

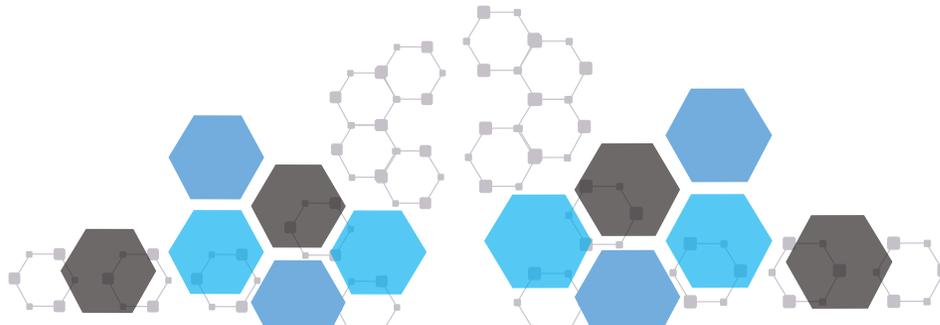


REPUBLIC OF BOTSWANA

ETHICS AND INTEGRITY DIRECTORATE

**A step-by-step guide for  
COMPLETING A DECLARATION OF  
ASSETS AND LIABILITIES FORM**

**A HANDBOOK FOR DECLARANTS**

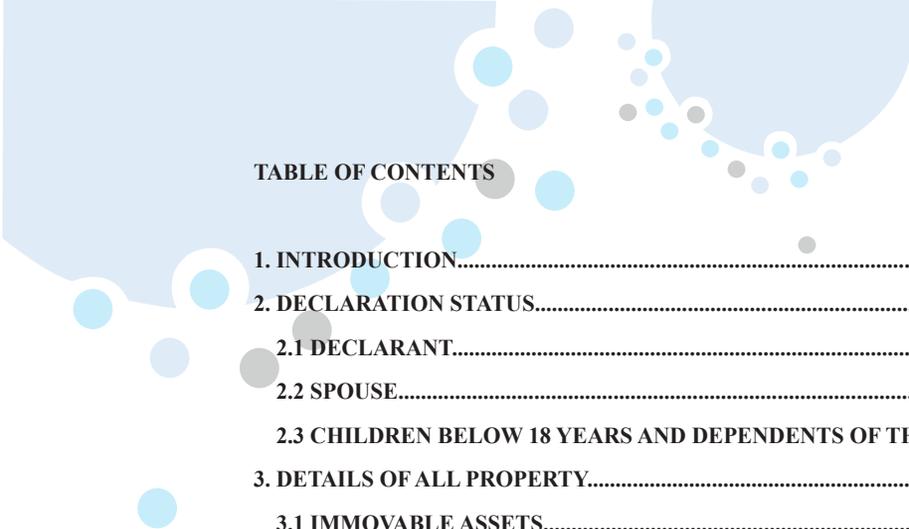






**“A declaration of assets system is an important element in building  
a culture of integrity in Public Office”**





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## 1. INTRODUCTION

This step-by-step guide is intended to aid declarants to successfully complete and submit their declarations of interests, income, assets and liabilities. Filing of a declaration is effected within 60 days after;

- the coming into operation of this Act
- appointment or assumption of office or,
- taking and subscribing before the National Assembly, of an oath of allegiance

A declaration shall be made every 24 months after the first declaration has been made. Where, subsequent to a declaration the value of interest, income, assets and liabilities is reduced or increased by a minimum of P200 000, the Declarant shall make a fresh declaration within 30 days of the alteration.

NB: Declarants are required to continue to file declarations for a period of five years after they cease to hold the office.

Points to take into consideration during form completion:

1. All fields on the form must be completed
2. Indicate with N/A if the field is not applicable
3. Sign for any cancellations made, failing to do so will render your information invalid

The Declaration of Assets and Liabilities form consists of three (3) parts:

Part I – DECLARATION STATUS

Part II – ASSETS AND LIABILITIES OF SPOUSE

Part III – ASSETS OF CHILDREN BELOW 18 YEARS AND DEPENDENTS OF THE DECLARANT

Under each of the three (3) parts, a declarant needs to complete personal details as requested and fill the tables to declare the following:

- a) Immovable assets
- b) Movable assets
- c) Cash
- d) Other assets
- e) Other income
- f) Transferred property
- g) Present liabilities

- d) Other assets
- e) Other income
- f) Transferred property
- g) Present liabilities

