



**INSTRUCTION**  
**on the layout and manner of completing asset declaration form**

Sarajevo, July 2017

Based on Article 2.9, paragraph (1), point 2 and Article 15.8, paragraph (3) of the Election Law of Bosnia and Herzegovina ("Official Gazette of BiH", no. 23/01, 7/02, 9/02, 20/02, 25/02, 4/04, 20/04, 25/05, 52/05, 65/05, 77/05, 11/06, 24/06, 32/07, 33/08, 37/08, 32/10, 18/13, 7/14 and 31/16), the Central Election Commission of Bosnia and Herzegovina has at its 37<sup>th</sup> session, held on July 18, 2017 determined

## **INSTRUCTION**

### **on the layout and manner of completing asset declaration form**

#### **Article 1**

##### **(Subject – Article 15.7 and 15.8 of the BiH Election Law)**

This instruction specifies the layout, manner of completing the asset declaration form (hereinafter: the form) and the method of submitting the asset declaration form of elected members of the authority (hereinafter: elected officials) as well as of elected officials whose mandate is terminated in line with the Election Law of Bosnia and Herzegovina.

#### **Article 2**

##### **(Layout of the form)**

The layout of the asset declaration form shall be as follows:

- a) the logo of the Central Election Commission of Bosnia and Herzegovina in the upper section,
- b) full name of the form with sections: purpose and the submission date,
- c) the first page listing the information on the elected official by sections: general information on the elected official, his family and members of the household whom the official has the legal obligation to sustain, and the current income and sources of income of the elected official in Bosnia and Herzegovina and abroad in the previous calendar year,
- d) the second page listing the information by sections: elected official's property exceeding the value 5.000 KM, expenditures and other liabilities in Bosnia and Herzegovina and abroad, with additional explanation of each section and elected official's signature,
- e) the third page listing the information on the financial situation of the elected official's spouse by sections: spouse's current income and sources of income in Bosnia and Herzegovina and abroad in the previous calendar year, property exceeding value of 5.000 KM, expenditures and other liabilities in Bosnia and Herzegovina and abroad,
- f) the forth page listing the information on the financial situation of the elected official's children by sections: their current income and sources of income in Bosnia and Herzegovina and abroad in the previous calendar year, property exceeding value of 5.000 KM, expenditures and other liabilities in Bosnia and Herzegovina and abroad, and

- g) the fifth page listing the information on financial situation of members of the household whom the official has the legal obligation to sustain by sections: current income and sources of income in Bosnia and Herzegovina and abroad in the previous calendar year, property exceeding value of 5.000 KM, expenditures and other liabilities in Bosnia and Herzegovina and abroad.

### **Article 3**

#### **(Availability and submission of the asset declaration form)**

(1) The asset declaration form (From OIS-1), which is integral part of this Instruction, shall be available on the website of the Central Election Commission of Bosnia and Herzegovina [www.izbori.ba](http://www.izbori.ba) and in the premises of the Central Election Commission of Bosnia and Herzegovina.

(2) Election official shall submit completed form to the Central Election Commission of Bosnia and Herzegovina by mail, fax, e-mail or in person. When submitted by e-mail, the form has to be scanned and signed by the elected official.

### **Article 4**

#### **(Obligation to submit form – Article 15.7, paragraph (1) and 15.8, paragraphs (1) and (2) of the BiH Election Law)**

The obligation to submit form within the deadlines set forth in Article 15.8, paragraphs (1) and (2) of the Election Law of Bosnia and Herzegovina shall have:

- a) all elected officials at all levels of authority, and
- b) all elected officials whose mandate for which they have been elected has expired, as well as in case of termination of the mandate in line with Article 1.10 of the Election Law of Bosnia and Herzegovina.

### **Article 5**

#### **(Competence)**

The Central Election Commission of Bosnia and Herzegovina shall distribute the asset declaration forms as follows:

- a) to an elected member of a body of authority together with the statement on acceptance of the mandate,
- b) to an elected member of a body of authority whose mandate was terminated together with a decision on termination of mandate, and
- c) to an elected member of a body of authority whose mandate expired through the body of authority in which his/her mandate expired.

