by nominees to serve on the Commission commenced the seventh term of the Dominica Integrity Commission.

Mr. Stephenson Hyacinth was appointed Chairman of the Dominica Integrity Commission and Mr. Thomas John Holmes was appointed to serve as a Member of the Dominica Integrity Commission.

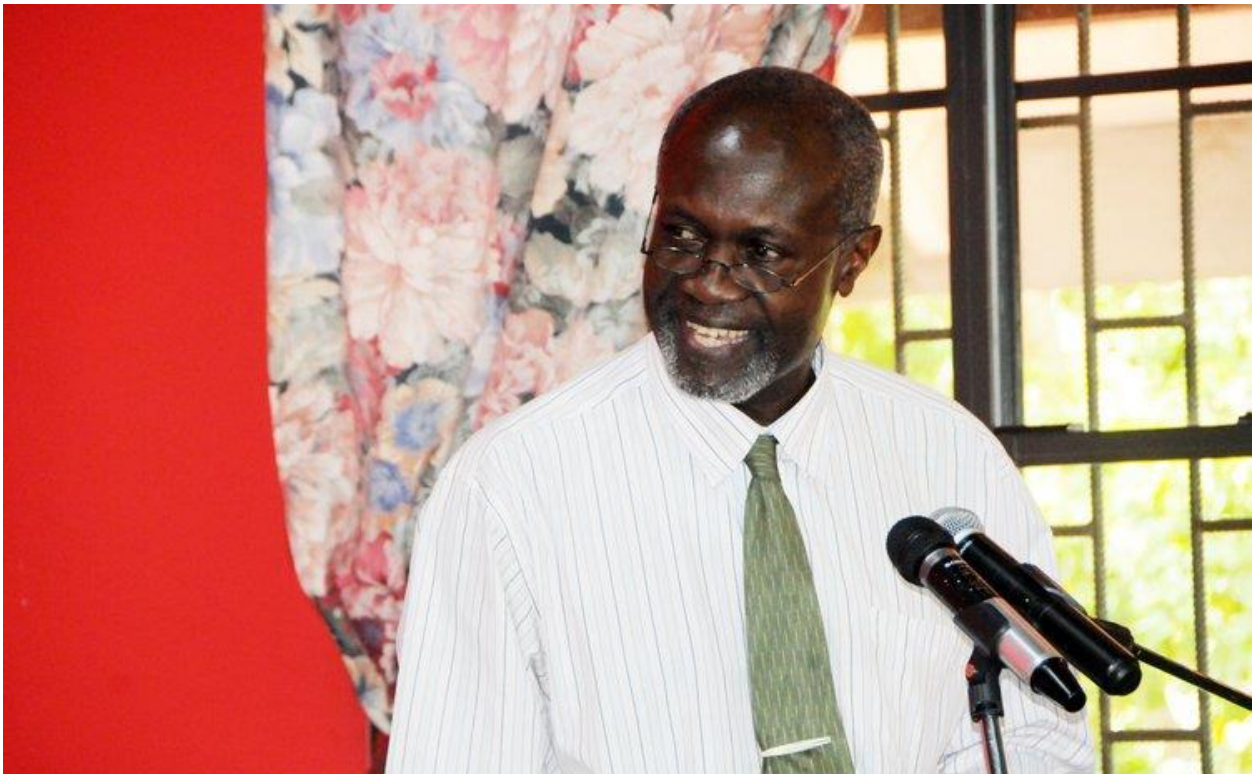
Mr. Hyacinth was first appointed Chairman to the Dominica Integrity Commission on 15th February, 2019. He was nominated Chairman on 16th February, 2022 for a second term and on 16th February, 2025 Mr. Hyacinth commenced his third consecutive term as Chairman of the Dominica Integrity Commission.

Mr. Holmes, an appointed Member of the Dominica Integrity Commission, also commenced his first term on 15th February, 2019. He was nominated for a second term on 16th February, 2022 and on 16th February, 2025, Mr. Holmes began serving his third consecutive term as a Member of the Dominica Integrity Commission.

**Profiles of the members
OF
THE DOMINICA INTEGRITY COMMISSION**

CHAIRMAN, MR. STEPHENSON HYACINTH

The **Chairman of the Commission** brings to the Commission over thirty-five (35) years of experience in the Public and Social sectors. Mr. Hyacinth is a product of the University of the West Indies, where he received a Bachelor of Education degree in 1996 and a Master's degree in Education Management and Administration in 1998. He also attended the Jamaica School of Drama, now called the 'Edna Manley School of the Arts', where he studied Drama in Education and Theatre Arts. Mr. Hyacinth was Chief Education Officer for thirteen (13) years, and served as Permanent Secretary in the Ministries of National Security, Tourism and Legal Affairs. His name is a household one in Dominica, particularly for the outstanding contribution to education and to national cultural life as co-founder and Artistic Director of the thirty-six (36) year-old New Dimension Theatre Company. For his contribution to the national and cultural life of Dominica, Mr. Hyacinth has received wide recognition and numerous awards, including the Golden Drum and the Meritorious Service Awards.



COMMISSIONER, MR. THOMAS JOHN HOLMES

Commissioner Holmes is a Qualified Teacher (retired) who served as both Vice-Principal and Principal and who is currently a trained and qualified Guidance Counselor and the lead Counselor for Catholic Schools in Dominica. He is also a University Tutor and Chairman of a family-oriented organization: Family Empowerment Movement Inc. (FEM Inc.) In those capacities, he interacts with a wide range of publics on social issues and works for the establishment of integrity, particularly among the nation's youth.



2.2 QUALIFICATION FOR MEMBERSHIP

Section 4(1) of the Act establishes the Integrity Commission consisting of:

- (a) a Chairman, who shall be an attorney-at-law of at least seven years standing at the Bar, a Chartered Accountant of at least seven years post qualification experience or a person who has held high administrative, managerial or executive office in the public, private or social sector, appointed by the President on the advice of the Prime Minister;*
- (b) one member appointed by the President on the advice of the Prime Minister;*
- (c) one member appointed by the President on the advice of the Leader of the Opposition.*

Section 4(2) stipulates:-

(2) The Prime Minister shall consult with the Leader of the Opposition before tendering any advice under subsection (1)(a).

Section 4(3) instructs:-

(3) Members appointed under subsection (1) shall be persons of high public standing and reputation for personal integrity.

(Substituted by Act 21 of 2015)

2.3 DISQUALIFICATION FROM MEMBERSHIP

Section 5 provides that a person shall not be qualified to be appointed as a member of the Commission if that person—

(a) is a person in public life or is otherwise exercising a public function;

(b) would otherwise be disqualified to be a member of the House of Assembly;

(c) has, at any time during three years immediately preceding the date of appointment, been a public officer; or

(d) has, at any time during five years immediately preceding the date of appointment, held office in a political party.

2.4 MEETINGS OF THE COMMISSION

Proceedings and meetings of the Commission are detailed in Section 10 of the Act as follows:-

(1) The Commission shall meet at such times as may be expedient for the Commission to carry out its functions.

(2) A quorum of the Commission shall be two members.

(Substituted by Act 21 of 2015)

(3) The proceedings of the Commission shall not be affected by any vacancy amongst the members or by any defect in the appointment of any member.

As specified above, the Commission convenes its statutory meetings in accordance with the Act, these meetings are unaffected by any vacancy amongst the members or by any defect in the appointment of any member. In accordance with the Act, meetings proceed once a quorum of two members is established. The Commission meets on the third Friday of each month to execute its functions in accordance with section 9 of the Integrity in Public Office Act. The Commission also holds meetings of the Finance and Administration Committee (see 2.5) and in addition, convenes at other times during the month as deemed expedient or necessary for the effective execution of its mandate.

2.5 COMMITTEES OF THE COMMISSION

Finance and Administration Committee Meeting

In addition to its statutory meeting, the Commission holds a separate meeting of the Finance and Administration Committee, in furtherance of sound governance and oversight. This forum addresses financial matters, budgetary oversight, and administrative issues requiring focused attention.

The Finance and Administration Committee continues to perform the important role of the examination and analysis of the declarations of persons in public life filed with the Commission. The Committee tables reports specific to its review of declarations of persons in public life. The Committee meets monthly, three days prior to the Commission's meeting, for better collaboration and efficiency.

2.6 STAFF OF THE COMMISSION

Section 49 of the Act provides for the composition of the staff of the Commission as follows:-

(1) The Commission shall be provided with a staff adequate for the prompt and efficient discharge of its functions under this Act.

