

# **Standards in Public Office Commission**

**Guidelines**

**for the**

**Seanad General Election**

**2002**

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**for the**  
**Seanad General Election**  
**2002**

**Published by the Standards in Public Office Commission**

**under**

**Section 4, as amended, of the Electoral Act 1997.**

**Standards in Public Office Commission**

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## A. Introduction

1 These guidelines, for the Seanad general election, have been published by the Standards in Public Office Commission (the Commission) under section 4, as amended, of the Electoral Act, 1997. The other relevant Acts of the Oireachtas are the Electoral (Amendment) Act, 1998, the Electoral (Amendment) Act, 2001, the Electoral (Amendment) Act, 2002 and the Standards in Public Office Act, 2001.

2 Insofar as the Seanad general election is concerned, the electoral legislation impacts on candidates only in relation to donations. There are no spending limits at a Seanad election. These guidelines cover the main requirements of the legislation concerning:

- disclosure of donations;
- limits on the value of donations which may be accepted;
- prohibited donations.

3 The Commission was established in December 2001 by the Standards in Public Office Act, 2001. [It replaced the Public Offices Commission which was established in November 1995 by the Ethics in Public Office Act, 1995.] The members of the Commission are:

The Hon. Mr. Justice M. P. Smith, Judge of the High Court, Chairman of the Commission,  
Mr John Purcell, Comptroller and Auditor General,  
Mr Kevin Murphy, Ombudsman,  
Mr Kieran Coughlan, Clerk of the Dáil,  
Ms Deirdre Lane, Clerk of the Senate, and  
Mr Liam Kavanagh, as a former member of Dáil Éireann.

The Commission has a permanent Secretariat which is located at 18 Lower Leeson Street, Dublin 2.

4 The legislation is quite technical and complex. The Commission is required to publish guidelines and give advice on how it works in practice. It is provided in the legislation that a person must act in accordance with guidelines or advice published or given unless, by so doing, they would be contravening another provision of the legislation. Advice is given either in writing, including by electronic mail, or by responding to telephone enquiries.

5 If a person is in any doubt about any aspect of the legislation, he or she should contact a member of staff of the Commission Secretariat. The Commission recommends that advice should be sought immediately if a matter arises about which there is uncertainty. By doing so, it is less likely that the issue will cause a difficulty later.

- 6 The staff of the Commission Secretariat can be contacted at the phone numbers listed on the inside cover page. Their mobile numbers have been included in order that they may be contacted outside normal office hours to answer any urgent queries. Please use this outside hours facility sparingly.
- 7 Failure to comply with certain provisions of the legislation is a criminal offence. The most serious offence (knowingly furnishing a false or misleading post-election Donation Statement) is punishable by a fine of up to €25,394.76 (£20,000) and/or imprisonment for up to 3 years.

8 **Tax clearance requirements under the Standards in Public Office Act, 2001**

Pursuant to section 21 of the Standards in Public Office Act, 2001, candidates for election to the Seanad are hereby advised that if elected, or nominated, they must provide the following to the Commission within 9 months of election or nomination:

- a tax clearance certificate (or application statement) issued not more than 9 months either side of the election or nomination date, and
- a statutory declaration, made not more than one month either side of the election or nomination date, to the effect that their tax affairs are in order and that nothing prevents the issue of a tax clearance certificate.

A tax clearance certificate/application statement issues from the Collector-General, Office of the Revenue Commissioners. More detailed instructions will be provided to successful candidates in due course.

- 9 These Guidelines reflect the legal position as it applies at the time of going to print, i.e. May 2002.
- 10 Tá leagan Gaeilge de na treoirínte seo ar fáil.