### **Article 6**

#### **(Publicity- Article 15.9 of the BiH Election Law)**

After receiving the asset declaration form, the Central Election Commission of Bosnia and

Herzegovina shall record the information on submission of the asset declaration in the database of elected officials. The Central Election Commission of Bosnia and Herzegovina shall make the information contained in the asset declaration available to the public in line with the provisions of the Law on freedom of access to information in BiH.

**Article 7**  
**(The method of completing asset declaration form)**

(1) On page 1 of the form the information is entered by sections, as follows:

- a) Section – purpose shall indicate the beginning of mandate or its termination i.e. expiration of the elected official’s mandate and the date statement was submitted,
- b) Section – General Information on elected official shall include:
  - 1) Name and surname of elected official,
  - 2) Level of authority for which the form is filed,
  - 3) Name of constituency in which mandate was won,
  - 4) Code of the constituency,
  - 5) Name of the political subject on behalf of which elected official won the mandate,
  - 6) Code of the political subject,
- c) Section – Information on spouse shall indicate marital status,
- d) In Section – Information on children – elected official shall indicate if he/she has children as well as the number of children,
- e) Section – members of the household whom the official has the legal obligation to sustain shall indicate number of these members, and
- f) In Section – Information on current incomes and sources of income of an elected official in Bosnia and Herzegovina and abroad in the previous calendar year shall list all incomes and sources of income (salary, pension, remuneration, commission, gains on assets, fee) and section – other shall list payments and other profit realized in Bosnia and Herzegovina and abroad in previous year.

In the first column “Type of income” elected official shall indicate what types of incomes he/she had in the previous year.

In the second column “Period (from-to)” elected official shall indicate the period in which he/she received listed incomes (e.g. 01.01.2017 - 31.12.2017).

In the third column “Amount of income (KM)” elected official shall indicate the amount of listed incomes in convertible marks (e.g. 156.000.000 KM), and at the end of this column he/she shall enter the total amount of listed incomes from the third column.

(2) The following information shall be entered on page 2:

- a) The Section – Property of elected official exceeding the value 5.000 KM shall include the information on property owned, including money, bank accounts, business documentation, shares, securities, bonds, real property, personal property, occupancy

right and other property and possessions which exceed 5.000 KM, in Bosnia and Herzegovina and abroad.

In the first column “type of property” elected official shall list property he/she owns, and in case that he/she owns some other type of property that is not given in this section, he/she shall mark number 11 and enter the type of property.

The second column “Information on property” shall include detailed information on property: surface area of the apartment, house and land, name of the company owned or co-owned by elected official, percentage share in stock capital, make, model and production year of the vehicle, etc.

In the third column “country in which the property is located” elected official shall enter the country in which the property is located.

In the fourth column “value (KM)” elected official shall indicate market value of an apartment or a house, company, value of the vehicle, amount of the money in bank, amount of bonds in convertible marks (KM), and the total amount of property listed in column four shall be entered at the end of this section.

- b) In section – Expenditures and other liabilities of elected official in Bosnia and Herzegovina and abroad the elected official shall enter all expenditures and other liabilities in Bosnia and Herzegovina and abroad.

In the first column “type of liability” elected official shall list all liabilities on debts, bonds, promissory notes, loans, guarantees or other liability.

The second column “name of the creditor” shall indicate name of the bank or other creditor separately for every liability.

In the third column “repayment date” elected official shall indicate the deadline for settlement of every individual liability.

In the fourth column “value in KM” elected official shall enter value in convertible marks for every listed liability as well as the total amount of a liability in KM, and the total amount of liabilities listed in column four shall be indicated at the end of this section.

- a) In section “additional explanation of previous sections” elected official may provide additional explanation for section f) on page 1 and sections a) and b) on the page 2 of the form.
- b) In section “signature of elected official” the election official shall sign the form upon its completion, thus confirming authenticity of the completed form and consenting to the BiH Central Election Commission processing his/her personal data from the form in line with the provisions of the BiH Election Law and the provisions of the Law on protection of personal information.