## 2. DECLARATION STATUS

### 2.1 DECLARANT

- a) Fill in your names, date of birth, village, district, country of birth and ID Number as they appear in your ID Document (*Omang*). For non-citizens add your Passport Number.
- b) Always declare your marital status e.g. single/married/divorced/widowed etc.
- c) It is imperative to share your contact details with the Directorate for ease of communication.
- d) Rank/Position/Title refers to the position for which the declaration is made e.g. council chairman.
- e) Date of current appointment refers to the date you were appointed to the position the declaration is made.
- f) Salary and allowances per annum refers to only those the declarant is remunerated for and only applicable to the position of which you are declaring for.
- g) Other sources of income refer to any other sources apart from those emanating from the position of which you are declaring for.
- h) Immediate last appointment rank refers to designation or position you were holding prior to the current appointment to the position the declaration is made.
- i) Date of immediate last appointment refers to the date of your employment at your previous work before appointment to the position the declaration is made.
- j) Name of immediate last employer refers to the name of preceding employer before appointment to the position the declaration is made.
- k) Tax Identification Number refers to your ID/*Omang* number.

#### **(Illustration Declarant Section)**

1. Surname of Declarant... Keagile  
Other Names... Thato
2. Date of Birth... 01.01.1980

3. Place of Birth... D'kar, Ghanzi, Botswana
4. National Identity Card No... /~~Passport No.~~ 123123123, if not a citizen cancel National Identity card No. and add your Passport No.
5. Citizenship... Botswana
6. Marital Status... Married
7. Address...
  - a) Postal Address... PO Box 123 Gaborone
  - b) Physical Address... Plot No. 246, Maruapula, Gaborone
  - c) Telephone Contact... 72222222
  
8.
  - a) Rank/Position/Title... Human Resources Director
  - b) Date of Current Appointment... 01.01.2022
  - c) Name of Employer... Ethics and Integrity Directorate
  - d) Nature of Employment (contract, permanent, temporary) ... Contract
  - e) Salary per Annum... P407, 484.00
  - f) Allowances per Annum... P8, 149.68
  - g) Other Sources of Income... Farming
  
9.
  - a) Immediate last appointment (Rank) ...Employee Relations Assistant
  - b) Date of Immediate last Appointment  
From... 01.01.2015  
To... 31.12.2021
  - c) Name of Immediate last Employer(s)... Ghanzi Motors, Ghanzi, Botswana
  
10. Tax Identification Number (TIN)... I123123123

## 2.2 SPOUSE

If married, always complete full names and details of spouse including their occupation

**(Illustration Spouse Section)**

Name of Spouse and Occupation... Lerato Bertha Keagile, Council Chairman, Ghanzi District Council

### 2.3 CHILDREN BELOW 18 YEARS AND DEPENDENTS OF THE DECLARANT

If you have children below the age of 18 or are still your dependents, always state their full names and age

**(Illustration Children and Dependents Section)**

Complete full names and ages of children and dependents...

- a) Mpho Keagile (Son, 16 years)
- b) Bogadi Keagile (Daughter, 9 years)
- c) Gao Babasi (Dependent – Mother to some of my children)

## 3. DETAILS OF ALL PROPERTY

### 3.1 IMMOVABLE ASSETS

**Immovable property may include but not limited to the following–Agricultural land, non-agricultural land, residential plots, commercial and others.**

**Declarant/Spouse/Children and Dependents Sections**

- a) Type or Description refers to category of property, e.g. Agricultural land (borehole, ploughing field, cattle post, ranches, feedlot etc), residential plots and commercial property (malls, lodges etc).
- b) Survey/Plot/Deed No. refers to the property number as presented on the property certificate.
- c) Indicate plot size or write N/A if size is not stipulated on the property certificate.
- d) Indicate where the property is located, including property that is outside Botswana.
- e) Indicate manner of acquisition for all property e.g. donated, inherited, land board allocated, purchased.

f) If property is jointly owned, indicate the names of co-owners including their ID numbers for Botswana citizens or Passport numbers for non-citizens.

NB: *On this table, do not add spouse's property unless property is registered under both Declarant and Spouse's names.*

g) Always state co-owners relationship to declarant.

h) Always indicate latest value of property, if not valued, estimate the current value using the purchase or possible selling price or the value of neighbouring property (may be obtained from deeds).