(2) The staff of the Commission shall be public officers appointed in accordance with section 85 of the Constitution.

ORGANISATIONAL CHART



The Commission continued to function with a staff complement of five (5)

Secretary:	Cheryl Roberts
Research Assistant:	Palestrina Rolle-Henry
Executive Officer (Ag.):	Natasha Baptiste
Junior Clerk:	Tessa Darroux
Messenger:	Nigel Joseph

Section 50 (2) requires that a staff member of the Commission shall not enter upon the duties of his office until that member has taken the oath of office and the oath of secrecy as specified in the Fourth Schedule before the President. See Appendix 6 for the mandatory oaths.

Ms. Cheryl Roberts, who had previously served in an acting capacity, was formally retained in the substantive office of Secretary to the Commission. Ms. Roberts has been an integral part of the Commission from 2009, demonstrating unwavering commitment to its mandate. Her wealth of institutional knowledge and her prior service as Acting Secretary contribute to the strengthening of the Commission's operations and the advancement of its mission.

Mrs. Palestrina Rolle-Henry has served with the Commission since 2009 and holds the pivotal post of Research Assistant. Mrs. Rolle-Henry plays an essential role on the Finance and Administration Committee, in addition to fulfilling her other assigned duties.



In October 2024, Mrs. Natasha Baptiste joined the staff of the Commission, as acting Executive Officer. Mrs. Baptiste brings to the position valuable experience and a wealth of knowledge, having served in a number of departments within the public service.

During the year under review, Mr. Kenny Bruno assisted the office whilst Mr. Nigel Joseph was out on assignment at the Audit Department. The Commission thanks Mr. Bruno and his supervisor for the kind support to the Secretariat during this period.

Awards - Nominee Integrity Commission

In January 2025, the Ministry of National Security and Legal Affairs hosted a dinner and awards ceremony to recognize the exceptional contributions of its staff in each of its departments.

The Ministry of National Security and Legal Affairs comprises sixteen (16) departments, namely:

-  *Administrative office*
-  *Attorney General's Chambers*

- ✚ *Commonwealth of Dominica Police Force (CDPF)*
- ✚ *Companies and Intellectual Property Office (CIPO)*
- ✚ *Director of Public Prosecutions' (DPP) Office*
- ✚ *Dominica Meteorological Office*
- ✚ *Dominica Prison Service*
- ✚ *Financial Intelligence Unit (FIU)*
- ✚ *Fire and Ambulance Services Division*
- ✚ *Integrity Commission*
- ✚ *Legal Aid Clinic*
- ✚ *Magistrates' Court*
- ✚ *National Prosecution Service*
- ✚ *Office of Disaster Management (ODM)*
- ✚ *Registry / Court Reporting Unit*
- ✚ *Registry / Supreme Court*

Citations for all outstanding nominees from each department were read and officers were formally presented with their awards.

The Integrity Commission's nominee for the award of Outstanding Staff for the year ended 2024 was Mrs. Tessa Darroux, who has served with the Commission for the past six (6) years.

Mrs. Darroux was commended as “very hard-working, courteous, capable, and an exemplary employee within the office of the Integrity Commission.”

3. OPERATIONS AND ACTIVITIES

3.1 WORK PLAN

The main activities comprising the Commission’s work plan for the year

Integrity Commission - Work Plan 2024/25	
To complete examination and analysis of all declarations filed for calendar year 2024 by August 31, 2025, and to ensure closure of matters for 2024 and prior.	Finalize all ongoing matters related to declarations filed for the calendar year 2024. Maintain and manage accurate, up-to-date records and personal files concerning persons in public life. Ensure timely follow-up with defaulters to secure compliance.
Submission of Annual Report to the Minister for Legal Affairs.	As stipulated by section 48 of the Act transmit the Annual Report to the Minister for National Security for tabling in the House of Assembly.
Prepare IC’s 1-year work plan.	Prepare work plan for 2025/26.
Commemoration of Anti-corruption Day.	Address by Chairman - DBS Radio Did you know - DBS Radio Programme
Hold sessions with the youth on theme “Uniting with Youth against Corruption: Shaping Tomorrow’s Integrity”.	Meet with the students of primary and secondary schools at general assemblies.
Hold sessions with PTA.	Address PTA meetings - encourage integrity and ethical behavior within the student body.
Collaborate with Youth Division re Observation of International Youth Day.	Deliver message from the IPO to all churches on 12 th August, 2025.
Inform persons in public life (PIPL) of obligation to file declarations.	Prepare notices for DBS, KAIRI FM, Q95, VIBES Radio, DNO, EmoNews, Official Gazette and Newspapers. Mail Form 2’s and Guidelines to all persons in public life (PIPL).
To receive, examine and analyze all declarations filed for the calendar year	Issue receipt promptly upon receiving Form 2 Declaration

	<p>Stamp and document all declarations submitted.</p> <p>Enter data onto Adagio Software and prepare Report for F&A Committee.</p> <p>Review Adagio printouts for accuracy viz-à-viz declaration.</p>
Budget Negotiations - Ministry of Finance	<p>Budget call.</p> <p>Meeting with Ministry of Finance.</p> <p>Finalize budget negotiations to meet the financial expenses of the Commission.</p>
Maintain an up-to-date database of persons who are acting in offices of PIPL.	<p>Obtain contact information for new PIPL.</p> <p>Write promptly to new PIPL to inform of their status as PIPL.</p>
Keep current and updated list of PIPL	<p>Write to PS's and Heads of Departments and organisations for accurate information on PIPL.</p>
Complete examination of declarations	<p>Meetings with PIPL.</p> <p>Interviews with PIPL.</p> <p>Communicate with PIPL.</p>
Prepare Gazette Notices	<p>Prepare a list of persons who were issued Form 3 Certificates.</p>
Publish in the Official Gazette the names of defaulters.	<p>To submit a report on persons who failed to file to the DPP after the defaulters list is published in the Official Gazette.</p>
Commence preparation of Annual Report	<p>Compile all relevant data for the preparation of the Annual Report of the Commission.</p>
Network with other Integrity Commissions - Regional collaboration	<p>Participation in regional anti-corruption initiatives (organized by the CCAICACB or other anti-corruption bodies).</p>
Competitions between students based on the theme	<p>Essay, Poem and Painting competitions among secondary and primary schools to be submitted by 20th November, 2025</p>
Commemorate Anti-corruption Day 9 th December, 2025	<p>Host Ecumenical Church Service and prize giving at the Bethesda Methodist Church.</p>
Administration	<p>Overseeing the daily operations of the office to ensure the efficient execution of tasks and the seamless functioning of the Commission.</p>

3.2 FIRST SCHEDULE - OFFICES OF PERSONS IN PUBLIC LIFE

According to the Act a 'person in public life' is

“(a) a person holding any office or position set out in Part I of the First Schedule to the Act; or (b) a person acting continuously for a period of not less than six months in any office set out in Part II of the First Schedule to this Act.”

Pursuant to section 16(2) of the Act, persons in public life are required to continue to observe the statutory requirements of the Act for two years after demitting their office:

“16(2) The declaration shall be filed irrespective of the fact that, during the income year in which the declaration is required or in the following two income years, the declarant ceased to be a person in public life, otherwise than by reason of death.”

Categories of Offices of Persons in Public Life

The First Schedule of the Act list the thirty three (33) categories of persons in public life, detailed below:

FIRST SCHEDULE

(Section 2)

Offices Respecting Persons in Public Life

1. *Accountant General;*
2. *Adviser or Assistant to the Prime Minister and other Ministers;*
3. *Assistant Registrar of the High Court;*
4. *Assistant Superintendent of Prisons;*
5. *Chairperson of a public institution;*
6. *Chief Fire Officer;*
7. *Chief Physical Planner;*
8. *Chief Personnel Officer;*
9. *Chief of Police;*
10. *Chief Technical Officer;*
11. *Comptroller of Customs;*
12. *Comptroller of Inland Revenue;*
13. *Deputy Chief Fire Officer;*
14. *Deputy Chief Physical Planner;*
15. *Deputy Chief of Police;*
16. *Deputy Comptroller of Customs;*
17. *Deputy Comptroller of Inland Revenue;*
18. *Deputy Labour Commissioner;*
19. *Financial Secretary;*
20. *Gazetted Police Officer;*
21. *General Manager of a public institution;*
22. *Labour Commissioner;*

23. *Managing Director of a public institution;*
24. *Member of the House of Assembly;*
25. *Minister of Government;*
26. *Parliamentary Commissioner;*
27. *Parliamentary Secretary;*
28. *Permanent Secretary;*
29. *Chief Personnel Officer;*
30. *Registrar of the High Court;*
31. *Secretary to the Cabinet;*
32. *Speaker of the House of Assembly;*
33. *Superintendent of Prisons.*

To ensure the accuracy of the list of persons in public life, the Commission sought updates on all the offices. The Commission thanks Permanent Secretaries, the Public Service Commission and the Chief Personnel Officer for their cooperation in providing a list of persons serving in offices of public life within their respective departments. The total number of persons, both current and immediate past totals one hundred and ninety-seven (197). See appendix 2 for detailed listing.