(3) If the elected official had specified on page 1 that he/she has a spouse, and that spouse has incomes, property or liabilities, the elected official’s spouse shall on page 3 of the form specify the information on the financial situation as follows:

- a) In section - Information on current incomes and sources of income in Bosnia and Herzegovina and abroad in the previous calendar year the spouse shall list all incomes and sources of income (salary, pension, remuneration, commission, gains on assets, fee) and in section – other he/she shall list payments and other profit realized in Bosnia and Herzegovina and abroad in previous year.

In the first column “Type of income” elected official’s spouse shall indicate what types of incomes he/she had in the previous year.

In the second column “Period (from-to)” elected official’s spouse shall indicate the period in which he/she received listed incomes (e.g. 01.01.2017 - 31.12.2017).

In the third column “Amount of income (KM)” elected official’s spouse shall indicate the amount of listed incomes in convertible marks, and at the end of this column he/she shall enter the total amount of listed incomes from the third column.

- b) The Section – Property of elected official’s spouse exceeding the value 5.000 KM shall include the information on property owned, including money, bank accounts, business documentation, shares, securities, bonds, real property, personal property, occupancy right and other property and possessions which exceed 5.000 KM, in Bosnia and Herzegovina and abroad.

In the first column “type of property” elected official’s spouse shall list property he/she owns, and in case that he/she owns some other type of property that is not given in this section, he/she shall mark number 11 and enter the type of property.

The second column “Information on property” shall include detailed information on property: surface area of the apartment, house and land, name of the company owned or co-owned by elected official’s spouse, percentage share in stock capital, make, model and production year of the vehicle, etc.

In the third column “country in which the property is located” elected official’s spouse shall enter the country in which the property is located.

In the fourth column “value (KM)” elected official’s spouse shall indicate market value of an apartment or a house, company, value of the vehicle, amount of the money in bank, amount of bonds in convertible marks (KM), and the total amount of property listed in column four shall be entered at the end of this section.

- c) In section – Expenditures and other liabilities of elected official’s spouse in Bosnia and Herzegovina and abroad the elected official’s spouse shall enter all expenditures and other liabilities in Bosnia and Herzegovina and abroad.

In the first column “type of liability” elected official’s spouse shall list all liabilities on debts, bonds, promissory notes, loans, guarantees or other liability.

The second column “name of the creditor” shall indicate name of the bank or other creditor separately for every liability.

In the third column “repayment date” elected official’s spouse shall indicate the deadline for settlement of every individual liability.

In the fourth column “value in KM” elected official’s spouse shall enter value in convertible marks for every listed liability as well as the total amount of a liability in KM, and the total amount of liabilities listed in column four shall be indicated at the end of this section.

(4) If the elected official had specified on page 1 of the form that he/she has children, and that children have incomes, property or liabilities, the elected official’s children shall on page 4 of the form specify the information on the financial situation as follows:

- a) In section - Information on current incomes and sources of income in Bosnia and Herzegovina and abroad in the previous calendar year the elected official’s children shall list all incomes and sources of income (salary, pension, remuneration, commission, gains on assets, fee) and in section – other he/she shall list payments and other profit realized in Bosnia and Herzegovina and abroad in previous year.

In the first column “Type of income” elected official’s children shall indicate what types of incomes they had in the previous year.

In the second column “Period (from-to)” elected official’s children shall indicate the period in which they received listed incomes (e.g. 01.01.2017 - 31.12.2017).

In the third column “Amount of income (KM)” elected official’s children shall indicate the amount of listed incomes in convertible marks, and at the end of this column he/she shall enter the total amount of listed incomes from the third column.

- a) The Section – Property of elected official’s children exceeding the value 5.000 KM shall include the information on property owned, including money, bank accounts, business documentation, shares, securities, bonds, real property, personal property, occupancy right and other property and possessions which exceed 5.000 KM, in Bosnia and Herzegovina and abroad.

In the first column “type of property” elected official’s children shall list property they own, and in case that they own some other type of property that is not given in this section, they shall mark number 11 and enter the type of property.

The second column “Information on property” shall include detailed information on property: surface area of the apartment, house and land, name of the company owned or co-owned by elected official’s children, percentage share in stock capital, make, model and production year of the vehicle, etc.

In the third column “country in which the property is located” elected official’s children shall enter the country in which the property is located.