NB: *When estimating value, the highest value should be provided.*

*If property is valued, share the valuation date (must be 2 years or less)*

**(Illustration for Declarant/Spouse/Children and Dependents Sections)**

Type or Description	Plot Size	Survey No./ Plot No./ Deed No.	Location/s	Manner of acquisition	Joint ownership (Yes/No)	Co-owners' names and National ID/ Passport No.	Relationship to Declarant	Latest value or estimated current value
1. Multi residential units	2000 sqm	Plot No. 178818	Unit 2 Mafikeng (Republic of South Africa)	Purchased	Yes	1. Thato Keagile ID: 896722922 2. Duncan Joseph ID: 597722922	Business Partner	ZAR 800,000.00

**3.2 MOVABLE ASSETS**

**Among other assets, movable assets may include but not limited to the following – vehicles, ships, aircraft, boats, works of art, jewelry, precious metals or other items of value.**

### Declarant/Spouse/ Children and Dependents Sections

- a) Type and make refers to type of asset e.g. Vehicle –Toyota, Hilux, wrist watch – Rolex, work of art - painting etc.
- b) Registration number refers to registration as issued/registered by state e.g. B 111 AAA.
- c) Indicate price paid for purchase of asset.
- d) Always indicate latest value of asset, if not valued, estimate the current value using the purchase or possible selling price or value of associated/similar asset in the market.

*NB: When estimating value, the highest value should be provided.  
If asset is valued, share the valuation date (must be 2 years or less).*

- e) Indicate date of acquisition of asset.
- f) Indicate current status of asset e.g. being used, not in use etc.
- g) Indicate source of finance e.g. loan, donated, salary, savings, gift.
- h) Always state where the asset was acquired from e.g. GK Motors, Bame Morati etc.
- i) Partner refers to the person who co-owns property with declarant, spouse or dependent.

### (Illustration for Declarant/Spouse/ Children and Dependents Sections)

Type and make	Registration No.	Price Paid	Latest value or estimated current value	Date Acquired	Current Status	Source of finance	Acquired from whom	Partner
1. Vehicle – Nissan Pathfinder	B 222 AAA	ZAR 600,000.00	ZAR 400,000.00	01/01/2022	In good condition	Loan	Rustenburg Motors (Republic of South Africa)	N/A (if not jointly owned)

**Among other assets, movable assets may include but not limited to the following– vehicles, ships, aircraft, boats, and works of art, jewelry, precious metals or other item of value jointly owned.**

**(Illustration for Declarant/Spouse/ Children and Dependents Sections)**

Type and make	Registration No.	Price Paid	Latest value or estimated current value	Date Acquired	Current Status	Source of Finance	Acquired from who	Partner
1.Vehicle – Toyota Hilux	B 111 AAA	BWP 250,000.00	BWP 100,000.00	01/01/2019	In good condition	Salary	Halfway Ngami Toyota, Maun	Duncan Joseph ID: 597722922 (Business Partner)

### 3.3 CASH

**This section requires the declarant to declare Cash in the bank or other financial institution in or outside Botswana**

**Declarant/Spouse/ Children and Dependents Sections**

- In this section, Bank/financial institution name means any facility used to keep cash
- Complete institution names and their locations e.g. Orange, Gaborone (for electronic wallets), ABSA Bank, Ghanzi
- Complete names of account holders, account types and account numbers e.g ABSA Current Account, Account Number: 525252, Orange money, Account Number: 72222222 (for electronic wallets),
- Indicate amount, currency e.g. BWP, USD and the source of funds e.g. salary.
- Disclosure of all the details under this field is important even if the account has zero balance e.g. 0.00.

**(Illustration for Declarant/Spouse/ Children and Dependents Sections)**

Bank/Institution Name and Location	Name(s) of Account Holder	Account Type and its Number	Amount	Currency	Source of Funds
1.First National Bank Botswana Main Branch Gaborone	Thato Keagile	Cheque Account 6200000000	15,000.00	BWP	Salary
2. Orange Gaborone	Thato Keagile	Orange Money 72222222	10,000.00	BWP	Salary
3. ABSA Bank Ghanzi Branch Ghanzi	Thato Keagile	Savings (Lekgolo) Account 5252521	0	N/A	N/A

### 3.4 OTHER ASSETS

**These assets include but are not limited to – livestock, caravans, trailers etc. in joint ownership. A Declarant is required to indicate the extent of joint ownership and for livestock also indicate total number, breed and brand.**

#### **Declarant/Spouse/ Dependent Sections**

- a) Description refers to type of assets, e.g. Cattle–Simmental etc.
- b) Cost means the cost of acquiring the assets.
- c) Complete date when you started owning or acquiring the assets.
- d) Indicate current status of asset e.g. being used, boarded etc.
- e) Indicate source of finance e.g. salary.
- f) Always indicate registered owners of assets.

