

**SCHEDULE**



REPUBLIC OF BOTSWANA

**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: .....



## **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.

\* The following shall be provided –

- latest valuation of the property (include the date for the valuation and which date shall be two years or less); or
- estimated current value of the property.

\*For estimated current value of the property, provide the basis for the estimation such as –

- previous valuation, if available and date of such valuation,
- purchase price and date of such purchase,
- transfer value and date of transfer,
- ratable value of the property,
- value of neighboring property (as may be obtained from Deeds Registry), or
- Tribal land compensation guidelines.

\*In estimating the current value of the property, the highest value should be provided.

\*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

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

<i>Type or Description*</i>	<i>Survey No./Plot No./Deed No.</i>	<i>Plot size</i>	<i>Location/s*</i>	<i>Manner of Acquisition (whether purchased, transferred or donated, etc)</i>	<i>Joint Ownership * (YES/NO)</i>	<i>Co-Owner's Names and National ID/Passport No.*</i>	<i>Relationship to Declarant</i>	<i>Latest value or estimated current value</i>
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(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>Latest value or estimated current value</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>
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(ii) VEHICLES, SHIPS, AIRCRAFT, BOATS, WORKS OF ART, JEWELLERY, PRECIOUS METALS OR OTHER ITEM OF VALUE JOINTLY OWNED

<i>Type and Make</i>	<i>Registration Number</i>	<i>Price Paid</i>	<i>Latest value or estimated current value</i>	<i>Date Acquired</i>	<i>Current Status (i.e being used )</i>	<i>Source of Finance (Bought, Donated/ Won)</i>	<i>Acquired from who</i>	<i>Partner</i>
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(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>
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(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>
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(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>Latest value or estimated current value</i>
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(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>Latest value or estimated current value</i>
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**(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>
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(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>
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(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>
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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>
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**(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>
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(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>
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(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>
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**PART II - ASSETS AND LIABILITIES OF SPOUSE**

**DETAILS OF ASSETS OF SPOUSE IN AND OUTSIDE BOTSWANA**

Name of Spouse and Occupation: .....

.....

.....

.....

**(a) 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 Acquisition (whether purchased, transferred or donated, etc)</i>	<i>Joint Ownership (Yes/No)</i>	<i>Co-Owner's Names and ID/passport No.*</i>	<i>Relationship to declarant</i>	<i>Latest value or estimated current value</i>
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(b) **MOVABLE ASSETS**

VEHICLES, SHIPS, AIRCRAFT, BOATS, 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>Price Paid</i>	<i>Latest value or estimated current value</i>	<i>Date Acquired</i>	<i>Current Status (i.e being used )</i>	<i>Source of Finance (Bought, Donated/Won)</i>	<i>Acquired from who</i>	<i>Partner</i>
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(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>
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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>
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(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>Latest value or estimated current value</i>
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(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>Latest value or estimated current value</i>
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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>
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(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>
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(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>
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**(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>
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(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>
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(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>
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(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>
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**PART III - ASSETS OF CHILDREN BELOW 18 YEARS AND DEPENDANTS  
OF THE DECLARANT**

Names and Age of Children and Dependents: .....

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

**(a) 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 Acquisition (whether purchased, transferred or donated, etc)</i>	<i>Joint Ownership* (YES/NO)</i>	<i>Co-Owner's Names/ID or Passport No.*</i>	<i>Relationship to declarant</i>	<i>Latest value or estimated current value</i>
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(b) **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>Price Paid</i>	<i>Latest value or estimated current value</i>	<i>Date Acquired</i>	<i>Current Status (i.e being used )</i>	<i>Source of Finance (Bought, Donated/Won)</i>	<i>Acquired from who</i>	<i>Partner</i>
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(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.					
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(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>Latest value or estimated current value</i>
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(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>Latest value or estimated current value</i>
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(g) **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>
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(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.				
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(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.					
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(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>Latest value or estimated current value</i>
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*(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>
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(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>
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**(f) 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.		
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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.....

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COMMISSIONER OF OATHS

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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: .....