## B. Candidate requirements relating to donations

- 11 Each candidate must:
  - (a) if he or she receives, in any particular calendar year, a monetary donation for political purposes, the value of which exceeds €126.97 (£100), open and maintain an account in a financial institution and lodge that donation and any further such monetary donations, of whatever value, received by him or her to that account. The account should be separate from any personal account held by the candidate;
  - (b) keep a record of all **donations received**.
- 12 If a candidate is **unsuccessful** at the election, he or she must, **within 56 days** after the relevant day on which the poll is closed, send to the Commission a Donation Statement and Statutory Declaration giving details of all donations received **in relation to the election** with a value greater than €634.87 (£500). Donations made by the same person to the same candidate in relation to the election must be aggregated and treated as a single donation. This requirement covers donations received at any time in relation to the election, including donations received before the date of the Seanad General Election Orders, 2002, or received after the relevant day on which the poll is closed.
- 13 The Donation Statement and Statutory Declaration must be sent whether or not the candidate received a donation. If no donation was received, a "nil" return must be made.
- 14 The Donation Statement must be accompanied by a statement provided by the financial institution where the account referred to in paragraph 11(a) above has been opened, specifying the transactions that have taken place in relation to the account during the period beginning on the date of opening of the account and ending on polling day at the election. It must also be accompanied by a Certificate signed by the candidate stating that all monetary donations received during that period were lodged to the account and all amounts debited from the account were used for political purposes. The Certificate must be accompanied by a Statutory Declaration.
- 15 Failure to send a Donation Statement and all accompanying documentation to the Commission within the statutory time period is an offence.

- 16 The staff of the Commission Secretariat will be in contact with unsuccessful candidates shortly after the election and will provide the relevant Donation Statement and Statutory Declaration form and the Certificate and Statutory Declaration form for completion - specimen copies are in Appendices 3 and 4. Help in completing the forms, including advice in relation to what is or is not a donation in any particular case, will also be available.
- 17 Copies of Donation Statements and Statutory Declarations are laid by the Commission before both Houses of the Oireachtas and are available for public inspection at the Commission's offices and, in summary form, on the Commission's website. Statements from financial institutions and their accompanying Certificates and Statutory Declarations are retained by the Commission and are not published, unless required by court order or a Commission enquiry.
- 18 If a candidate is **elected** at the election, he or she will **not** be required to submit a Donation Statement, Statutory Declaration and accompanying documentation within 56 days after the relevant day on which the poll is closed. Instead, an annual Donation Statement, Statutory Declaration and accompanying documentation is required from all members of the Seanad covering the previous calendar year. This is submitted not later than 31 January each year.
- 19 The first Donation Statement, Statutory Declaration and accompanying documentation submitted by members of the Seanad after the election must include donations with a value, or aggregate value from the same person, greater than €634.87 (£500) received in relation to the election as well as any other disclosable donations received during 2002. In this case, the statement from the financial institution must specify the transactions that have taken place in relation to the account in 2002. Forms for this purpose will be provided by the Commission each year. The Commission will be publishing separate updated guidelines for members of the Seanad setting out their annual disclosure obligations.

## C. What is a donation

20 A **donation** is defined in the legislation as meaning any contribution given for **political purposes** by any **person**, whether or not the person is a member of a political party.

21 There are a number of important words in the definition of a donation given at paragraph 20 above.

(a) **Donation.**

This includes:

- (i) a donation of money;
- (ii) a donation of property or goods;
- (iii) the free use of property or goods;
- (iv) a free supply of services;
- (v) the difference between the commercial price and the (lower) price charged for property, goods or services;
- (vi) a donation received by way of a contribution made to the net profit from a fund-raising event organised for the benefit of a candidate. (This is explained in greater detail in Appendix 2.)

(b) **Political purposes.**

The contribution must be given for political purposes. The definition of political purposes is given in Appendix 1. Gifts from family members or from friends, which are given for purely personal reasons, are not donations for political purposes.

(c) **Person.**

This can be:

- (i) an individual;
- (ii) a body corporate (and any subsidiary thereof), e.g. a public or private company;
- (iii) an unincorporated body of persons, e.g. a political party, a partnership, a residents association, a lobby group, a trade union.

22 Only donations with a value, or an aggregate value from the same person, of

more than **€634.87 (£500)** are required to be disclosed.

- 23 The maximum value of donation(s) which may be accepted from a particular person in a particular calendar year, either directly or through an intermediary, is €2,539.48 (£2,000). This limit does not apply to a constituency office provided by a person or, if more than one such office is provided, to whichever of the offices is nominated in writing by the recipient.
- 24 A candidate must not accept a donation of whatever value given by an individual (other than an Irish citizen) who resides outside the island of Ireland or by a body corporate or unincorporated body of persons which does not keep an office in the island of Ireland from which the carrying on of one or more of its principal activities is directed.
- 25 If the **same person makes more than one donation** to the same candidate in relation to the election, the values of the donations must be aggregated and treated as a single donation for disclosure purposes.
- 26 If more than one member of the same family, or other group, make donations to the same candidate, including where donations of money are made from a joint account in a financial institution, it must be clear that these are separate donations from each of the individuals involved. Otherwise, the values of the donations must be aggregated and treated as a single donation for disclosure and acceptance purposes. The candidate should make whatever enquiries are necessary in order to be satisfied as to the position in this regard.
- 27 A donation to a candidate also includes:
  - (i) money given to the candidate by the candidate's political party;
  - (ii) money, property, services or facilities given to a candidate by an individual, a body corporate or unincorporated body of persons, including use of an office, facilities or staff (but see paragraph 28(vi) below in relation to expenses incurred by political parties on behalf of candidates);
  - (iii) see paragraph 28 (viii) below regarding loans given to candidates.