Over the years, there has been a steady increase in the number of persons in public life. For the year ending 2024, the number rose by ten (10), from one hundred and eighty-seven (187) in 2023 to one hundred and ninety-seven (197).

The six (6) largest categories of offices are Chief Technical Officer, Chairperson of a public institution, Minister of Government, Member of the House of Assembly, Permanent Secretary, and Gazetted Police Officer. These six categories comprise one hundred and forty-five (145) persons which total more than half of the other twenty-eight (28) categories of the offices of persons in public life. Chart #1 illustrates the distribution of these persons according to the categories of offices set out above in the First Schedule.

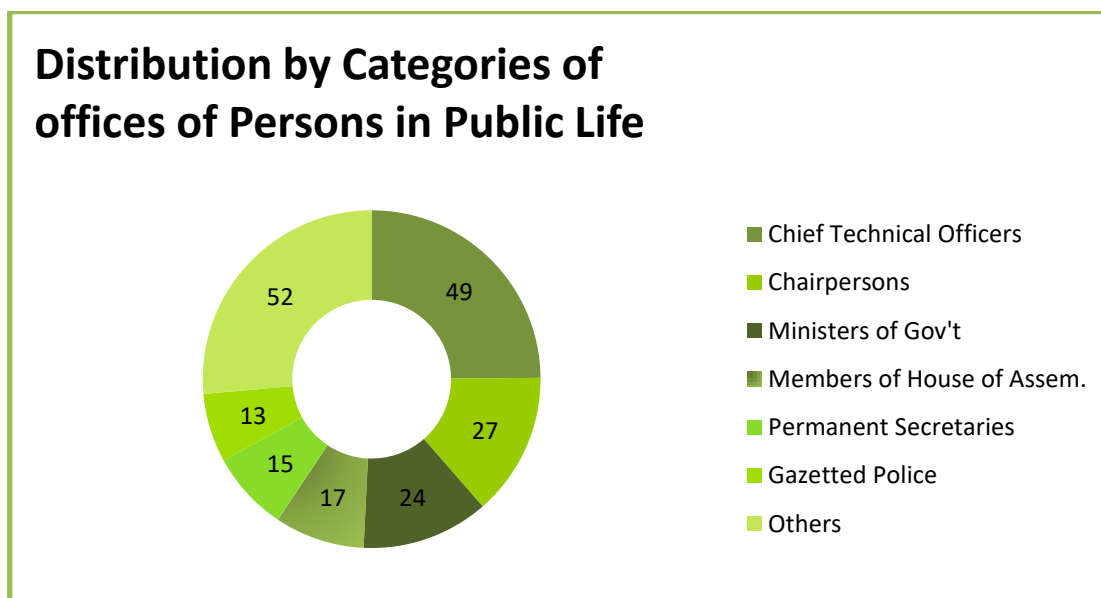


Chart #1

3.3 NOTICES TO PERSONS IN PUBLIC LIFE TO FILE DECLARATIONS

In December of each year, the Commission issues a circular letter to all persons in public life reminding them of their statutory obligation under the Act to file a declaration of their income, assets, and liabilities. The letter is accompanied by Form 2 of the Act and Guidelines to assist in completing Form 2. The Guidelines and the Form 2 Declaration are at Appendix 4 and 5 respectively.

Additional reminders to file are disseminated through local newspapers, online platforms, and local radio broadcasts throughout the month of March each year.

3.4 RECEIPT AND EXAMINATION OF DECLARATIONS

Each year, persons in public life are required, pursuant to Section 14 of the Act, to file a declaration with the Commission on the prescribed Form 2 by 31st March. Form 2 declarations are to be accompanied by supporting documents, including bank and salary statements, property records and any other records necessary to substantiate the information provided. The accurate completion of Form 2, together with the submission of supporting documentation, facilitates the Commission's examination of declarations. For a sequential guide of the above, refer to Appendix 7.

3.5 FINANCIAL DISCLOSURE

Declaration of financial affairs

Section 14 of the Act states:-

Every person in public life shall file a declaration with the Commission setting out—

14(1)

- (a) his office or offices;*
- (b) his income, assets and liabilities;*
- (c) the assets of his wife, children or relative acquired through or traceable to his income; and*
- (d) gifts made by him in value exceeding one thousand dollars.*

From the commencement of the new financial year, 1st September, 2024, the staff of the Commission continued to discharge their responsibilities with diligence and professionalism. These responsibilities included the receipt of financial declarations of income, assets and liabilities from persons in public life, in accordance with Section 14 of the Integrity in Public Office Act. In addition, the staff provided assistance to declarants who visited the office in response to requests for further particulars or who sought guidance on fulfilling their statutory obligations under the Act.

3.5.1 COMPLIANCE FOR THE YEAR UNDER REVIEW AS AT 31ST AUGUST, 2025

Form 2 Declarations

All persons holding public office are required to provide full and accurate disclosure of their income, assets, and liabilities when filing a declaration.

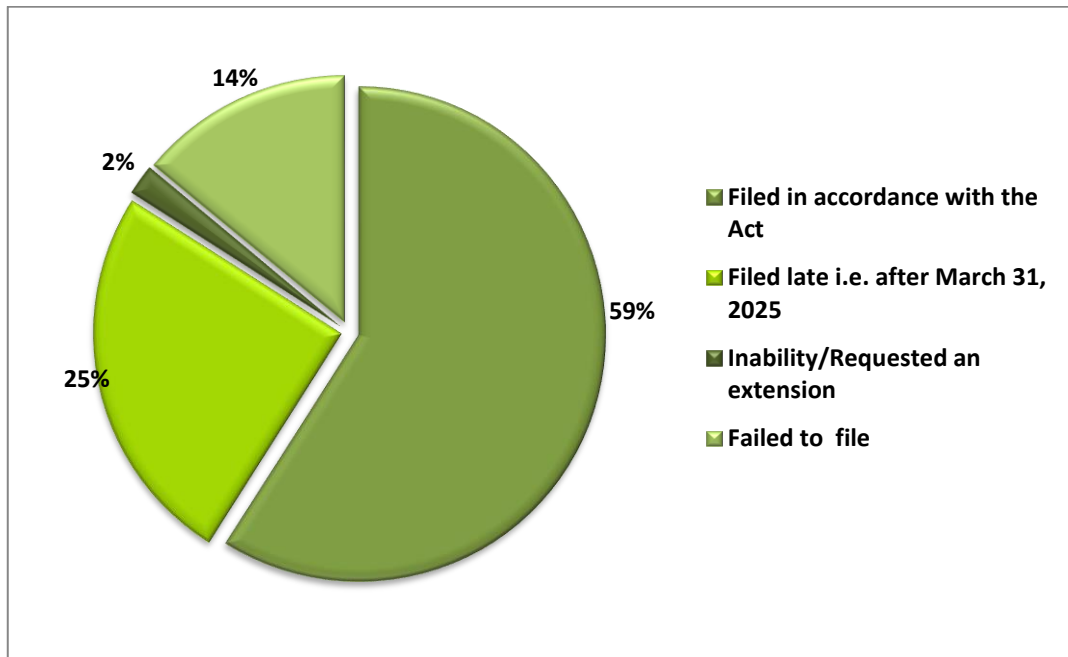
For the year ending 31st December 2024, one hundred and sixty-nine (169) of the current listed one hundred and ninety-seven (197) persons in public life have filed their Form 2 Declarations of income, assets and liabilities as at 31st August, 2025.

Fifty-nine percent (59%) filed in accordance with the Act, that is, on or before 31st March, 2025. Twenty-five percent (25%) filed late in accordance with section 16(2) (a) which states as follows:-

Notwithstanding subsection (1), the Commission may, on an application by a person in public life, extend the period within which a declaration may be filed.

Twenty-eight persons, representing fourteen percent (14%), of the total declarants failed to file. This percentage is consistent with the rate observed in the preceding year.

