**DECLARATION FORM INSTRUCTIONS**

**The following provides further guidance as the declaration is not to be submitted without declarant’s information. The declaration form and ALL supporting documents are to be verified as a true copy by a Commissioner of Affidavits.**

Please note:

* All sections which there is no answer for please use ‘N/A’.
* All dollar values must be converted to TTD.
* All supporting documents must be attached to the Declaration Form for submission.
* All pages are to be signed by the applicant, this includes (but not limited to), all Income statements, all expenses and any document from the list below (If applicable).

**The following is to be attached and submitted to the Declaration Form (where applicable):**

1. ALL the income earners in the household must provide documentation, in accordance with the list below:
* **Employed** - a Job letter and/or payslip of the **ALL** the income earners in the household.
* **Self-employed** - Provide proof of the last 6 months earnings of **ALL** Self-employed income earners in the household.

Note: if any member of the house is on the verge of employment, please provide the offer letter. If there is any other form of income, please provide supporting documentation for such.

1. **ALL monthly expenditure of the household must provide documentation.**

***Example:***

* WASA Bill
* T&TEC Bill
* Rent/Mortgage Loans
* Loan (Vehicle/Student/Etc)
1. Trustee Positions: If applicable, the applicant is required to submit **the name of the trust** and **brief particulars of the trust** for any trusts where the declarant holds the position of trustee.
2. Investments: If applicable, the applicant is required to submit **name** and **address of any companies, partnerships,** or **associations** in which the declarant has investments or shares.
3. Directorships: If applicable, the applicant is required to submit **name** and **address** of **any companies** or **other corporate bodies** in which the declarant holds directorships.
4. Beneficial Interest in Real Estate: If applicable, the applicant is required to submit the **location**, **description**, and **area of the land**, and the beneficial interest.
5. Contributions to Funds: Requires the **name** and **address of the fund** and **the controller** **of the fund** for any funds to which the declarant has been making contributions.

**DECLARATION FORM**

I, **[FULL NAME]** holder of **[IDENTIFICATION – IDENTIFICATION NUMBER]**, of **[FULL ADDRESS]**, declare as follows;

***DETAILS OF INCOME:***

1. Income from employment (Government/Non-government)

|  |  |  |  |
| --- | --- | --- | --- |
| ***Individual/Family Member*** | ***Name and Address of Employer*** | ***Title of Office*** | ***Gross Monthly Earnings*** |
| John Doe | Angostura – Eastern Main Road, Morvant, Trinidad | Assistant | $5,000 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Income from Trade, Profession or Vocation

|  |  |  |  |
| --- | --- | --- | --- |
| ***Individual/Family Member*** | ***Name and Address of Business*** | ***Nature of Business*** | ***Gross Monthly Earnings*** |
| Jane Doe | Jane Plumbing – Eastern Main Road, Morvant, Trinidad. | This Business specializes in the installation, maintenance, and repair of plumbing systems.  | $7,500 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. Income from Property – For ‘Tenant Type’ select **Residencial or Commercial**

|  |  |  |  |
| --- | --- | --- | --- |
| ***Individual/Family Member*** | ***Name and Address of Property*** | ***Tenant Type*** | ***Gross Monthly Earnings*** |
| Jane Doe | Springs Apartment/ Eastern Main Road, Port of Spain, Trinidad and Tobago | Residencial | $10,000 |
|  |  |  |  |
|  |  |  |  |

1. Income from Interest

|  |  |  |
| --- | --- | --- |
| ***Individual/Family Member*** | ***Name and Address of Organization/Person of income Received*** | ***Gross Monthly Earnings*** |
| John Doe | Angostura – Eastern Main Road, Morvant, Trinidad | $10,250 |
|  |  |  |
|  |  |  |

1. Income from Shares and Stock

|  |  |  |
| --- | --- | --- |
| ***Individual/Family Member*** | ***Name and Address of Organization/Person of Dividend Received*** | ***Gross Monthly Earnings*** |
| Jane Doe | Angostura – Eastern Main Road, Morvant, Trinidad | $250 |
|  |  |  |
|  |  |  |
|  |  |  |

