



REPUBLIC OF MACEDONIA



STATE COMMISSION FOR CORRUPTION PREVENTION

Pursuant to Article 33-b from the Law on Corruption Prevention (Official Gazette No.28/02, 46/04 and 126/06), the State Commission for Corruption Prevention prescribes the following

PROPERTY DECLARATION FORM

INSTRUCTIONS HOW TO FILL IN AND SUBMIT PROPERTY DECLARATION FORM

1. Please type the information in this form with clear and readable letters. The data must not be entered with pencil and they must not be corrected, untidy or incomplete.
2. Please fill in all the questions and sections. If you decide to leave some of the fields of sections blank please put a dash ("-") sign.
3. By signing this Property Declaration Form, the person confirms that the data are true and complete.
4. The instructions below explain the manner how to fill in the tables.

I. THIS FORM IS FILLED:

<input type="checkbox"/>	In the moment of appointment on the position/ employment
<input type="checkbox"/>	In the moment of termination of the function/employment

II. PERSONAL INFORMATION

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
a. Name	a. Name of one of the parents	a. Surname	b. Personal Identification number
<input type="text"/>			
c. Residential address			
<input type="text"/>			
d. If you have different address than the postal address, please provide it here:			
<input type="text"/>			
e. Position			
<input type="text"/>			
f. Institution and address			
<input type="text"/>			
<input type="text"/>		<input type="text"/>	
g. Private mobile and fixed telephone		h. Office telephone, fax and email	
<input type="text"/>		<input type="text"/>	
i. Date of appointment/election/employment		j. Date of termination of the appointment/election/employment	

5. Section I is filled in by putting a thick in one of the squares before the text (selecting whether you fill in this form in the moment of appointment/employment or in the moment of termination of the position/ function/employment).

6. Section II *personal information* includes the personal information of the person.

This Section includes the following:

a. *Name, name of one of the parents, surname* – full name, name of one of the parents and surname.

b. *Personal Identification number (EMBG)*.

c. *Residential address* – name of the place, street and number that match the official records in the Ministry of Interior.

d. *If you have other address that is different from your postal address (the one you declared)* – name of the place, street and number that are not identical to the records in the Ministry of Interior.

e. *Position/ function* – please name the position/ function that you currently perform.

f. *Institution and address* – full name of the body, institution or other legal entity where the person has been elected, appointed or in charge, as well as full address, street number and place.

g. *Private fixed and mobile telephone, telephone in the office, fax and email* – the number of the private fixed and mobile telephone as well as the telephone number and fax in the office and email

h. *Date of election or appointment/ employment* - the exact date of appointment or election/ employment on that position.

i. *Date of termination of the function/ employment* – the exact date of termination of the position.

NOTES:

- *The information in the grey fields is information protected by Law and these are not disclosed*
- *If the space in this form is insufficient please use copy*

III FAMILY MEMBERS THAT OWN PROPERTY			
Name	Name of one of the parents	Surname	Relation

IV PROPERTY/REAL ESTATE									
No.	A	B	C	D	E	F	G	H	I
	Owned by (use codes)	Type	Square meters	The property is registered on the following address	State, city or populated area where the property is located	Year of acquisition	Value (in denars)	Which Portion of the property do you own	How did you acquire the property (use codes)

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7. In the Part 7, Section III, **family members that own property** lists the personal information of family members of the person declaring, and the property they have.

This Part includes the following:

Name, name of one of the parents, surname and relation – the full name, name of one of the parents, surname and relation with the person making this Declaration.

8. In the Section IV **Property/ Real Estate**, please list the information on the immovable assets.

This Part includes the following information:

a. **Ownership** – the information on the ownership of the property is entered by using the following codes:

L – Personal property;
S – Spouse property;
D – Property of the children;
Z – Joint property;
BR – Property of the brother;
SR – Property of the sister;
RO – Property of a parent.

b. **Type** – type of property (house, apartment, business premises, land, plants, etc.)

c. **Square meters** – the surface of the real estate in usual units (for example: 80 m²)

d. **Address of the property** – street and number of the property (or cadastre parcel and municipality). The information entered in this Section should match the information in the official records.

e. **State, city or populated area where the property is located** – please state the exact name of the city or populated area where the property is located

f. **Year of acquisition** – year when the real estate (property) was acquired, that is the same with the year registered in the official documents

g. **Value in denars** – please state the market value of the property, in denars

h. **Which portion of the property do you own** – please state your ownership in specific property. The information entered in this Section should match the information in the official records

i. **How did you acquire the property** – please explain you did you get in possession of the property. Please use the following codes:

NAS - inheritance;
DPO - gift;
DKP – bought with sales agreement;
DGR – acquired with construction agreement;
SDN – acquired in other manner

V MOVABLE PROPERTY							
	A	B	C	D	E	F	G
No.	Owned by (use codes)	Type	Brand and type	Year of production	Year of acquisition	Value (in denars)	How did you acquire the property (use codes)

VI SECURITIES AND EQUITY						
	A	B	C	D	E	F
No.	Owned by: (use codes)	Type	Quantity	Value (in denars)	Year of acquisition	How did you acquire the property (use codes)

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V. **Movable property** lists the information on the movable property:

This Part includes the following information:

- Ownership** – the information on the ownership of the property is entered by using the codes stipulated on page 3. of this document.
- Type** – type of movable property of greater value (for example: vehicles and other, artistic and collection items and antiquities, jewelry, machines and other equipment, minerals and metals, etc.)
- Brand and type** – name of the producer and name of the series (for example: Opel –Corsa)
- Year of production** – please enter the year of production included in the official records.
- Year of acquisition** – year when the movable assets were acquired should match the information in the official records.
- Value in denars** – please state the market value of the property, in denars
- How did you acquire the property** – please explain you did you get in possession of the property. Please use the codes stipulated on page 3 of this document.