The remaining four percent (4%) requested an extension to file at a later date, amongst which one individual was unable due to a medical emergency. See pie chart below.



3.5.2 FORM 3 CERTIFICATES

Upon the receipt of Form 2 Declarations, the Commission examines each Form 2 to ensure that a declaration has been fully made.

As at 31st August 2025, ninety-six (96) declarations of those examined by the Commission have been found to be fully made for the year ending 31st December 2024. Form 3 certificates were issued to these persons in public life.

During the period under review, declarations for the previous years ending 31st December 2023, 2022, 2021, 2020, 2019 2018 and 2017 were also examined and Form 3 Certificates issued as depicted in Chart #2.

In total, two hundred and forty-nine (249) Form 3 Certificates were issued for the period under review.

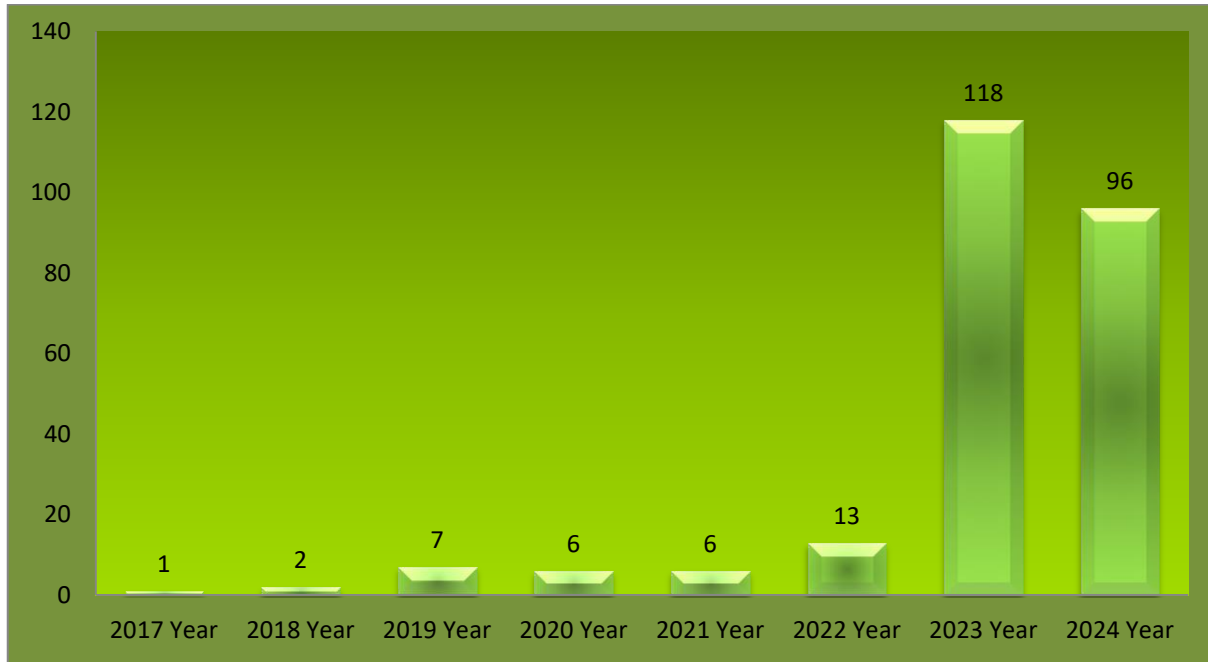


Chart #2

On 31st July and 6th August, 2025 the list of persons who were certified for the year ended 31st December, 2023 was published in the Official Gazette. See Appendix # 3

3.5.3 NON-COMPLIANCE

Failure to File Form 2 Declaration

The rate of non-compliance regarding the filing of declarations for the year ending 31st December 2024, as at 31st March 2024, recorded an increase of 4% when compared with the previous filing period ending 31st December 2023. In response, the Commission undertook targeted enforcement measures, including the issuance of formal correspondence and follow-up calls to defaulters, reminding them of their statutory obligations to file Form 2 declarations and inviting them to access assistance at the Commission's office. These interventions proved effective in securing compliance and narrowing the initial gap.

3.5.4 REQUEST FOR FURTHER PARTICULARS OF FINANCIAL AFFAIRS

Section 14(3) of the Act states:-

(3) *The Commission shall examine every declaration furnished to it and may request from the declarant any information or explanation relevant to a declaration made, which in its opinion, would assist it in its examination;*

And

Section 15 of the Act states as follows:-

“The Commission may require a declarant to furnish such further particulars relating to his financial affairs as it considers necessary ...”

In accordance with its mandate, the Commission upon examination of declarations furnished, found it necessary to make enquiries which it considered essential in order to verify and determine the accuracy of those declarations filed. The Commission therefore requested further particulars of information and explanations relevant to those declarations, which in its opinion, would have assisted in its examination.

As a result, for year ending 31st December, 2024, nineteen (19) declarants were issued query letters requesting further particulars and/or explanations. For year ending 31st December, 2023, fourteen (14) declarants were also issued query letters.

Of the queries issued during the 2024/2025 reporting period, seventeen (17) were satisfactorily addressed, while sixteen (16) remain outstanding as at 31st August, 2025.

See Figure 1 below.

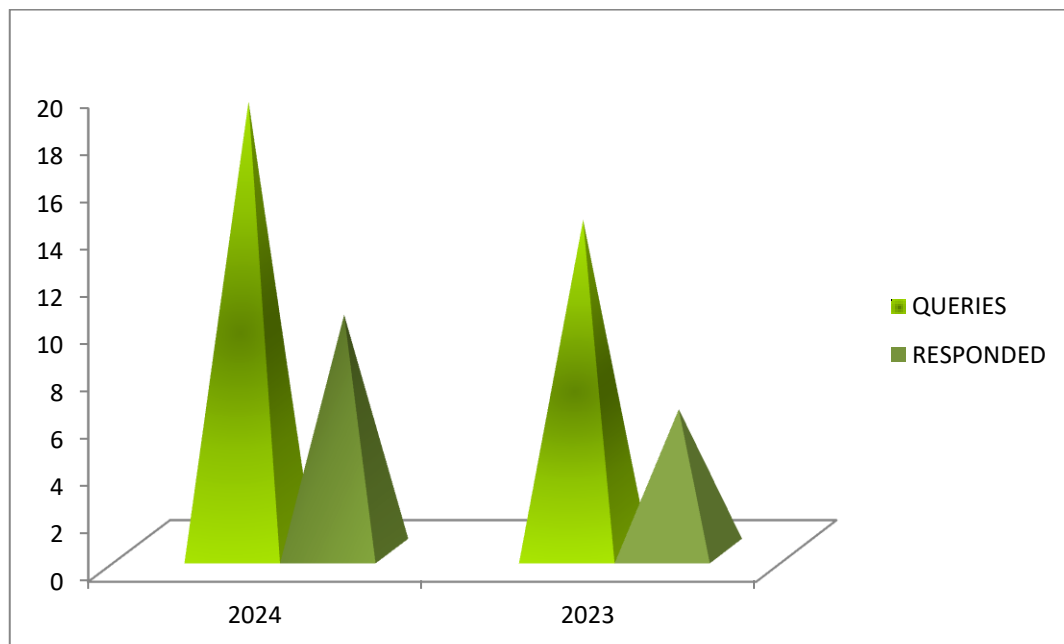


Figure 1

Non-Responses to Queries Issued

Over the years, the Commission has been challenged with the failure of persons to respond to query letters requesting further particulars and information. However, for the period under review, the office has seen a

slight increase in the number of persons responding. This can be attributed to the Commission's campaign to address non-compliance through follow-up calls to defaulters encouraging them to respond or come in to the office for assistance. Meetings were also held with repeat defaulters and persons with long outstanding queries.

3.5.5 MEETINGS WITH THE COMMISSION

The Commission, in an attempt to facilitate compliance with the Act, invites persons in public life to meet with them to discuss relevant matters as pertains to its functions detailed in section 9 of the Act (see page 6).

During the period under review, the Commission conducted three (3) such meetings with persons in public life regarding, failure to file a Form 2 Declaration, outstanding requests for further particulars, completion of Form 2 and the accuracy of declarations filed.

3.5.6 BREACHES IN RESPECT OF FINANCIAL DISCLOSURE

In accordance with section 22(1) of the Act, when a person in public life fails to file a declaration, the Commission shall publish the fact in the Official Gazette and send a report to the Director of Public Prosecutions for further action.

3.6 ADMINISTRATION OF THE ACT

The Commission continues to experience some difficulties in respect of administering the following sections of the Act, section 14(1), 16(1), 22 and 27.