*NB: Add names of Co-owners of assets on the registered owner column including extent of ownership e.g. Thata Moeng 50% (Only if co-owned).*

**(Illustration for Declarant/Spouse/Children and Dependents Sections)**

Description	Cost	Date Acquired	Current Status	Source of Finance	Registered owner
Cattle, 150 in number Brahman breed Brand (ADM)	P200,000.00	31/12/2001	On farm live animals	Salary	Lerato Bertha Keagile

### 3.5 OTHER INCOME

**i) These assets include but are not limited to – partnership/society/company shares or monies held in trusts owned by the declarant, spouse or dependent.**

#### **Declarant/Spouse/Children and Dependents Sections**

- a) Indicate both the share certificate number and company name
- b) Indicate both the number and type or class of shares
- c) Price paid means the cost of acquiring the shares
- d) Indicate date of acquisition of shares
- e) Indicate current status
- f) Indicate source of finance
- g) Always indicate latest value of shares, if not valued, estimate the current value

*NB: Always include shares abroad*

**(Illustration for Declarant/Spouse/Children and Dependents Sections)**

Share Certificate No. including company name	Number and type/class of shares	Price paid	Date Acquired	Current Status	Source of finance	Latest value or estimated current value
05 (certificate No.) Keagile and Sons Pty Ltd	300 Ordinary shares	P1,500.00	01/01/2019	In use	Loan	P12,000.00

**ii) These assets may also include but not limited to – bills, securities, bonds negotiable instruments or any instrument capable of being negotiated owned by the declarant, spouse or dependent**

**Declarant/Spouse/Children and Dependents Sections**

- a) Indicate both the share certificate number and company name.
- b) Indicate both the number and type or class of shares.
- c) Price paid means the cost of acquiring the shares.
- d) Indicate date of acquisition of shares.
- e) Indicate current status.
- f) Indicate source of finance.
- g) Always indicate latest value of shares, if not valued, estimate the current value.

*NB: Always add shares abroad.*

### (Illustration for Declarant/Spouse/Children and Dependents Section)

Share Certificate No. including company name	Number and type/class of shares	Price paid	Date Acquired	Current Status	Source of finance	Latest value or estimated current value
08 (certificate No.) JAN Bank Ltd Gaborone Botswana	50 Redeemable shares	USD500	02/11/2022	Trading suspended	Salary	USD 1,500.00

## 4. TRANSFERRED PROPERTY

This section requires the declarant to declare property transferred within the past five years. Property declared here should include property that is jointly owned.

### 4.1 IMMOVABLE ASSETS

#### Declarant/Spouse/Children and Dependents Sections

- a) Type or Description refers to category of property, e.g. Agricultural land (borehole, ploughing field, cattle post, ranches, feedlot etc.), residential plots and commercial property (malls, lodges etc.)
- b) Indicate plot size or write N/A if size is not stipulated on the property certificate.
- c) Survey/Plot/Deed No. refers to the property number as presented on the property certificate.
- d) Indicate where property is located.
- e) Indicate manner of transfer of property e.g. donated, sold.
- f) Always remember to add all property including property that is outside Botswana.
- g) Indicate date of transfer and the person the property was transferred to.
- h) Indicate names of persons property was transferred to.
- i) Always remember to add all properties transferred within the past five years.
- j) Always include property that is jointly owned.
- k) Always state co-owners' relationship to declarant.

- l) If property is jointly owned, indicate the names of other co-owners including their ID numbers for Botswana citizens or passport numbers for non-citizens.

*NB: On this table, do not add spouse's property unless property is registered under both Declarant and Spouse's names.*

**(Illustration – Declarant/Spouse/Children and Dependents Sections)**

Type or Description	Plot Size	Survey No./ Plot No./Deed No.	Location/s	Manner of Transfer	Date of Transfer	Person Transferred to
Ploughing field	10000sqm	1818	Mmadikolobe	Sold	14/09/2022	Qubao Keagile

**4.2 MOVABLE ASSETS**

**Among other assets, transferred movable assets may include but not limited to the following - vehicles, ships, aircraft, boats, works of art, jewelery, precious metals or other item of value in the declarants, spouse and dependent' names.**

**Declarant/Spouse/Children and Dependents Sections**

- a) Type and make refers to type of asset e.g. Vehicle –Toyota, Hilux, wrist watch – Rolex, work of art – painting etc.
- b) Registration number refers to registration as issued/registered by state e.g. B 111 AAA.
- c) Indicate date of transfer of asset.
- d) Indicate manner of transfer of asset e.g. sold, donated, gift etc.
- e) Always indicate names of person asset is transferred to.

