

DEPARTMENT OF JUSTICE

INSTRUCTIONS FOR COMPLETION OF
REQUIRED FINANCIAL DISCLOSURE REPORT

Title 3, Section 1105(a), Virgin Islands Code, requires every statutory officer, Territorial officer or employee, every judge of the Territorial Court, and every salaried appointed officer of a public agency exempt from the Personnel Merit System to file a report disclosing certain financial interest by April 30th of each year. This report must be made on the forms prepared by the Department of Justice which are attached.

If you are uncertain as to whether or not you are required to file this report, you are directed to the definitions of relevant terms found in Section 1101 of Title 3, Virgin Islands Code. A copy of the statute is available at the Department of Justice as well as at all public libraries.

Please note that the law requires an amendment to this financial disclosure report to be filed within thirty (30) days of the acquisition of any new instrument of ownership whose disclosure would have been required at the time of filing this report.

Please note further that any interest held by your spouse, or of any other party constructively controlled by you, shall be considered to be your interest for purposes of these reporting requirements.

This report is to be filed only on the forms provided. These forms should be completely filled in. Please type or print legibly in ink. Please also indicate where a section of the form is not applicable by marking "not applicable" or "N/A" where appropriate. Please place the forms in the envelopes provided.

Note that the report is in two parts:

PART ONE - Part one is that part of your financial disclosure report which is open to public examination. Do not list the amount involved in completing Part One.

PART TWO - Part Two requires greater financial detail, including the value of your holdings and income. Part Two is to be sealed by you and shall remain under seal unless opened after a vote of the Commission as part of an investigation. You shall be notified if any such investigation is begun.

If you have no financial interests which must be included in this report please so indicate on PART ONE. You will not be required to file PART TWO in this case.

If at any future date you are no longer required to file this report, you, or our legal representative, may request the return of all sealed reports you have filed, and the Attorney General shall return them.

Note that any person who knowingly violates provision of the Virgin Islands Conflicts of Interest statute (Chapter 37, Title 3, Virgin Islands Code, as amended) shall be guilty of a public offense and upon conviction thereof shall be punished by imprisonment for not less than one year nor more than five years; or by a fine of not more than \$5,000 or a sum equal to any direct monetary gain derived in connection with such violation, whichever is greater; or both such fine and imprisonment.

The Ethics Administrator is located at GERS Building, 2nd Floor, Charlotte Amalie, St. Thomas, Virgin Islands 00801. The telephone number is 774-5666. The Ethics Administrator stands ready to assist you in complying with the requirements of the Virgin Islands Conflicts of Interest laws.

DEPARTMENT OF JUSTICE

FINANCIAL DISCLOSURE REPORT

PART ONE

Please type or print legibly in ink.
Please complete all entries.
Please sign completed form.

Name of Person Filing: _____

Home Address: _____

Mailing Address: _____ Telephone: _____

Position Held: _____

Department or Agency: _____

Spouse's Name, if Married: _____

Children's Names, if Any: _____

Filing Date: _____

(1) List the name, instrument of ownership, and any position of management held in any business entity held by you, your spouse or any other party constructively controlled by you in which the ownership is in excess of \$5,000 fair market value as of the date of filing or from which income of \$1,000 or more was derived during the preceding calendar year. No time or demand deposit in a financial institution, or any debt instrument having a fixed yield need be listed unless it is convertible to any equity instrument. Do not list the amounts involved. on PART ONE.

- (a) _____
- (b) _____
- (c) _____
- (d) _____
- (e) _____
- (f) _____

(Please attach additional numbered pages, if required.)

(2) List name, address, and type of practice of any professional organization in which you or your spouse is an officer, director, or partner, or serves in any advisory capacity, from which income of \$1,000 or more was derived during the preceding calendar year. Do not list the amounts involved on PART ONE.

- (a) _____
- (b) _____
- (c) _____
- (d) _____
- (e) _____
- (f) _____

(Please attach additional numbered pages, if required.)

(3) List the source of income of each of the following items received during the preceding calendar year, excluding any political campaign contributions. Do not list the amounts involved on PART ONE.

(a) Any income for services rendered exceeding \$5,000:

(b) Any capital gain from a single source exceeding \$5,000, other than from the sale of a residence occupied by you:

(c) Reimbursement for expenditures exceeding \$1,000 in each instance:

(d) Honorariums from a single source aggregating \$300 or more:

(4) List each creditor to whom you were indebted for a period of ninety (90) consecutive days or more during the preceding calendar year in an aggregate amount in excess of \$10,000 excluding any indebtedness specifically secured by a pledge of your assets of appropriate value. Do not list the amounts involved on PART ONE.

- (a) _____
- (b) _____
- (c) _____
- (d) _____
- (e) _____
- (f) _____

(Signature)

DEPARTMENT OF JUSTICE

FINANCIAL DISCLOSURE REPORT

PART TWO

Please type or print legibly in ink.

Please complete all entries.

Please sign completed form.

Name of Person Filing: _____

Position Held: _____

Department of Agency: _____

Spouse's Name, if Married: _____

Children's Names, if Any: _____

Filing Date: _____

(1) List the fair market value (as of the date of filing) of each item listed under paragraph (1) of PART ONE of this report and the amount of income derived therefrom during the preceding calendar year.

(a) _____

(b) _____

(c) _____

(d) _____

(e) _____

(f) _____

(Please attach additional numbered pages, if required.)

(2) List the amount of income derived during the preceding calendar year from each item listed under paragraph (2) of PART ONE.

- (a) _____
- (b) _____
- (c) _____
- (d) _____
- (e) _____
- (f) _____

(Please attach additional numbered pages, if required.)

(3) List the amount of income derived during the preceding calendar year from each source listed under Paragraph (3) of PART ONE.

- (a) _____
- (b) _____
- (c) _____
- (d) _____
- (e) _____
- (f) _____

(4) List the amount of indebtedness owed during the preceding calendar year to each creditor listed under paragraph (4) of PART ONE.

- (a) _____
- (b) _____
- (c) _____
- (d) _____
- (e) _____
- (f) _____

(Signature)