Declaration of financial affairs

Section 14 (1) states:

Every person in public life shall file a declaration with the Commission
....

Filing of declaration

16. (1)

A person in public life shall, in respect of each income year, file a declaration required under this Act within three months after the end of that income year.

Failure to file declaration

22. (1)

Where—

(a) a person who is required to file a declaration under section 16 fails to file the declaration in accordance with this Act; or

(b) a person fails to furnish particulars under section 14, 15 or 17, the Commission shall publish the fact in the Gazette and send a report to the Director of Public Prosecutions for further action.

(2) The Commission may, at any time after the publication referred to in subsection (1), make an *ex parte* application to the High Court for an order directing such person to comply with the Act and the Court may in addition to making such an order, impose such conditions as it thinks fit.

Offences

27. (1) A person who—

(a) fails, without reasonable cause, to furnish to the Commission a declaration or further particulars thereof which he is required to furnish in accordance with this Act;

(c) fails, without reasonable cause, to give such information as the Commission may require under section 23; or

is guilty of an offence, and is liable on summary conviction to a fine of twenty thousand dollars or to imprisonment for a term of two years or to both such fine and imprisonment.

The persistent lack of responsiveness by a few persons in public life to requests issued by the Commission for the submission of declarations and further particulars continues to present a serious challenge. Equally, the enforcement of the statutory provisions in cases of non-compliance remains an area of concern, as it underscores the ongoing need for stronger accountability measures and more robust compliance mechanisms.

These challenges, if not addressed, can directly impede the Commission's ability to effectively fulfill its mandate of promoting integrity and accountability in public life and hereby risk eroding public confidence in the systems established to safeguard transparency and good governance.

3.7 LIBRARY

The Commission recognizes the confidential nature of its operations, noting that meetings of both the Commission and its Sub-Committee are held in the Library.

To ensure proper access management, all individuals wishing to use the Library must schedule an appointment in advance.

The Library maintained by the Commission, serves as a resource to support its functions and is available for use by persons in public life, Attorneys-at-Law, and other interested parties. Given the sensitive nature of the Commission's work, users are reminded of the importance of maintaining confidentiality and are required to contact the Office of the Commission to arrange access prior to use.

The Library houses a comprehensive collection of texts, reports, and legal reference materials, including dictionaries, statutes, digests, forms, and precedents covering various areas of law. Additionally, it contains bound copies of the Annual Laws of Dominica (1999-2020) and the 2017 revised Laws of the Commonwealth of Dominica.

3.8 WEBSITE

The Commission's website is <https://integritycommission.gov.dm>
The following documents were uploaded during the period under review:

- Form 2 Declaration of Income, Assets and Liabilities (updated)
- Guidelines for filling out Form 2 (updated)
- Integrity in Public Act; (Chap 23:04) Consolidated Laws of Dominica; 2017
- Press Statement - Anti-Corruption Day 2024
- Profiles of Members of Commission
- Did You Know - Radio Broadcast Promo
- The First Schedule - Offices respecting Persons in Public Life
- Press Statement - CCAICACAB

3.9 ACTIVITIES

Anti-Corruption Day Activities

In December 2024, the Commission observed International Anti-Corruption Day under the theme "*Uniting with Youth against Corruption: Shaping Tomorrow's Integrity*". International Anti-Corruption day is observed on 9th December annually.

Anti-Corruption Day was officially observed with news items across various media houses and an address on the National Radio Station by the Chairman, Mr. Stephenson Hyacinth.

The Commission also made a presentation on the Dominica Broadcasting Radio Station's Programme "*Did You Know*" highlighting the significance of

Anti-Corruption Day and raising awareness among the public of the Dominica Integrity Commission and The Commonwealth Caribbean Association of Integrity Commissions and Anti-Corruption Bodies (CCAICACB).

The Commission considered this year's theme "*Uniting with Youth against Corruption: Shaping Tomorrow's Integrity*" to be timely as it reflected on the role it could play in guiding the youth - the leaders of tomorrow.

In alignment with the theme, outreach initiatives for the reporting period were strategically focused on the youth and stakeholders engaged in their development. Accordingly, activities have been conducted throughout the year to specifically engage young people, with the objective of promoting honesty and ethical conduct within their social environments. The overarching intention is to encourage the practice of integrity from an early age by fostering an understanding of the importance of "doing the right thing."

As at 31st August 2025, the Commission has engaged with students through general assemblies, delivered addresses to Parent-Teacher Associations, and disseminated information aimed at sensitizing the youth, civil society, and the wider public in support of the Commission's vision under the theme.

In observance of International Youth Day on 12th August, 2025, the Commission also collaborated with the Youth Division to circulate an address which was read at worship services across the nation on the Sunday preceding the week's activities. The text of this message is attached at Appendix 1.

These engagement and sensitization activities will continue as part of the Commission's sustained commitment to public awareness, education, and the promotion of integrity among the youth and across all sectors of society.

3.10 REGIONAL DEVELOPMENTS AND NETWORKING

Commonwealth Caribbean Association of Integrity Commissions and Anti-Corruption Bodies CCAICACB - 11th Anniversary

The Commission continues to maintain collaborative relations with other Commissions and Anti-Corruption bodies within the Region, with primary affiliation to the Commonwealth Caribbean Association of Integrity Commissions and Anti-Corruption Bodies (CCAICACB).

In 2025, the CCAICACB commemorated its 11th anniversary under the theme "*Recommitting to Fighting Corruption Effectively and Sustainably in*

the Caribbean.” The Association convened its annual conference in St. Lucia from 2nd June to 6th June, 2025.

The Commission participated in the proceedings via Zoom, delivering a virtual presentation of the Dominica Integrity Commission’s Country Report. The report highlighted the Commission’s operations over the past year, its compliance ratings, and the implementation of decisions adopted in the Communiqué of the previous CCAICACB Conference held in The Bahamas.

In the course of the deliberations, the Commission benefited from the rich exchange of experiences, strategies, and best practices shared among participants. This engagement not only enhanced the Commission’s institutional knowledge but also reaffirmed its commitment to fostering regional collaboration in the promotion of integrity, accountability, and good governance.

3.11 BUDGET AND FINANCE

In April 2025, the Ministry of Finance commenced budget discussions. The Integrity Commission met with officials of the Ministry of Finance at the Ministry of Finance’s Conference Room to discuss its 2024/2025 budget.

Prior to this, budgetary proposals were submitted through the budget app.

The approved budget of the Commission for 2024/25 was five hundred and sixteen thousand, nine hundred and ninety-two dollars (EC\$516,992.00) compared to five hundred and thirty-six thousand, one hundred and six dollars (EC\$536,106.00) approved for the previous budget.

The following table, Fig. 2 shows the Approved Expenditure Heads for 2024/2025.

Integrity in Public Office Commission Approved Budget 2024/25	
Expenditure Head	Amount Authorized
Personal Emoluments	\$407,705.00
Salaried Allowances	\$5,000.00
Other Allowances	\$39,021.00
Local Travel & Subsistence	\$300.00
International Travel & Subsistence	\$6,000.00
Rewards & Incentives	\$500.00
Hosting and Entertainment	\$1,400.00
Training	\$1,400.00
Supplies & Materials	\$11,040.00
Communications Expenses	\$400.00
Operating & Maintenance Services	\$3,136.00
Professional & Consultancy Services	\$27,300.00
Insurance	\$500.00
Grants & Contributions	\$2,790.00
Sundry Expenses	\$5,100.00
Other Machinery & Equipment	\$5,400.00
TOTAL	\$516,992.00

Fig. 2

3.12 OFFICE ACCOMMODATION - LOCATION

The Integrity Commission is situated at 30 Cross Street in the capital city of Roseau, within the Commissions Building. This building accommodates three (3) Commissions, namely the Integrity Commission, the Public Service Commission, and the Electoral Commission.

Access to the Integrity Commission is provided on the eastern side of the Commissions Building, along Cross Street, where it shares the upper floor with the Public Service Commission. The Electoral Commission is located on the western side of the building, with its point of access situated on upper Jewel Street.

The Secretariat of the Integrity Commission may be contacted at telephone numbers (767) 266-3436, 266-3494, 266-3392, or 266-3391, or via email at integritycommission@dominica.gov.gm

4. ACKNOWLEDGEMENTS

The Commission acknowledges the assistance of the individuals and institutions listed below and extend its sincere thanks for their valuable contributions to its operations during the year under review.