## D. What is not a donation

28 Items **not regarded as donations** to a candidate include:

- (i) free post service provided to the candidate (i.e. Litir um Thoghacán);
- (ii) any payment, service or facility provided to the candidate out of public funds **or** moneys provided by an institution of the European Communities or other intergovernmental organisation to which the State is a party, pursuant to specified legislation, **by virtue** of the candidate being :
  - *a representative in the European Parliament;*
  - *a member of the Dáil or Senate;*
  - *the holder of a qualifying office or position;*
  - *the holder of an elective or other public office;*  
*or*
  - *a member of, delegate to or representative in a body established by or under an agreement or arrangement to which the State is a party;*
- (iii) benefits derived from a free service provided by an individual, including use of the individual's motor vehicle or home equipment (e.g. personal computer and printer) or private telephone, where the service is not part of the individual's work or business;
- (iv) a service provided at an election by an employee of a political party, including use of the individual's motor vehicle, where the employee's remuneration is paid out of party resources or out of public funds and where the employee is not in receipt of any reward or benefit in kind other than his or her normal remuneration (including recoupment of expenses) for that service;
- (v) normal media coverage and the **transmission** on radio or television of a broadcast on behalf of the candidate; [This does not cover any production, or other, costs associated with a transmission on radio or television.]
- (vi) election expenses incurred by a political party on behalf of a candidate of the political party at the election;
- (vii) the services of an accountant, or other person, who is engaged for the **specific purpose** of assisting compliance with the requirements of the legislation;
- (viii) a loan provided to a candidate by a financial institution, where the normal rules attaching to such loans apply. Where an individual or

body, who or which is not a financial institution, gives a loan to a candidate, the following would apply:

- the terms and conditions applying to the loan and its repayment would be clearly stated in writing;
- interest would be chargeable on the loan;
- the rate of interest (whether fixed or variable) would have to reflect the interest charged by financial institutions on loans of a similar amount and duration;
- where the interest charged was less than the lowest rate available from a financial institution, the benefit accruing from the difference in rates would be regarded as a donation to the candidate and would be subject to the provisions of the legislation relating to disclosure of donations and the limit on the value of donations which may be accepted;
- the Commission would require sight of the terms and conditions, including the interest charge, applying to the loan and would require confirmation that the loan had been repaid in accordance with those terms and conditions;
- if the loan was not repaid in accordance with the terms and conditions, or was only partly repaid, the benefit of such non-repayment would be regarded as a donation to the candidate and would be subject to the provisions of the legislation relating to disclosure of donations and the limit on the value of donations which may be accepted.

- 29 A donation passed on to a party by a candidate is deemed to be a donation made to the party and not to the candidate if a written receipt is issued by the party to the candidate.
- 30 A donation made to a candidate through an intermediary is deemed to be a donation made to the candidate.
- 31 The funding of his or her election campaign by a candidate from the candidate's own resources is not a donation to the candidate.