10. Section VI **Securities and Equity** includes the information on the securities and equity ownership.

This Part includes the following information:

- Ownership** – the information on the ownership of the property by using the codes stipulated on page 3. of this document.
- Type** – type of securities as shares, bonds, deposit certificates, treasury bills or commercial and state bills, etc.
- Quantity/ amount** – Information on the total number of securities
- Value** – Please enter the nominal value of the shares, in denars.
- Year of acquisition** – year of acquisition of securities
- How did you acquire the property** – information on how did you acquire the share. This information is entered by using the codes from page 3.of this document.

VII RECEIVABLES						
No.	A Beneficiary (use codes)	B Type	C Value (in denars)	D Period in which the debt occurred	E Entity with which the relationship has been entered into	F Basis (use codes)

VII Receivables. This Section lists the information on receivables

- This Part includes the following information:
- a. **Beneficiary** –information on the beneficiaries are entered by using the same codes from Page 3 of this Document.
 - b. **Type** –Please enter information on the type of the receivable (for example: receivables from loans, bonds, etc.)
 - c. **Value** –information on the amount of the receivables
 - d. **Period when the debt occurred** –Please enter complete information of the day, month and the year when the debt (agreement) occurred.
 - e. **Entity with which the relationship was established** –Please enter the exact information on the entity - debtor
 - f. **Basis** –information on the basis of acquisition of securities is entered by using the codes mentioned on the page 3. of this document.

12. In Part VIII – Other revenues please enter the information on other revenues.

- This Part includes the following information:
- a. **Ownership** – the information on the ownership of the property by using the codes stipulated on page 3. of this document.
 - b. **Type** – type of other revenues which do not belong to salaries – dividends, rents, interests on deposits, royalties and other rights.
 - c. **Amount** – amount of these revenues expressed in denars.
 - d. **Entity from/to which the revenues are generated** – Please enter the full name of the entity to/from which the revenues are generated.
 - e. **Period when the revenues is realized** – Please the period (day, month, year) in which the revenues are realized or still being realized.

VIII OTHER REVENUES					
No.	A Property (use codes)	B Type	C Amount (in denars)	D Entity from/to which the revenues are generated	E Period when the revenue is realized

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IX BANK DEPOSITS						
	A	B	C	D	E	F
No.	Property (use codes)	Type	Bank or other financial institution	Balance in the time of making this Declaration	Period when deposit was made	How did you acquire it (use codes)

X PAYABLES					
	A	B	C	D	E
No.	Debtor (use codes)	Type	Amount (in denars)	Period when the debt was created	Time of repayment of the debt

IX Bank deposits. This Section lists information on the bank deposits

This Part includes the following information:

- a. **Ownership** – the information on the ownership is entered by using the codes stipulated on page 3. of this document
- b. **Type** – please enter information on the types of bank deposits (are they in denars or in foreign currency in the bank or payment/credit card.
- c. **Bank or other financial institutions** – Please enter the exact information – bank name or other financial institution where the deposits are kept.
- d. **Balance in the time of making this Declaration** – the balance of the bank deposits in the moment when you are making this Declaration (expressed either in denars or foreign currency).
- e. **Period when the deposit was made** – Please enter the period (day, month, year) when the bank deposits were made.
- a. **How did you acquire** – information on how did you acquire the bank deposits are entered by using the codes explained on Page 3 of this document.

14. Section **X – Debts** includes the information on the debts

This Part includes the following information:

- a. **Debtor** – The information on the debtor is entered by using the same codes as those use for the property, explained on Page 3 of this Document.
- b. **Type** – please enter information on the type of the debt (for example: loans, credits, etc.)
- c. **Amount** – Please enter information on the debt amount, in denars
- d. **Period when the debt was created** – Please enter the period (date, month and year) when the debtor relation (signing of the contract) was made and established.
- e. **Time of repayment of the debt** – Please enter the period (date, month and year) when the debt will be repaid.

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XI OTHER PROPERTY				
	A	B	C	D
No.	Property (use codes)	Description	Value (in denars)	How it was acquired (use codes)

SIGNATURE

_____201__.

NOTES:

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15. Section **XI – Other property** includes the information on the other property you own

This Part includes the following information:

a. **Ownership** – the information on the property is entered by using the codes stipulated on page 3. of this document.

b. **Description** – Please enter detailed information about the property not included in the above categories (for example: the value kept in the bank safes, etc.)

c. **Value in denars** – please state the market value of the assets in denars.

g. **How did you acquire the property** – please enter information on how you acquired the property by using the codes explained in Page 3 of this Document.

16. After you fill in this Declaration, along with **Notary Certified Statement that you give up from the bank secrecy** and the **Statement that you accept the public disclosure of the property declared in this Declaration**, please send copies (either in person or by mail) to:

- The State Commission for Corruption Prevention and
- The Public Revenues Office

The Declarations made by the civil servants are submitted directly to their respective institution.

STATEMENT

By _____
(name and surname)

(position)

Pursuant to Article 33, Paragraph 1 from the Law on Corruption Prevention (Official Gazette of the Republic of Macedonia No.28/02, 46/04 and 126/06) I hereby declare that I give up from the right on protection of the bank secrecy information in relation to all accounts in local and international banks. I submit this Statement, Notary certified, to the State Commission for Corruption Prevention and to the Public Revenues Office.

This Statement was given by

(signature)

PIN _____

Address _____