1. Income from Other Sources

|  |  |  |  |
| --- | --- | --- | --- |
| ***Individual/Family Member*** | ***Source of Income and Address*** | ***Description of Income*** | ***Gross Monthly Earnings*** |
| John Doe | Private Tutor | TT$50.00 per class | $400 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***DETAILS OF ASSETS:***

1. Real Property (Land with/without Building)

|  |  |  |  |
| --- | --- | --- | --- |
| ***Individual/Family Member*** | ***Address and Description including land and floor area*** | ***Date of Acquisition******(DD/MM/YYYY)*** | ***Estimated Value*** |
| John Doe | Eastern Main Road, Morvant, Trinidad. * Land - 10,000 Sq FT.
* House – 6,500 Sq FT
 | 25/11/1992 | $1,000,000 |
|  |  |  |  |
|  |  |  |  |

1. Estimated Amounts Held in Banks and Financial Institutions including Credit Unions and Mutual Funds

|  |  |  |
| --- | --- | --- |
| ***Individual/Family Member in Whose Name Held*** | ***Name and Address of Financial Institution*** | ***Estimated Value*** |
| Jane Doe | Unit Trust | $25,000 |
|  |  |  |

1. Company Shares and Stock

|  |  |  |  |
| --- | --- | --- | --- |
| ***Individual/Family Member in Whose Name Held*** | ***Name and Address of Company/Business*** | ***Shares and Stocks Held*** | ***Estimated Value*** |
| John Doe | Angostura – Eastern Main Road, Morvant, Trinidad. | Ordinary shares | $6,500 |
|  |  |  |  |

1. Investments

|  |  |  |  |
| --- | --- | --- | --- |
| ***Individual/Family Member in Whose Name Held*** | ***Name and Address of Company/Business*** | ***Nature of Business*** | ***Estimated Value*** |
| John Doe | TAF Food-Truck | Fast food Business | $6,500 |

1. Motor Vehicles

|  |  |  |  |
| --- | --- | --- | --- |
| ***Individual/Family Member in Whose Name Held*** | ***Make and Model*** | ***Registration Number*** | ***Estimated Value*** |
| John Doe | Toyota Corolla | PJB 5678 | $105,000 |
| Jane Doe | Nissan Tiida | PJA 5493 | $50,000 |

1. Bonds

|  |  |  |  |
| --- | --- | --- | --- |
| ***Individual/Family Member in Whose Name Held*** | ***Issuing Organization*** | ***Maturity Date*** | ***Estimated Value*** |
| John Doe | Government of Trinidad and Tobago | 2035 | $100,000 |

1. Any Other Assets

|  |  |  |  |
| --- | --- | --- | --- |
| ***Individual/Family Member in Whose Name Held*** | ***Description*** | ***Location*** | ***Estimated Value*** |
| Jane Doe | Boat – 32 ft pirogue | Eastern Main Road, Morvant, Trinidad. | $80,000 |

***DETAILS OF DEBT AND LIABILITIES:***

1. Debts and Liabilities

|  |  |  |  |
| --- | --- | --- | --- |
| ***Individual/Family Member in Whose Name Debt Held*** | ***Name and Address of Organization/Person Owed*** | ***Monthly Debtor*** | ***Monthly Payment*** |
| John & Jane Doe | Eastern Main Road, Morvant, Trinidad | Mortgage | $7,500 |

***DETAILS OF MONTHLY EXPENSES:***

1. List of Monthly Household Expenses (Include details of all relevant recurring bills/expenditure)

|  |  |  |
| --- | --- | --- |
| ***Description*** | ***Service/Goods*** | ***Monthly Expense*** |
| Flow - Broadband Services  | Internet Services to the Home | $350 |
| WASA – Water Provider | Water to the Home | $350 |
| T&TEC – Electricity Provider | Electricity to the home | $500 |
|  |  |  |

I, **[FULL NAME]** , I hereby swear that the provided information and documents are true and correct and accurately represents all sources of income, the estimated value of assets, debt and liabilities as well as expenses of the household in which I reside.

Declared on this day of , )

)

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Before me

Commissioner of Affidavits