In the fourth column “value (KM)” elected official’s children shall indicate market value of an apartment or a house, company, value of the vehicle, amount of the money in bank, amount of bonds in convertible marks (KM), and the total amount of property listed in column four shall be entered at the end of this section.

- c) In section – Expenditures and other liabilities of elected official’s children in Bosnia and Herzegovina and abroad the elected official’s children shall enter all expenditures and other liabilities in Bosnia and Herzegovina and abroad.

In the first column “type of liability” elected official’s children shall list all liabilities on debts, bonds, promissory notes, loans, guarantees or other liability.

The second column “name of the creditor” shall indicate name of the bank or other creditor separately for every liability.

In the third column “repayment date” elected official’s children shall indicate the deadline for settlement of every individual liability.

In the fourth column “value in KM” elected official’s children shall enter value in convertible marks for every listed liability as well as the total amount of a liability in KM, and the total amount of liabilities listed in column four shall be indicated at the end of this section.

(5) If the elected official had specified on page 1 that he/she has members of the household whom the elected official has the legal obligation to sustain (hereafter: members of the household), and that members of the household have incomes, property or liabilities, members of the household shall on page 5 of the form specify the information on the financial situation as follows:

- a) In section - Information on current incomes and sources of income in Bosnia and Herzegovina and abroad in the previous calendar year members of the household shall list all incomes and sources of income (salary, pension, remuneration, commission, gains on assets, fee) and in section – other they shall list payments and other profit realized in Bosnia and Herzegovina and abroad in previous year.

In the first column “Type of income” members of the household shall indicate what types of incomes they had in the previous year.

In the second column “Period (from-to)” members of the household shall indicate the period in which they received listed incomes (e.g. 01.01.2017 - 31.12.2017).

In the third column “Amount of income (KM)” members of the household shall indicate the amount of listed incomes in convertible marks, and at the end of this column he/she shall enter the total amount of listed incomes from the third column.

- b) The Section – Property of members of the household exceeding the value 5.000 KM shall include the information on property owned, including money, bank accounts, business documentation, shares, securities, bonds, real property, personal property, occupancy right and other property and possessions which exceed 5.000 KM, in Bosnia and Herzegovina and abroad.

In the first column “type of property” members of the household shall list property they own, and in case that they own some other type of property that is not given in this section, they shall mark number 11 and enter the type of property.

The second column “Information on property” shall include detailed information on property: surface area of the apartment, house and land, name of the company owned or co-owned by



members of the household, percentage share in stock capital, make, model and production year of the vehicle, etc.

In the third column “country in which the property is located” members of the household shall enter the country in which the property is located.

In the fourth column “value (KM)” members of the household shall indicate market value of an apartment or a house, company, value of the vehicle, amount of the money in bank, amount of bonds in convertible marks (KM), and the total amount of property listed in column four shall be entered at the end of this section.

c) In section – Expenditures and other liabilities of members of the household in Bosnia and Herzegovina and abroad the elected official’s members of the household shall enter all expenditures and other liabilities in Bosnia and Herzegovina and abroad.

In the first column “type of liability” members of the household shall list all liabilities on debts, bonds, promissory notes, loans, guarantees or other liability.

The second column “name of the creditor” shall indicate name of the bank or other creditor separately for every liability.

In the third column “repayment date” members of the household shall indicate the deadline for settlement of every individual liability.

In the fourth column “value in KM” members of the household shall enter value in convertible marks for every listed liability as well as the total amount of a liability in KM, and the total amount of liabilities listed in column four shall be indicated at the end of this section.

## **Article 8** **(Ineffectiveness)**

Enforcement of the Instruction on the layout and method of completing asset declaration form (Official Gazette of BiH, 43/16) shall become ineffective by entry into force of this Instruction.

## **Article 9** **(Publishing in Official Gazettes)**

This Instruction shall enter into force on the day of its adoption and shall be published in the Official Gazette of BiH, the Official Gazette of the Federation of BiH, the Official Gazette of the RS and the Official Gazette of Brčko District of BiH and on the web page of the BiH Central Election Commission, [www.izbori.ba](http://www.izbori.ba).

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President  
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