- ❖ Her Excellency the President
- ❖ The Honourable Prime Minister
- ❖ The Honourable Minister for the Ministry of National Security and Legal Affairs
- ❖ Permanent Secretary and staff of the Ministry of National Security and Legal Affairs
- ❖ Honourable Attorney General
- ❖ Solicitor General
- ❖ Secretary to the Cabinet
- ❖ Chief Personnel Officer
- ❖ Staff of the Information & Communication Technology Unit
- ❖ Government Printer and Staff
- ❖ Principals and Students of Secondary and Primary Schools
- ❖ Staff of the Commission

SIGNATURES

.....
MR. STEPHENSON HYACINTH
CHAIRMAN

.....
MR. THOMAS JOHN HOLMES
COMMISSIONER

APPENDICES

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APPENDIX 1: Message in Observance of International Youth Day

MESSAGE FROM THE DOMINICA INTEGRITY COMMISSION IN OBSERVANCE OF INTERNATIONAL YOUTH DAY

The Dominica Integrity Commission joins the global community in celebrating International Youth Day observed on Tuesday August 12th, 2025.

On December 9th, 2024, the Dominica Integrity Commission observed International Anti-corruption Day under the theme “*Uniting with youth against corruption: shaping tomorrow's integrity*”.

In light of the complexities today’s youth encounter, the Commission, has found the theme to be timely and is pleased to collaborate with the Youth Division in observing International Youth Day.

Character development begins early, with children learning values such as honesty, empathy, and respect between ages three and five.

The responsibility of fostering such ethical behaviour in our children from such tender ages is enormous but indispensable.

Parents, guardians, extended family, friends, teachers, group and community leaders and the church must nurture these traits, hereby guiding our youth to become principled adolescents and adults capable of sound moral judgment.

Promoting simple steps of being honest, keeping promises, taking responsibility for mistakes, and making proper choices instills lifelong values essential for personal growth, career decisions, and national development.

Citizens of Dominica, as a nation grounded in faith, we share an essential role in nurturing integrity in our youth.

The Bible offers an abundance of teachings and guidance on integrity, leadership and moral values. Several verses highlight the potential and importance of young people as future leaders, emphasizing that youth should not be underestimated.

1st Timothy Chapter 4 vs. 12 reads "Don't let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity." This verse encourages young people to lead by example through their words,

actions, love, faith, and purity. It emphasizes that age should not limit their ability to demonstrate Christian virtues or have a positive influence.

Proverbs 20:7 reads “The godly walk with integrity; blessed are their children who follow them.” This verse reminds us that integrity is not only a personal virtue but also a legacy that influences future generations.

The Integrity in Public Office Act was established to promote honesty, integrity and accountability of persons in offices of Public Life. Today’s youth, will become tomorrow’s persons in Public Life, and our nation’s leaders. Therefore, it is essential that parents, guardians and the wider community inculcate integrity from an early age to ensure ethical behavior in the future.

We all can play a part. Let us choose to walk in integrity, not just for ourselves, but for the sake of our youth, the leaders of tomorrow.

In closing, the Commission extends best wishes to the youth of this our nation and, indeed around the world. May you always strive to do the right thing even when no one is looking.

God Bless

Chairman
Stephenson Hyacinth
DOMINICA INTEGRITY COMMISSION

APPENDIX 2: List of offices of persons in public life as at
31st December 2024

List of Offices of Persons in Public Life	No. of Persons
Accountant General	1
Adviser or Assistant to the Prime Minister/ Minister	1
Assistant Registrar of the High Court	1
Assistant Superintendent of Prisons (current and past)	2
Chairperson of a public institution	27
Chief Fire Officer	1
Chief Physical Planner	1
Chief Personnel Officer (current and past)	2
Chief of Police (current and past)	2
Chief Technical Officer	49
Comptroller of Customs	1
Comptroller of Inland Revenue	1
Deputy Chief Fire Officer	1
Deputy Chief Physical Planner	0
Deputy Chief of Police	1
Deputy Comptroller of Customs (current and past)	2
Deputy Comptroller of Inland Revenue	5
Deputy Labour Commissioner (current and past)	2
Financial Secretary	1
Gazetted Police Officer	14
General Manager of a public institution	13
Labour Commissioner	1
Managing Director of a public institution	3
Member of the House of Assembly	17
Minister of Government	24
Parliamentary Commissioner	0
Parliamentary Secretary	3
Permanent Secretary	15
Registrar of the High Court (current and past)	2
Secretary to the Cabinet	1
Speaker of the House of Assembly	1
Superintendent of Prisons	2
	197

APPENDIX 3: Notice published in the Official Gazette
Persons certified for year ended December 31st 2023

INTEGRITY IN PUBLIC OFFICE ACT
CHAP. 23:04 OF THE CONSOLIDATED LAWS OF DOMINICA, 2017
DECLARATIONS CERTIFIED WITH RESPECT TO
CALENDAR YEAR ENDED DECEMBER 31ST 2023

The Integrity Commission hereby certifies that it has examined the declarations submitted by the following declarants with respect to calendar year 31st December, 2023 and is satisfied that full disclosure has been made in accordance with the Act.

	Name	Offices respecting PIPL
1.	Fregiste, Gerald	Accountant General (Ag.)(Past)
2.	Pinard, Beverley	Accountant General (Past)
3.	Austrie, Reginald	Advisor to the Prime Minister
4.	Sebastian, Nuriyah	Assistant Registrar of the High Court (Ag.)
5.	Casimir, Desmond	Assistant Superintendent of Prisons (Ag.) (Past)
6.	Prevost, Careen	Cabinet Secretary
7.	Jones, Blaize	Chairperson of a public institution - DASPA
8.	Waldron, Starford	Chairperson of a public institution - DASPA
9.	Clarendon, Hannah	Chairperson of a public institution - DEXIA
10.	Charles, Martin	Chairperson of a public institution - Dominica AID Bank
11.	Augustine, Shirley	Chairperson of a public institution - Dominica Council of Nursing
12.	Joseph, Anthony	Chairperson of a public institution - Dominica Social Security
13.	Fevrier, Willie	Chairperson of a public institution - Education Trust Fund
14.	Stowe, Duncan	Chairperson of a public institution - Electoral Commission
15.	Kase, Justinn	Chairperson of a public institution - Engineering Board
16.	Hyacinth, Stephenson	Chairperson of a public institution - Integrity Commission
17.	Charles, Rose-Anne	Chairperson of a public institution - Invest Dominica Authority & Income Tax Appeal Board
18.	Williams, Urania	Chairperson of a public institution - National Bank of Dominica
19.	Roberts, Carleen	Chairperson of a public institution - Planning Development Corporation
20.	Munro, Ian	Chairperson of a public institution - Police Service Commission
21.	Dublin, Dr. Damien	Chairperson of a public institution - Public Service Commission

22.	Gregoire, Felix	Chairperson of a public institution - Public Works Corporation & Public Service Commission
23.	Williams, Eliud	Chairperson of a public institution - Standard Bureau of Council
24.	Dechausay, Dr. Adrien	Chairperson of a public institution -Dominica Medical Board
25.	Thomas, John Felix	Chairperson of a public institution -Government Housing Loans Board
26.	Astaphan, Jennifer	Chairperson of public institution - Dominica Hospitals Authority(Past)
27.	Anthony, Martin	Chairperson of public institution - Prisons Justice Committee
28.	Capitollin-Toussaint, Lydia	Chief Personnel Officer (Ag.)
29.	Thomas-Roberts, Edith	Chief Personnel Officer (Past)
30.	Ferrol, Nadia	Chief Technical Officer - Adult Education Officer (Ag.)
31.	Matthew, Earlson	Chief Technical Officer - Chief Cultural Officer (Ag.)
32.	Lawrence, Raymond	Chief Technical Officer - Chief Cultural Officer (Past)
33.	Blaize, Dr. Jeffrey.	Chief Technical Officer - Chief Education Officer (Ag)
34.	Anthony, Ian-Michael	Chief Technical Officer - Chief Elections Officer
35.	Thomas, Tassie	Chief Technical Officer - Chief Environmental Health Officer (Ag.)
36.	Theophile, Derrick	Chief Technical Officer - Chief Fisheries Officer (Ag.)
37.	Burton, Minchinton	Chief Technical Officer - Chief Forestry Officer
38.	Johnson, Dr. David	Chief Technical Officer - Chief Medical Officer (Past)
39.	Dorival, Naomi	Chief Technical Officer - Chief Physical Planner (Ag.)
40.	Joseph, Genora	Chief Technical Officer - Chief Physical Planner (Past)
41.	Thomas, Ezra	Chief Technical Officer - Chief Protocol Officer (Ag.)
42.	Roach, John	Chief Technical Officer - Chief Youth Development Officer
43.	Canoville, Mariet	Chief Technical Officer - Commissioner of Cooperatives
44.	Ambo, Desrey	Chief Technical Officer - Deputy Labour Commissioner (Ag.)
45.	Lestrade, Claudius	Chief Technical Officer - Director - Financial Services Unit
46.	Fevrier-Drigo, Dr. Lynora	Chief Technical Officer - Director (Ag.), Primary Health Care
47.	Brumant, Ricky	Chief Technical Officer - Director of Agriculture
48.	Jno. Ville, Maylina	Chief Technical Officer - Director of Audit
49.	Walter, Matthan	Chief Technical Officer - Director of Trade
50.	Morgan, Melissa	Chief Technical Officer - Director, Bureau of Gender Affairs
51.	Ferrol, McKelson	Chief Technical Officer - Director, Financial