## E. Prohibited donations

- 32 Acceptance of an anonymous donation exceeding a value of €126.97 (£100) is prohibited. A donation is anonymous if a candidate does not know the name and address of the donor.
- 33 There is another type of donation which a candidate is prohibited from accepting. To explain this it is necessary to say that, under the legislation, individual donors who make donations, with a total value in excess of €5,078.95 (£4,000) in any calendar year, to two or more members of the same political party (or to a political party and one or more of its members) are themselves required to furnish a Donation Statement and Statutory Declaration to the Commission disclosing details of the donations. If the donor in question does not intend to comply with this requirement and if a candidate is aware of this, the candidate is prohibited from accepting a donation from the donor.
- 34 A candidate is also **prohibited** from accepting a donation, or donations, from a person in the same calendar year valued in excess of €2,539.48 (£2,000) or **any** donation from an individual (other than an Irish citizen) who resides outside the island of Ireland or from a company which does not keep an office in the island of Ireland from which the carrying on of one or more of its principle activities are directed. [The latter is known as a foreign donation.]
- 35 If a prohibited donation as described in paragraphs 32 or 33 above is received by a candidate, the Commission must be notified by the candidate **within 14 days of its receipt**. Also, the donation, or its value, must be remitted by the candidate to the Commission.
- 36 In the case of a donation referred to in paragraph 34 above which is received and which is prohibited because its value is over the limit, the candidate must notify the Commission within 14 days and remit the donation, or that part of a monetary donation which is over the limit, to the Commission. As an alternative to notifying and remitting the donation, or that part of a monetary donation which is over the limit, to the Commission, the candidate must return the donation, or that part of a monetary donation which is over the limit, to the donor and keep a written record of that return for the purpose of its being furnished to the Commission, if required.
- 37 A donation referred to in paragraph 34 above which is received and which is prohibited because it is a foreign donation must be notified by the candidate to the Commission within 14 days and must be remitted to the Commission. As an alternative to notifying and remitting the donation to the Commission, the candidate must return the donation to the donor and keep a written record of that return for the purpose of its being furnished to the Commission, if required.
- 38 Failure to notify, remit or return, as appropriate, a prohibited donation is an offence.

## **F. Offences and penalties**

- 39 Failure to furnish to the Commission a Donation Statement and accompanying documentation within the statutory deadline may result in a fine of up to €1,269.74 (£1,000). In addition, there can be an on-going fine of up to €126.97 (£100) per day for each day, after a conviction, on which the Donation Statement or accompanying documentation are still outstanding.
- 40 Knowingly furnishing to the Commission a Donation Statement or Statutory Declaration, or a statement of a financial institution, Certificate or Statutory Declaration which is false or misleading may result in a fine of up to €25,394.76 (£20,000) and/or up to 3 years imprisonment.
- 41 Failure to notify the Commission of, or remit to the Commission, an anonymous donation, referred to in paragraph 32 above, may result in a fine of up to €1,269.74 (£1,000).
- 42 Knowingly accepting a prohibited donation, referred to in paragraph 33 above, may result in a fine of up to €1,269.74 (£1,000).
- 43 Failure to notify the Commission of, or remit, as appropriate, to the Commission, or return, as appropriate, to the donor, a prohibited donation referred to in paragraph 34 above may result in a fine of up to €1,269.74 (£1,000).

# Appendix 1

## Definitions

Section 22 of the Electoral Act, 1997, as amended by sections 49 of the Electoral (Amendment) Act, 2001, provides the following definitions.

**'account'** means an account in an institution in the State for the purpose of crediting and debiting money received in respect of donations;

**'candidate'** means a person who, on or before the date of the making of the order appointing polling day, is declared by himself or herself or by others to be a candidate at the election.

**'institution'** means

- (a) the holder of a licence under section 9 of the Central Bank Act, 1971,
- (b) a building society incorporated or deemed to be incorporated under the Building Societies Act, 1989, or a body incorporated in a corresponding manner under the law of any other Member State of the European Communities.
- (c) a trustee savings bank within the meaning of the Trustees Savings Bank Act, 1989,
- (d) ACC Bank plc,
- (e) An Post, or
- (f) a person authorised in accordance with the European Communities (Licensing and Supervision of Credit Institutions) Regulations, 1992 (S.I. No. 395 of 1992) to carry on business in the State;

**'political group'** means a group formed in accordance with the rules of procedure of the European Parliament;

**'political purposes'** means any of the following purposes namely;

- (i)(I) to promote or oppose directly or indirectly, the interests of a political party, a political group, a member of either House of the Oireachtas or a representative in the European Parliament, or
- (II) to present, directly or indirectly the policies or a particular policy of a political party, a political group, a member of either

*House of the Oireachtas, a representative in the European Parliament or a third party, or*

