Instructions to fill Asset Declaration Form

### General Instructions:
All fields are mandatory. If any field is not relevant, please state NIL or N/A.
Privacy and your personal information - Your personal information is protected under the Fiji Revenue and Customs Services Act. Your information may be used by the Service where it is required or authorised by law (including for the purpose of research or conducting investigations).

### Section A:
If you have spouse/defacto spouse or dependents (includes children, financially dependent parents and/or relatives) please provide their details. Spouse and defacto spouse has the same meaning as given under Section 2 of Income Tax Act 2015.

### Section B:
**Particulars of Assets in Fiji or abroad:**
*Asset type* refers to land, buildings, vehicles, cash on hand, shares, bonds, debentures, yachts, boats, jewelries, household items or any other assets. Declare household assets if the value of assets individually or collectively is more than FJD 15,000.
Provide details of asset (registration of assets or account number) wherever applicable. For example, for land, vehicles, yachts, boats etc. provide registration details of the asset. For shares, bonds, debentures etc., provide account number and name of the entity/institution the asset is held with.
*Holder or recipient* refers to the asset owner. If declarant finances or funds for an asset registered or held under another person’s name (whether dependent or not), details of such an asset to be provided.
Provide the percentage of ownership in the asset. For instance, if you own a land jointly with another person, state the percentage of your ownership in the land.
*Acquisition cost* refers to the cost of acquiring/purchasing the asset. If the asset was received as a gift, the cost of acquisition of asset refers to the value of asset at the time of receiving the gift.
*Mode of acquisition* includes asset acquired (by cash/loan/hire purchase), inherited, received as gift or self-built (e.g. building).
*Market value* refers to the current market value of an asset. If current market value is not available, estimated market value to be provided.

**Bank and other Financial institutions details in Fiji or aboard:**
Provide complete details of bank and financial institutions in Fiji and abroad for declarant and dependents.

**Life Insurance policy details in Fiji or aboard:**
Provide complete details of life insurance policies in Fiji and abroad for declarant and dependents.

### Section C:
**Liabilities in Fiji or abroad:**
Provide the type of liability (loans, credit Cards, creditors, debts or any other liability). In respect of credit cards, provide details of credit cards obtained in the name of spouse/de facto spouse or dependents.
Provide details of liability. For example - type of liability is loan, details of liability may be Home Loan.
Provide name of creditor. For example – type of liability is loan & details of liability is home loan, the name of creditor may be XYZ Bank.
Provide total repayments made during the year in $, for declarant and dependents. If no repayments were made during the year in respect of that liability, state NIL.
Provide the year-end balance in $ in respect of the liability.

### Section D:
Knowingly providing false, misleading or incomplete information is an offence. A person committing such an offence shall be liable to a fine not exceeding $250,000.