		Intelligence Unit
52.	Honore, Emeline	Chief Technical Officer - Director, National Employment Programme
53.	Esprit-Stewart, Dr. Laura	Chief Technical Officer - Director, Primary Health Care
54.	Jeffery, Dr. Francine	Chief Technical Officer - Director, Primary Health Care
55.	Giddings-Steadman, Delia	Chief Technical Officer - Director, Social Services
56.	Stephenson, Alexander	Chief Technical Officer - Executive Director Small Business Support Unit
57.	Blanc, Dr. Ruby	Chief Technical Officer - Hospital Medical Director
58.	Pacquette, Kelvin	Chief Technical Officer - Labour Commissioner (Ag.)
59.	Toussaint, Glenroy	Chief Technical Officer - Local Government Commissioner
60.	Thomas-Sanford, Dilean	Chief Technical Officer - Manager, Computer Center
61.	Pascal, Fitzroy	Chief Technical Officer - National Disaster Coordinator
62.	Wallace, Clare	Chief Technical Officer - Postmaster General
63.	Blackmoore, Donille	Chief Technical Officer - President's Secretary
64.	James, Denise	Chief Technical Officer - Secretary (Ag.) - Public & Police Service Commissions
65.	James, Daniel	Clerk of the House of Assembly
66.	Deschamps, Roderick	Comptroller of Customs
67.	Lloyd, Sylma	Comptroller of Inland Revenue (Ag.)
68.	Letang, Wayne	Deputy Chief Fire Officer (Ag.)
69.	Christmas, Vincent	Deputy Comptroller of Customs
70.	Charles, Paul	Deputy Comptroller of Inland Revenue Division
71.	Richards, Abiah	Deputy Comptroller of Inland Revenue Division
72.	Mendes, Eric	Deputy Labour Commissioner
73.	Edwards, Denise	Financial Secretary (Ag)
74.	Edwards, Rosamund	Financial Secretary (Past)
75.	Bruno, Clem	Gazetted Police Officer
76.	Charles, Bervelle Bellgrove	Gazetted Police Officer
77.	Corbette, Lincoln	Gazetted Police Officer
78.	Cuffy, Matthew	Gazetted Police Officer
79.	Edwards, Leana	Gazetted Police Officer
80.	James, Jeffrey	Gazetted Police Officer
81.	Lawrence, Anthony	Gazetted Police Officer
82.	Moses, Antonia	Gazetted Police Officer
83.	Powell, Valda	Gazetted Police Officer
84.	Theophile, George Curtis	Gazetted Police Officer
85.	Carbon, Daniel	Gazetted Police Officer - Chief of Police (Past)
86.	Valerie, Davidson	Gazetted Police Officer (Past)
87.	Weekes, Claude	Gazetted Police Officer (Past)
88.	Francis, Titus	General Manager of a public institution - Public Works Corporation

89.	Honore-St. Valle, Jenny	General Manager of a public institution - CHANCES
90.	Bardouille, Benoit	General Manager of a public institution - DASPA
91.	Johnson, Marie-Therese	General Manager of a public institution - AID Bank
92.	Joseph, Cecil	General Manager of a public institution - DBS Radio
93.	Thomas, Gregoire	General Manager of a public institution - DEXIA (Past)
94.	John, Fred	General Manager of a public institution - Dominica Geothermal Development Corporation
95.	Jean Jacques-Thomas, Janice	General Manager of a public institution - Dominica Social Security
96.	Mitchel, Florian	General Manager of a public institution - Dominica Solid Waste Management Corporation
97.	Ettinoffe, Bernard	General Manager of a public institution - DOWASCO
98.	Edwards, Ellingworth	General Manager of a public institution - National Bank of Dominica (Past)
99.	Severin-Lestrade, Annette	General Manager of a public institution - National Bank of Dominica
100.	John, Theresa	General Manager of a public institution - Public Works Corporation (Past)
101.	Platsko, Paula	General Manager of the public institution - DEXIA
102.	Leblanc, Dr. Matthew	Labour Commissioner (Past)
103.	Piper, Colin	Managing Director of a public institution - Discover Dominica Authority
104.	Joseph, Rhoda	Managing Director of a public institution - Invest Dominica
105.	Lockhart, Dwain Austelle	Member of the House of Assembly
106.	Peter, Levi	Member of the House of Assembly
107.	Rolle, Phillip	Member of the House of Assembly
108.	Daniel, Catherine Lady	Member of the House of Assembly (Past)
109.	Esprit, Nicholls	Member of the House of Assembly (Past)
110.	Lawrence-Jno Finn, Ernie	Member of the House of Assembly (Past)
111.	Marcellin Jr., Clement	Member of the House of Assembly (Past)
112.	Joseph, Francisca	Member of the House of Assembly (Past)
113.	Alfred, Octavia	Minister of Government
114.	Defoe, Jullan	Minister of Government
115.	George, Oscar	Minister of Government
116.	Henderson, Dr. Vince	Minister of Government
117.	Laville, Cassanni	Minister of Government
118.	Lloyd, Darron	Minister of Government
119.	Lockhart-Hypolite, Chekira	Minister of Government
120.	McIntyre, Dr. Irving	Minister of Government
121.	Roberts, Gretta	Minister of Government
122.	Royer, Roland	Minister of Government
123.	Williams, Dr. Cassandra	Minister of Government
124.	Blackmoore, Rayburn	Minister of Government

125.	Grant, Fidel	Minister of Government
126.	Poponne - Skerrit, Melissa	Minister of Government
127.	Skerrit, Dr. Roosevelt	Minister of Government - Prime Minister
128.	Darroux, Dr. Kenneth	Minister of Government (Past)
129.	Douglas, Ian	Minister of Government (Past)
130.	King, Dr. Adis	Minister of Government (Past)
131.	Paul, Roselyn	Minister of Government (Past)
132.	Riviere, Gregory	Minister of Government (Past)
133.	Edwards, Kent	Parliamentary Secretary
134.	Wenham, Fenella	Parliamentary Secretary
135.	Blackmoore, Lucien	Permanent Secretary
136.	Henderson, Missi	Permanent Secretary
137.	Joseph, Gloria	Permanent Secretary
138.	Severin, Reginald	Permanent Secretary
139.	Commodore, Jo-Anne	Permanent Secretary (Ag.)
140.	Lestrade-Wyke, Letitia	Permanent Secretary (Ag.)
141.	Paul. Dr. Kyra	Permanent Secretary (Ag.)
142.	Roudette-Baptiste, Margaret	Permanent Secretary (Ag.)
143.	Hyacinth, Chandler	Permanent Secretary (Ag.) (Past)
144.	Fagan, Mandra	Permanent Secretary (Past)
145.	Thomas, Esther	Permanent Secretary (Past)
146.	Etienne, Marie-Therese	Registrar of the High Court
147.	Jean Jacques, Kenrick	Superintendent of Prisons (Ag.)

Cheryl Roberts (Ms.)
SECRETARY
INTEGRITY COMMISSION

**APPENDIX 4: Guidelines for Filling out Form 2:
Declaration of Income, Assets and Liabilities**

INTEGRITY COMMISSION
Integrity in Public Office Act 2003, No. 6 of 2003
Integrity in Public Office (Amendment) Act 2015, No. 21 of 2015
and Integrity in Public Office Act, Chap 23:04 Consolidated Laws of Dominica,
2017

**GUIDELINES for Filling Out
Form 2: Declaration of Income, Assets and Liabilities**

STATUTORY REQUIREMENTS

Every person in public life is required by section 14 of the Act to file a declaration with the Integrity Commission in Form 2 of the Third Schedule setting out his or her office or offices; income, assets and liabilities; assets of his or her spouse, children or relative acquired through or traceable to his or her income; gifts made by him or her in value exceeding one thousand dollars, and money or other property held in trust.