- (III) to present, directly or indirectly, the comments of a political party, a political group, a member of either House of the Oireachtas, a representative in the European Parliament or a third party with regard to the policy or policies of another political party, political group, a member of either House of the Oireachtas, representative in the European Parliament, third party or candidate at an election or referendum or otherwise, or*
- (IV) to promote or oppose, directly or indirectly, the interests of a third party in connection with the conduct or management of any campaign conducted with a view to promoting or procuring a particular outcome in relation to a policy or policies or functions of the Government or any public authority;*
- (ii) to promote or oppose, directly or indirectly, the election of a candidate at a Dáil, Seanad or European election or to solicit votes for or against a candidate or to present the policies or a particular policy of a candidate or the views of a candidate on any matter connected with the election or the comments of a candidate with regard to the policy or policies of a political party or a political group or of another candidate at the election or otherwise;*
- (iii) otherwise to influence the outcome of the election or a referendum or campaign referred to in paragraph (i)(IV) of this definition.*

# Appendix 2

## Fund-raising events

Section 22(2)(a) of the Electoral Act, 1997, as amended, provides that a donation includes:

*"in the case of a contribution made by a person in connection with an event organised for the purpose of raising funds for a political party ... or a third party or a candidate at a ... Seanad ... election, the proportion attributable to that contribution of the net profit, if any, deriving from the event "*

or

*"in the case of a contribution made by a person in connection with an event organised for the purpose of raising funds for a political party ... or a third party or a candidate at a ... Seanad ... election, the proportion attributable to that contribution of the net profit, if any, deriving from the event and that, although not specifically raised for the purpose of supporting one or more of the political party's candidates at a ... Seanad ... election, is used for the latter purpose".*

- **Fund raising event organised by a candidate.**

The provision outlined above means that if a candidate organises a fund raising event for his or her own benefit, and retains the proceeds (i.e. does not pass the proceeds on to the party), he or she is obliged to disclose as a donation any contribution made by a person to that event if the contribution exceeds €634.87 (£500) in net value. The net profit from an event is arrived at by deducting the cost of running the event from the total amount raised by the event. The net profit is then attributable to the number of persons contributing to the event in proportion to the contribution made by each person.

In general, and by way of a simple example, if the gross proceeds from ticket sales for the fund-raising event was €10,000 (£7,875.64) [i.e. 200 tickets were sold @ €50 (£39.38) each] and the cost of running the event was €4,000 (£3,150.26), the net contribution which could be said to be attributable to each ticket would be €30.00 (£23.63) [i.e. €6,000 (£4,725.38) profit divided by 200 tickets]. Therefore, if a person bought up to 16 tickets, the total contribution from that person would be less than €634.87 (£500) [i.e. 16 x €30.00 (£23.63) = €480 (£378.03)] and would not be disclosable.

If, for example, in relation to a fund-raising event, a person had paid €650 (£511.92) for a table of 10 people, the gross contribution to the event by that person would be €650 (£511.92). If the cost of running the event was €40 (£31.50) per person, a sum of €400 (£315.03) would be deducted from the gross contribution leaving a net contribution to the event by the person of €250 (£196.89), which would not require to

be disclosed being under the threshold.

If, in relation to a fund-raising event, a gift was given to the candidate, this would have to be disclosed if the value exceeded €634.87 (£500). The donor in that case would be the person giving the gift (the benefactor). It could arise that the gift, say a holiday weekend valued at €700 (£551.29), would be auctioned at the fund-raising event. If the gift was purchased at the fund-raising event for €1,500 (£1,181.35), the purchase amount would have exceeded the value by €800 (£630.05) which, being over €634.87 (£500), would have to be disclosed as a donation of €800 (£630.05). The donor in that case would be the purchaser at the auction. Thus, in relation to the same item, there would be two donations [€700 (£551.29) and €800 (£630.05)] and two donors (the benefactor and the purchaser) which would require to be disclosed.

If, as well as buying a ticket to an event, a person was able to make other contributions, such as paying more than the face value for a ticket or contributing to activities taking place at the event, (e.g. buying horses at a race night or sponsoring a hole at a golf classic) it would be necessary to have arrangements in place to monitor whether or not the total net contribution by a person exceeded a value of €634.87 (£500).

If the same person makes more than one donation it is necessary to add the values of the donations and to disclose same if the total value exceeds €634.87 (£500).

- **Fund raising event organised by a political party.**

If the net value of any monetary donation to a fund-raising event organised by a political party on behalf of a candidate exceeds **€126.97 (£100)**, the donation must be lodged to the political donations account of the accounting unit of the party (i.e. branch or head office) which organised the event. If the net value of any monetary donation(s) to the event was **less** than €126.97 (£100), the donation(s) must also be lodged to the account if the account had already been opened by the relevant accounting unit. (A political donations account would already have been opened if the relevant accounting unit had previously received a monetary donation in excess of €126.97 (£100)).