*NB: Include property that is jointly owned.*

**(Illustration for Declarant/Spouse/Children and Dependents Sections)**

Type and Make	Registration Number	Date Transferred	Manner of Transfer	Person Transferred to
Work of art - Painting on Canvass	N/A	14/09/2022	Donated	Lerato Moeng

### 4.3 CASH

**This section requires the declaration of cash in bank or other financial institution in Botswana and outside Botswana**

**Declarant/Spouse/Children and Dependents Sections**

- a) Indicate amount transferred, date of transfer, names of person cash is transferred to.
- b) Indicate manner of transfer of cash e.g. inheritance etc.
- c) Indicate Currency of money transferred.
- d) Indicate source of funds.

*NB: Include cash that is transferred outside Botswana.*

**(Illustration for Declarant/Spouse/Children and Dependents Sections)**

Amount transferred	Date of Transfer	Person Transferred to	Manner of Transfer	Currency	Source of funds
P70,000.00	14/09/2022	Lerato Moeng Account Number 2222141 ABSA Bank Maun	Donated	Pula	Salary

#### 4.4 OTHER INCOME

i) These assets include but are not limited to partnership/society/company shares or monies held in trusts owned by the declarant, spouse or dependent.

##### Declarant/Spouse/Children and Dependents Sections

- a) Indicate number and type/class of shares transferred.
- b) Indicate date of transfer.
- c) Always indicate names of person shares were transferred to.
- d) Indicate manner of transfer of shares e.g. sale etc.
- e) Indicate price paid if shares were sold.

##### (Illustration for Declarant and Spouse sections)

Number and Type/ Class of shares	Date of transfer	Person Transferred to	Manner of Transfer	Price Paid
1. 100 Ordinary shares	31/12/2021	Moeng Moeng	Sale	P500.00

ii) These assets include but are not limited to bills, securities, bonds negotiable instruments or any instrument capable of being negotiated owned by the declarant, spouse or dependent.

##### Declarant/Spouse/Children and Dependents Sections

- a) Indicate number and type/class/details of assets transferred.
- b) Indicate date of transfer.
- c) Always indicate names of person assets were transferred to.
- d) Indicate manner of transfer of assets e.g. sold etc.
- e) Indicate price paid if shares were sold.

**(Illustration for Declarant/Spouse/ Children and Dependents Sections)**

Number and Type/ Class/Details of shares	Date of transfer	Person Transferred to	Manner of Transfer	Price Paid (if sold)
1. 400 Ordinary shares	31/12/2020	Rachel Moeng	Inheritance	N/A

**4.5 OTHER ASSETS**

**These assets include but are not limited to livestock, caravans, trailers etc.**

**Declarant/Spouse/Children and Dependents Sections**

- a) Description refers to type of asset transferred.
- b) Indicate date of transfer.
- c) Always indicate names of person assets were transferred to.
- d) Indicate manner of transfer of assets e.g. sold etc.
- e) Indicate price paid if shares were sold.

**(Illustration for Declarant/Spouse/Children and Dependents Sections)**

Description	Date of transfer	Person Transferred to	Manner of Transfer	Price Paid (if sold)
1. Trailer B123ADM (registration number)	31/12/2021	Rachel Moeng	Gift	N/A

## 5. PRESENT LIABILITIES

### Declarant/Spouse/Children and Dependents Sections

- a) Complete creditor column by adding Full names of Financial Institution.
- b) Type of liability refers to loans, mortgages, and overdrafts.
- c) Amount refers to the principal amount borrowed by Creditor.
- d) Date refers to the date of acquisition of credit or liability.

### (Illustration for Declarant/Spouse/ Children and Dependents Sections)

Creditor (Name and Address)	Type of Liability (Mortgage, Overdraft or Loans)	Amount and Date
1. First National Bank Botswana Main Branch Gaborone	Mortgage	P800,000.00 01/01/2022

NB: Take an oath after completing the form. An acknowledgement slip will be issued after a successful submission of your declaration.



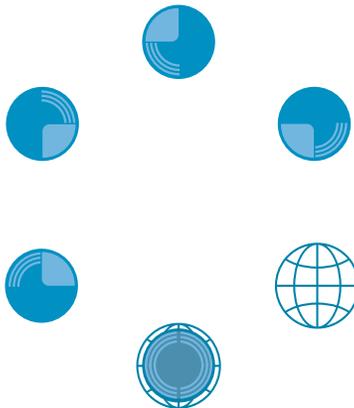
**“ A credible assets disclosure system can help enhance the trust of citizens in public officials and protect them from undue suspicion and allegations of malfeasance”**





**Thank you for complying with the Declaration of Assets  
and Liabilities Act!**





Website

[www.gov.bw/ministries/ethics-and-integrity-directorate](http://www.gov.bw/ministries/ethics-and-integrity-directorate)



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