A declaration must be filed within three months after the end of each income year, i.e. by 31 March in each year.

A person who becomes a person in public life in the course of a filing period must, within three months of becoming a person in public life, file a declaration setting out his or her assets and liabilities at the date on which he or she became a person in public life, and his or her income for the period twelve months immediately prior to the date of his or her becoming a person in public life.

A person who acts continuously in an office included in Part II of the First Schedule to the Act for a period not less than six months becomes a person in public life and must, within a period of three months from the date on which he or she became a person in public life, file a declaration setting out his assets and liabilities at the date on which he or she became a person in public life, and his or her income for the period twelve months immediately prior to the date of his or her becoming a person in public life.

A person who was a person in public life is required to file a declaration up to two years after he ceased to be a person in public life.

GENERAL FILING INSTRUCTIONS:

All fields in Form 2 must be completed.

Where information required is not applicable, declarant must so indicate by entering n.a. in the appropriate section.

Declarant must enter his or her name in full, the office or offices that he or she holds or has held and his or her usual address. Contact information including cellular, home and work telephone numbers, email address and fax number (if any) should be included.

The declarant must also enter the name and regular address of his or her spouse (if any), and the name and address of each child (if any).

Where supporting documents are provided, it should be so indicated in the appropriate section of Form 2. Where entries in a particular section are voluminous, they may be summarized for entry on the form and details provided in an attachment.

Fields requiring monetary values must be completed. Where there are no monetary values, enter nil.

“See Attached” is not an appropriate entry for a field.

SPECIFIC INSTRUCTIONS

1. INCOME

Enter separately the amount and source of each income received or receivable during the year. Income includes:

- (a) Salary
- (b) Fees as director or consultant
- (c) Commission
- (d) Bonus
- (e) Dividends
- (f) Provisional fees
- (g) Rent (state whether from house or land) (h) Gifts in kind or cash
- (i) Other receipts or transfers. (This also includes interest from savings and investments).

2. ASSETS

(a) Real Property

i. Enter a brief description of the real property (e.g. land, land and house, apartment or apartment building, hotel or guesthouse, entertainment center etc.)

ii. (a) Enter the value of each real property (value includes value in the opinion of the declarant, latest valuation, purchase price or other consideration for its acquisition).

(b) The value to be entered for properties under construction must be the total construction cost to date.

(c) Where property is owned as tenants in common the declarant's interest in the property should be declared.

(d) Where property is owned as joint tenants, the full value of the property must be declared. iii. Enter location of each real property.

(b) Cash in Bank

Show separately each bank account and the amount held in each.

(c) Life Insurance Policies

- i. Identify each company separately
- ii. State annual premiums for each policy
- iii. State surrender value and date of maturity for each policy.

(d) Shareholding in companies and holdings in partnerships and joint ventures

- i. List each company or enterprise separately
- ii. State the nature of the business of each company or enterprise
- iii. On first filing, state the number or percentage and value of shares held in each company or enterprise, or the percentage or value of the declarant's interest in any partnership.
- iv. In subsequent filings, if the number or percentage of shares increases or decreases, or the value of the interest of the declarant in any partnership increase or decreases, the value of the increases or decreases must be stated.

(e) Directorships and partnerships

- i. Identify each company or enterprise.
- ii. State the nature of its business.
- iii. Give date of appointment as director.

(f) Other assets

Give brief description and value of each of other assets held, including:

- Motor vehicles
- Boats
- Government bonds
- Other

State total value of assets held in Trust

A person in public life must declare the assets of his spouse, children or relative acquired through or traceable to his income

A person in public life who holds money or other property in trust for another person shall so state in his declaration, but shall not be required to disclose the terms of the trust.

3. GIFTS MADE

List gifts exceeding \$1,000 made during the year, giving names of recipients.

4. LIABILITIES

(a) Mortgages

List each mortgage, giving name of bank or other financial institution and balance of mortgage as at 31 December. Supporting bank statements should be provided.

(b) Judgment Debts

Enter separately each judgment debt, giving name of creditor and value of judgment debt.

(c) OTHER DEBTS

Enter separately all other debts, giving names of creditors and value of debts. (Where assets are acquired by hire purchase, the total debt owed must be declared and a copy of the hire-purchase agreement submitted as well as annual statement of balances outstanding).

State total value of assets held in trust

5. DATE OF DECLARATION

The declaration at the bottom of Form 2 must be filled out, signed and dated by the declarant.

The relevant date (referred to at the bottom of Form 2) to be entered is the date of the end of the reporting period (which could be the end of an income year or, in the case of a person who newly becomes a person in public life, the date on which he became a person in public life).

APPENDIX 5: Form 2: Declaration of Income, Assets and Liabilities

FORM 2

DECLARATION OF INCOME, ASSETS AND LIABILITIES

NAME OF DECLARANT.....

OFFICE.....

ADDRESS.....

NAME OF SPOUSE.....

ADDRESS.....

NAMES OF CHILDREN.....

ADDRESS.....

1. INCOME:

Income received or receivable (state name and address of each source) salary, fees as director or consultant, commission, bonus, dividends, provisional fees, rent, gifts in kind or cash and other receipts or transfers.

2. ASSETS:

(a) Real Property

Description, and value in the opinion of the declarant, including a copy of the latest valuation thereof, if any, and the purchase price or other consideration for its acquisition (where land and buildings thereon are owned by declarant this should be shown separately from land owned without buildings).

Location:

Rents (state from whether house or land).

(b) Cash in Bank

(Identify each Bank separately and state amount).

(c) Life Insurance Policies

(Identify each company separately, state annual premiums, cash surrender value of policy and date of maturity).

(d) Shareholdings in companies and holdings in partnership and joint ventures.

(List each enterprise separately, the nature of its business and the number of shares held).

(e) Directorships and partnerships

(Identify enterprise, nature of its business, date of appointment as director).

- (f) **Other Assets**
 - Motor Vehicles
 - Boat
 - Government Bonds
 - Other

- (g) **Gifts made in value exceeding one thousand dollars**

3. LIABILITIES

- (a) Mortgages
- (b) Judgment Debts
- (c) Other Debts

Dated this..... day of, 20.....

I, hereby declare that this declaration gives full, true and complete particulars of the assets and liabilities as on the relevant date, that is and the income during a period of twelve months immediately prior to that date, of myself to the extent to which I have knowledge of the same.

.....
Declarant

APPENDIX 7: Receipt and Examination of Declarations - Step-by-Step

RECEIPT AND EXAMINATION OF DECLARATIONS – *Step-by-step*

In accordance with Section 14 of the Act, every person in public life is mandated to file an annual declaration with the Commission on the prescribed Form 2, no later than 31st March of each year. This declaration is intended to provide a comprehensive account of the individual's financial position, to be accompanied by supporting documentation. Such documentation typically includes, but is not limited to, bank statements, salary slips, property records and any other relevant documents that substantiate the information disclosed in the declaration.

The requirement for both the accurate completion of Form 2 and the submission of supporting documents is central to the Commission's mandate, as these materials enable a thorough and credible examination of each declaration. This process ensures that the information provided is not only complete and transparent, but also verifiable against independent sources, thereby strengthening the integrity and accountability framework established under the Act.

A sequential procedure is outlined below:

1. Completion of Form 2

- The declarant must complete Form 2 in full, ensuring that all sections are accurately filled out.
- The form requires the disclosure of assets, income, and liabilities, along with any interests that may give rise to a conflict of interest.

2. Compilation of Supporting Documents

- Along with the completed Form 2, the declarant must gather supporting documentation to substantiate the information declared.
- These typically include bank statements, salary slips, property records, investment certificates, and any other relevant financial documents.

3. Submission to the Commission

- The completed declaration form and all supporting documents must be submitted to the Commission on or before the statutory deadline of 31st March.
- Failure to file, late or incomplete submissions may constitute a breach of the Act and could result in penalties.

4. Review and Examination by the Commission

- Upon receipt, the Commission undertakes a detailed examination of the declaration and supporting documents.
- The accuracy and completeness of the information are verified against the accompanying records, and where necessary, further clarification may be requested from the declarant.

This structured process ensures that declarations are transparent, verifiable, and compliant with statutory obligations, thereby enabling the Commission to effectively carry out its oversight function and uphold standards of accountability in public life.