The funds raised will be the funds of the accounting unit, i.e. the accounting unit will not be regarded as an intermediary through which the candidate has received donations. The political party will not be required to disclose in a Donation Statement the total net value of the donations received arising from the event but will be required to disclose any donation(s) from a person exceeding a net value of **€5,078.95 (£4,000)**. The political party limit, **€6,348.69 (£5,000)**, for acceptance of donations from the same person in the same year will apply.

- **Fund raising event organised by any other person or group.**

If a person or group, other than the candidate or a political party, organised a fund-raising event on behalf of a candidate, the funds will be treated as follows:

- i) if the funds are handed over to the candidate, and retained by the

candidate, and the net value of any monetary donation(s) to the event exceeded **€126.97 (£100)**, the donation(s) must be lodged to the political donations account of the candidate. If the net value of any monetary donation(s) to the event was **less** than €126.97 (£100), the donation(s) must also be lodged to the account if the account had already been opened by the candidate. The candidate will not be required to disclose in a Donation Statement the total net value of the donations received but must disclose any donation(s) from a person with a net value exceeding **€634.87 (£500)**;

- ii) if the funds are handed over to a political party, they will be treated as a donation to the party and must be accounted for by the party as outlined above in relation to fund raising events organised by a political party;
- iii) if the person or group does not hand over the funds to the candidate, the person or group will be regarded as a third party and must register as such with the Commission. He or she or it must comply with the requirements of the legislation relating to the opening of a political donations account and the other provisions of the legislation covering third parties. The maximum value of donations which the candidate can accept from a third party will be **€2,539.48 (£2,000)**.

**NOTE: THE MAXIMUM DONATION THAT A CANDIDATE CAN ACCEPT FROM THE SAME PERSON, EITHER DIRECTLY OR THROUGH AN INTERMEDIARY, IN THE SAME CALENDAR YEAR IS €2,539.48 (£2,000).**



#### 4. Details of Donations

If your answer to 3 on the previous page is *No*, please proceed to 5 below.  
 If your answer to 3 on the previous page is *Yes*, please provide details, in the table below, of each donation exceeding € 634.87 (£500) in value. Donations from the same person should be aggregated and disclosed if the aggregate value exceeds €634.87 (£500).

Value of Donation (£)	Nature of Donation <sup>1</sup>	Name of Donor	Description of Donor <sup>2</sup>	Postal Address of Donor

<sup>1</sup> For example, cash/cheque, use of property, services, etc.

<sup>2</sup> For example, individual, company, etc.

#### 5. Statutory Declaration

**Note:** All parts of this declaration must be completed and dated, where required

*I (name of candidate).....* do solemnly and sincerely declare that the above statement is, to the best of my knowledge and belief, correct in every material respect and that I took all reasonable action in order to be satisfied as to its accuracy; I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act, 1938 as amended by the Standards in Public Office Act, 2001.

**Signed** (*signature of candidate*).....

**Date** .....

*The following part is to be completed by a witness.*

Declared before me by (*name of candidate*)  
 ..... who is personally known to me (or who is identified to me by....., who is personally known to me) at .....

**Signature of Witness** .....

**Category\*** .....

**Date** .....

\* The Witness must be one of the following : Commissioner for Oaths/Notary Public/Peace Commissioner /Practising Solicitor



**Note: All parts of this declaration must be completed and dated , where required**

*I (name of candidate)*..... do solemnly and sincerely declare that the above certificate is, to the best of my knowledge and belief, correct in every material respect and that I took all reasonable action in order to be satisfied as to its accuracy; I make this solemn declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act, 1938 as amended by the Standards in Public Office Act, 2001.

**Signed** (signature of candidate)..... **Date**  
.....

**The following part is to be completed by a witness .**

Declared before me by *(name of candidate)*  
..... who is personally known to me (or who is identified to me by ....., who is personally known to me) at .....

**Signature of Witness** .....

**Category\*** .....

**Date** .....

**\* The Witness must be one of the following :**  
**Commissioner for Oaths /Notary Public/Peace**  
**Commissioner/Practising Solicitor**