



## MOMBASA COUNTY PUBLIC SERVICE BOARD



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### **FREQUENTLY ASKED QUESTIONS (FAQs) ON THE WEALTH DECLARATION PROCESS.**

#### **1.) WHO SHOULD SUBMIT THEIR DECLARATION?**

The Section 26(1) of Public Officers Ethics Act (POEA) No.4 of 2003 (Rev 2016) and the Mombasa County Public Service Board Administrative Procedures on Part IV of the POEA; requires every public officer to submit **once every two years**, a declaration of the income, assets and liabilities of him/herself, his/her spouse or spouses and his/her dependent children under the age of 18 years. **2021** is a **declaration year** for the two-year period of 2019-2021.

#### **2.) WHY SHOULD I DECLARE MY INCOME, ASSETS AND LIABILITIES?**

- To comply with the legal provisions that require submission of the declarations.
- To establish the status of your income, assets and liabilities.
- To increase public confidence in the county public service.
- To promote transparency and accountability.

### **3.) WHAT PROCEDURE SHOULD I FOLLOW?**

All state or public officers in the County Executive, irrespective of rank or grade should collect the declaration forms from their **departmental authorized wealth declaration officers** free of charge. You can also download the form from the Mombasa County Public Service Board website [www.psbmombasa.go.ke](http://www.psbmombasa.go.ke) or the Official County website [www.mombasa.go.ke](http://www.mombasa.go.ke) for filling and submission to the mentioned officers as from **1<sup>st</sup> November 2021 - 31<sup>st</sup> December 2021**. The officer is expected to append his/her signature in the **wealth declaration register** when submitting his/her duly filled form.

### **4.) HOW DO I FILL THE FORM?**

There is a downloadable sample of a **correctly filled declaration form** on the Board's website [www.psbmombasa.go.ke](http://www.psbmombasa.go.ke) or the Official County website [www.mombasa.go.ke](http://www.mombasa.go.ke) as well as **Frequently Asked Questions (FAQs)** that give guidelines on the wealth declaration process. The departmental authorized wealth declaration officers will further guide the officers on filling as they collect the forms guided by the sample forms. The officer submitting the declaration shall ensure that the declaration is correct and all sections completed, to the best of his/her knowledge.

### **5.) HOW LONG IS THE DECLARATION PROCESS?**

The declaration process will run from the **1<sup>st</sup> November 2021 - 31<sup>st</sup> December 2021**. All staff are expected to have filled and submitted their forms by latest **31<sup>st</sup> December 2021**. This includes all the staff on any form of leave. The officers are further advised to **photocopy their filled declaration** forms and retain a copy before submission.

**6.) ARE THERE ANY CONSEQUENCES IF I DONT SUBMIT MY FILLED FORM OR IF I GIVE FALSE OR MISLEADING INFORMATION?**

Pursuant to section 32 of the Public Officers Ethics Act (POEA) any state or public officer who fails to submit a declaration or in such a declaration gives information that he knows, or ought to know is false or misleading is guilty of an offence and is liable, on conviction, to a fine not exceeding one million shillings (**Ksh1,000,000**) or imprisonment for a term not exceeding **one year or both**.

The staff can also face disciplinary procedures in accordance to the Code of Conduct and Ethics for Public Officers or referral to the Ethics and Anti-Corruption Commission (EACC) for non-compliance.

**ALL STAFF** are highly encouraged to fill and submit their declaration forms within the stipulated time to avoid any form of disciplinary action.

CS Jeizan Faruk  
**Secretary/ CEO**